

# GRANT EVALUATION FORM

## INSTRUCTIONS:

- ❖ **Please note evaluation due date printed in bold text in your contract and/or award letter.** This report is due on or before that date. Evaluation is an integral part of the grant process that is not only necessary for our records, but will also assist us in project assessments and future grant making.
- ❖ If you choose to complete your evaluation on a separate sheet, please answer all of the question in the order listed and use the heading provided.

For your convenience, this form is also accessible on our web page at <http://www.olesonfoundation.org>

Grant # \_\_\_\_\_ Evaluation Due Date \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Contact Person's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person's e-mail: \_\_\_\_\_

Grant Project Name: \_\_\_\_\_ Amount of grant: \$ \_\_\_\_\_

Dates covered by this report: from \_\_\_\_\_ to \_\_\_\_\_

Please check one: This is an interim report: \_\_\_\_\_ This is a final report: \_\_\_\_\_

## A. NARRATIVE

Describe the project/program and location in which the grant funds were used including population and number served, activities completed, supplies/equipment purchased, staff involved, and any other concrete information regarding this grant.

### 1. Results:

- List the original goals and objectives of the grant and explain how they were met during this reporting period.
- What difference did this grant make in the community and for the population you are serving?
- If variance from the original project occurred, explain how the actual project varied from your initial plans and why.
- Describe any unanticipated benefits or challenges encountered with this project.