

A case study is a story about something unique, special, or interesting—stories can be about individuals, organisations, projects, events and so on. A case study gives the story behind the results by capturing what happened to bring it about. It can be a good opportunity to highlight a project's success or to bring attention to a particular challenge or difficulty in a project. They can also be useful tools in terms of looking for funding for a project or event.

Case studies don't have to have set elements that need to be included every time. They will vary depending on the subject but there are some basics: an introduction/background; where we are now; conclusions and looking to the future.

See our handy check-list below to make sure you've captured everything you need when writing your own case study.

1. Have you identified the problem and explained what the issues were? Was it a conflict of interests, a lack of funding for community projects?
2. Have you explained how the problem or issue was identified? Was there a meeting held where issues were discussed or a bit of research undertaken?
3. Have you outlined what steps were taken to address the problem? For example, was a committee or a trust set up to take things forward?
4. Have you outlined the results achieved or the progress being made?
5. Have you explained any conclusions, given a flavour of future initiatives or lessons learned and given the reader a contact for more information?