

GRANT EVALUATION REPORT

Name of Organization: _____

Address: _____

Report prepared by (name & title) _____ Phone# _____

Purpose of grant: _____

Period covered by this report (full dates): _____ Eval. Due Date _____

The following information is needed by The DanPaul Foundation to help us monitor the activities and outcomes of your grant. If any component is not appropriate to your project, the component should still be listed and followed by the letters N/A.

The Project

1. Please refer to the proposal funded by The DanPaul Foundation and list your objectives for the proposal period. Describe the progress toward accomplishing your objectives and note the number of persons affected by your activities when appropriate.
2. Was it necessary to make any changes in the proposed project? Is the project on schedule? Have there been any staff changes? Please explain any modifications to the proposal.
3. Briefly summarize the evaluation process for the project. What did you learn from your own evaluation?
4. What do you consider your most notable project accomplishments during the past year?
5. What were the greatest challenges/obstacles you faced while developing and implementing this project?
6. Describe any lessons you learned in carrying out the project objectives (lessons dealing with process, strategies, unexpected problems, final outcomes, etc.).
7. What other organizations or coalitions have you worked with in initiating and implementing this project?
8. With respect to the work supported by this grant, what problems and prospects do you foresee for the future?

Financial Information

9. Please provide total project income and expense information to date. Describe any budget changes or other financial adaptations required by any unforeseen situations.
10. Submit a copy of your most recently completed monthly financial statement (which should include year-to-date information), and if you have completed a fiscal year in the last six months, send your audited financial statement.
11. Indicate how this project will be funded in the future.

General

12. Attach copies of any significant materials, newsletters, brochures, articles, etc., which shed light on the project's or your organization's activities.