

# Sharing your findings

While it may seem obvious, sharing your findings is an incredibly important and often overlooked stage in the M&E process. You want to ensure that your findings are easily accessed and shared, so take the time to use social media, your website, newsletters or other stakeholder correspondence such as phonecalls or AGMs to really emphasise the findings from your research. Use the checklist worksheet to help you do this.



Photograph Courtesy of Marble Hill Play Centres

# Worksheet

## Dissemination Plan for you Report

It's important that you take the time to share what you discovered with your stakeholders. Use this checklist to help you do this

**Adventure Playground:**

**Report Author:**

**Date of completion:**

**1. What communication channels have you used/do you plan to use to share the report's findings? (if planned for the future, please include a proposed date)**

- |              |                          |                               |                          |
|--------------|--------------------------|-------------------------------|--------------------------|
| • Website    | <input type="checkbox"/> | • AGM                         | <input type="checkbox"/> |
| • Facebook   | <input type="checkbox"/> | • Training                    | <input type="checkbox"/> |
| • Twitter    | <input type="checkbox"/> | • Posters or displays         | <input type="checkbox"/> |
| • Email      | <input type="checkbox"/> | • Banners                     | <input type="checkbox"/> |
| • Newsletter | <input type="checkbox"/> | • Other (please give details) | <input type="checkbox"/> |
| • Leaflets   | <input type="checkbox"/> |                               |                          |

**2. With whom have you/do you plan to share the report and its findings? (if planned for the future, please include a proposed date)**

- |                             |                          |                                |                          |
|-----------------------------|--------------------------|--------------------------------|--------------------------|
| • Children and young people | <input type="checkbox"/> | • Council                      | <input type="checkbox"/> |
| • Parents and carers        | <input type="checkbox"/> | • Funders (please specify who) | <input type="checkbox"/> |
| • Trustees                  | <input type="checkbox"/> | • Local community              |                          |
| • Staff                     | <input type="checkbox"/> | (please specify who)           | <input type="checkbox"/> |
| • Volunteers                | <input type="checkbox"/> | • Other (please give details)  | <input type="checkbox"/> |
| • Schools                   | <input type="checkbox"/> |                                |                          |

- 3. What feedback, suggestions or ideas have you received from those who have read the report?**
  
- 4. What new connections, partnerships or contacts has your organisation made as a result of writing/ sharing the report?**
  
- 5. What action have you taken/do you plan to take to address the recommendations from the report? (if planned for the future, please include a proposed date)**
  
- 6. How have you/do you plan to use the findings in future funding bids?**
  
- 7. What further support would you find helpful in relation to sharing, promoting, or making the best use of the report and its findings?**