**Survey on the increased institutional capacity**

Dear *(receiver)*,

We are grateful for your active involvement in the project *(project title)*. In this survey, we would like to investigate if and how your participation in the project increased the institutional capacity within your organisation.

**Institutional capacity** is defined as an organisation’s ability to set and achieve goals through knowledge, skills, systems and institutions. An organisation increases its institutional capacity by securing the resources (human or technical) and structures (organisational or governance) it needs to perform its mandated tasks better.

Please, take some minutes to answer the following questions and send the form back to *(email)* by *(deadline)*.

Thank you for taking the time to help us with your feedback!

1. **Identification**
	1. Your name and surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Organisation name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Status in project:

[ ]  Project partner

[ ]  Associated organisation

[ ]  Other representatives of the target groups involved in project activities

1. **Did the institutional capacity of your organisation increase as a result of involvement in this project?**

[ ]  Yes

[ ]  No / Not sure

1. **If your answer is No/Not sure, please explain why the institutional capacity of your organisation did not increase as a result of involvement in this project.**

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|  |

1. **If you answered *Yes*: What has improved in your organisation?** *Select all that apply*

[ ]  Used **new knowledge** or **skills**

*Please describe what new knowledge or skills your organisation has used and how it has changed your organisation’s ability to achieve its goals:*

|  |
| --- |
|  |

[ ]  Adopted **new tools**

*Please describe what new tools your organisation has adopted and how it has changed your organisation’s ability to achieve your goals:*

|  |
| --- |
|  |

[ ]  Adopted **new procedures** or **workflows**

*Please describe what new procedures or workflows your organisation has adopted and how it has changed your organisation’s ability to achieve your goals:*

|  |
| --- |
|  |

[ ]  Changed the **organisational structure**

*Please describe what has changed in your organisational structure and how it has changed your organisation’s ability to achieve your goals:*

|  |
| --- |
|  |

1. **Would you like to share any further comments/experience(s) you have gained due to your participation in the project activities?**

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|  |

**Consent for sharing your contact data:**

Would you grant permission for us to share your contact data (your name, surname and email) with Interreg Baltic Sea Region Programme that is funding our project, in case they would like to contact you for communication reasons?

[ ]  Yes, I hereby consent to the sharing of my contact data with Interreg Baltic Sea Region Programme

[ ]  No, I opt not to share my contact data with Interreg Baltic Sea Region Programme