



Community Enhancement Grant Evaluation Form



Organization:	
Partner Organization(s):	
Primary Contact:	
Mailing Address:	Postal Code:
Email:	Phone:
Name of Event:	
Project/Event Start Date:	Project/Event End Date:

1. Provide a brief description of your project/event.

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2. Who is your target group? Did your project/event reach your target group? How many?

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3. Indicate whether you felt the objective/outcomes outlined in the application were:

☐

Achieved

☐

Partially Achieved

☐

Not Achieved

Please explain:

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4. Do you intend to continue this project/event, and if so, how do you intend to fund it?

5. Would you host a similar event in the future? What changes would you make?

6. At completion of the project indicate whether you were:

☐

On Budget

☐

Over Budget

☐

Surplus of Funds

Please explain:

7. What obstacles or barriers did you encounter?

8. What could have been done differently to make the event better/more productive?

Please submit at least three (3) digital photos of your project/event (2MB or better).
These photos may be used to promote City of Prince George grant programs.

Submit evaluation form within 30 days of the completion of your project/event.

To submit your evaluation form:

Via email:

- Step 1: Click the 'SAVE' button and save it to your computer.
- Step 2: Compose an email to communitygrants@princegeorge.ca
- Step 3: The subject line should read: "Grant Evaluation Form".
- Step 4: Attach the SAVED evaluation form and the 3 photos.
- Step 5: Send the email.

Via mail, fax or drop off:

Click "PRINT" to print the evaluation form.

Mail, fax or drop off the completed evaluation form to:

Community Services Department, City of Prince George
Attn, Community Enhancement Grants
1100 Patricia Blvd, Prince George, BC V2L 3V9

Inquiries: 250.561.7640 // Fax: 250.561.7799