

A quick guide to the new Mosaic Worksheet

A revised Mosaic Worksheet has been introduced for all Mosaic projects starting in 2015 onwards.



Major Differences:

- **Format.** Now uses a fillable PDF form (open with Adobe Acrobat version 9 or a later).
- **Planning and Evaluation.**
 - The educational process (discover, understand, create) and educational goals and indicators, are now looked at together.
 - Instead of developing project indicators, the official programme indicators are used.
- **Benefits to Chapter.** Includes planning for other benefits for the Chapter, in addition to educational outcome.

Minor Differences:

- **Order and Structure.** Uses a similar 'running order' to the PDPEF. Some focus areas may have moved.
- **Streamlined questions...** The same information as before is asked for, but in more focused way.
- **...and answers.** Drop down menus are used to provide pre-set options.

Completing the Worksheet:

- During the planning phase of the Mosaic project:
 - ✓ All sections of the Worksheet should be used as a guide to what planning is required to successfully host a Mosaic project.
 - ✓ Only the Administration and Planning sections need to be submitted to Regional Team Experts in order to approve the project.

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BEFORE starting the Mosaic project, complete and submit:

✓ Section 1. Administration & Project Information

- Project details
- Project coordinator details
- Mosaic expert support
- Project description
- Other outcomes and benefits for the Chapter

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Please complete this form using ADOBE ACROBAT 9 or a later version. [download](#)

Introduction
The Mosaic Worksheet has been designed to help plan and evaluate Mosaic projects. It should be completed in consult out how to request support on [Resources](#) or by contacting mosaic.request@cisv.org

Section 1: Administration & Project Information

Project details

Host National Association:	
Host Chapter:	
Programme reference code:	
Project start date (dd/mm/yyyy):	
Project end date (dd/mm/yyyy):	

If dates change, please update and inform mosaic.request@cisv.org

Project coordinator details

Given name:	
Surname:	
E-mail address:	
myCISV username:	

Mosaic Expert support:
You can request
Final approval

Project description

Project name: _____
Provide a brief description: _____
Describe how the project will be implemented: _____

Other outcomes and benefits for the Chapter:
In addition to education, what other intended outcomes or benefits does your project have?
Primary outcome or benefit: _____
Briefly explain how the project may support these other outcomes/benefits for the Chapter: _____

Other sections:
Indicate the primary peace education content area (and secondary if applicable):
Primary content area: _____
Who is the intended target group of the project? E.g. local children, senior citizens: _____
Participant age range: _____ From: _____
Estimated number of participants: _____

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✓ Section 2. Planning

- Phase
- Actions, activities, events

But not:

✓ Section 2. Evaluation

- Evidence
- Achieved?

Section 2: Planning and Evaluation

Planning: Please describe the actions/activities/events that will make up your project and that will let you reach the corresponding goal. If that a person who does not know anything about your project can still get a good, basic understanding. One action per goal is enough but include as many as you like. For each action, indicate if it primarily fits in the Discover, Understand or Create phase*.

Evaluation: Please indicate what evidence you collected to help you evaluate the success of the project (e.g. written evaluations, observations, participant presentations, artwork, written work, questionnaires, etc.), and whether the indicators were achieved or not.

Phase	Actions, Activities, Events (think about how you can collect evidence)	Programme Goals and Indicators	Evidence
		Goal 1. Mosaic projects aim to actively explore a theme in a local context	
		1 a) Understand the theme and the project's relevance (K)	
		1 b) Understand opportunities and challenges affecting the community (K)	
		1 c) Are able to connect the theme with everyday life (S)	
		Goal 2. Mosaic encourages creative and critical thinking towards problems and solutions	
		2 a) Understand where their own opinions on the theme fit in a range of local and global perspectives (K)	
		2 b) Are willing to challenge their own perspectives and be challenged (A)	
		2 c) Are able to use open dialogue to work towards solutions (S)	

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AFTER finishing the Mosaic project, complete and submit:

✓ **Section 2. Evaluation**

- Evidence
- Achieved?

Section 2: Planning and Evaluation

Planning: Please describe the actions/activities/events that will make up your project and that will let you reach the corresponding goal. Provide enough details so that a person who does not know anything about your project can still get a good, basic understanding. One action per goal is enough, but if you have more please include as many as you like. For each action, indicate if it primarily fits in the Discover, Understand or Create phase.

Evaluation: Please indicate what evidence you collected to help you evaluate the success of the project (e.g. written evaluations, observations, group discussions, participant presentations, artwork, written work, questionnaires, etc.), and whether the indicators were achieved or not.

Phase	Actions, Activities, Events (think about how you can collect evidence)	Programme Goals and Indicators	Evidence	Achieved
		Goal 1. Mosaic projects aim to actively explore a theme in a local context		
		1 a) Understand the theme and the project's relevance (R)		✓
		1 b) Understand opportunities and challenges affecting the community (R)		
		1 c) Are able to connect the theme with everyday life (S)		
		Goal 2. Mosaic encourages creative and critical thinking towards problems and solutions		
		2 a) Understand where their own opinions on the theme fit in a range of local and global perspectives (R)		
		2 b) Are willing to challenge their own perspectives and be challenged (A)		
		2 c) Are able to use open dialogue to work towards solutions (S)		

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Please provide comments on the achievement of the indicators:

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✓ **Section 3. Reporting**

- Attendance information
- Community partnerships*
- Financial resources
- Training information

✓ **Section 4. Additional Comments**

- Conclusions & feedback
- Mosaic stories (optional)

Section 3: Reporting

Attendance information:
Please indicate the number of persons who participated throughout the entire project.

	CISV members	Non-CISV members	CISV staff

Community partnerships:
If you have more than 4 community partnerships, please use the [Mosaic Worksheet Additions](#). An online [Partner Organization Evaluation](#) is also available for your partner(s).

	Partner Name	E-mail Address
1		
2		
3		
4		

Please provide a...

Financial resources:
Where did your fund...
Primary source of fi...
What was the overa...

Training information:
Did the project coordinator/staff receive training?
What type of training was it?:
Who was trained?:
Training location:
Training year:
Did you miss anything in the training and should it be included for futu...

Section 4: Additional Comments

Conclusions & feedback:
Please share any conclusion and reflections. Is there a potential for fut... benefit your Chapter? What were the most meaningful aspects of your...

Mosaic stories:
If you have any quotes, pictures or stories that can help us share the m...

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*More than 4 Community Partners?

If a project has more than 4 community partners, you can include more partner information in the separate form '[Mosaic Worksheet – Additional Partners](#)'

Mosaic Worksheet – Additional Partners

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Please complete this form using **ADOBE ACROBAT 9** or a later version. ([downloadable here](#))

Additional Community Partnerships
If your Mosaic project has more than 4 community partnerships, please submit this form as an attachment to the [Mosaic Worksheet](#).

Project details
Host National Association: _____
Host Chapter: _____
Programme reference code: _____

Project coordinator details
Given name: _____
Surname: _____
E-mail address: _____

Community Partners
An online [Partner Organization Evaluation](#) is also available for your partner(s) to complete and submit.

	Partner Name	E-mail Address	Website	Primary role of partnership	Secondary role of partnership	How successful was the partnership?
1						
2						
3						
4						
5						
6						
7						

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Other tools and resources

For more information on hosting a Mosaic project:

- Go to the CISV International website (www.cisv.org)
- Contact the Regional Team Mosaic experts on mosaic.request@cisv.org

