

Grant Evaluation Report

Name of organization: _____
Address: _____
Report prepared by (name and title): _____ Phone: _____
Purpose of grant (see Proposal Cover Sheet): _____
Period covered by this report (mo/day/yr to mo/day/yr): _____
Evaluation Report due date: _____

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

The Project

1. Please refer to the proposal funded by the Dunn 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 projects? 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 accomplished during the past year?
5. What other organizations/coalitions have you worked with in initiating and implementing this project?
6. With respect to the work supported by this grant, what problems and prospects do you foresee for the future?

Financial Information

7. Please provide total project income and expense information to date. Describe any budget changes or other financial adaptations required by any unforeseen situation(s).
8. Indicate how this project will be funded in the future.

General

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