

# **THE COMMUNITY FOUNDATION OF SOUTHEASTERN CONNECTICUT LET'S READ GRANTS - FINAL EVALUATION REPORT**

*Note: Please submit your report to The Community Foundation no later than February 15, 2009. If you have not completed your project by February 15, report on your progress to date and submit a final report upon project completion. Organizations that do not file reports may be denied consideration for future grants.*

The format of the Final Evaluation Report was designed with two objectives in mind: 1) To help us learn about the outcomes of your funded project and 2) to articulate the impact of our grants to our donors and the community at large. With this in mind, please organize your report as outlined below.

## **1) Organization:**

## **2) Project Title:**

## **3) Amount of Grant:**

## **4) Project Summary:**

Briefly summarize the nature and scope of the project and the desired results.

## **5) Specific Project Results:**

- a) Provide a profile of the people actually served by the project, including the number of people, their demographics, geographic location, etc.
- b) Describe the project's impact on the population served. Discuss changes in behavior, achievement or quality of life that occurred as a result of the project.
- c) Cite specific evidence of the changes you observed, drawing on information from the evaluation tools you used. (Please provide copies of evaluation forms or other forms you used.)
- d) If possible, provide a "human interest story" that illustrates a success of the project. (Please attach supporting material – news items, letters of support, photographs, etc.)

## **6) Lessons Learned**

- a) Indicate whether you were satisfied with the outcomes achieved versus the desired results and explain why or why not.
- b) Discuss any challenges or setbacks you encountered during the project and how you addressed these.
- c) State whether you expect the project to continue and if so, describe improvements/changes you will make. If you do not expect it to continue, explain why.

## **7) Project Financials:**

- a) Include a financial statement showing actual versus budgeted expenses for the funded project. Include relevant invoices.
- b) List other funding sources and amounts obtained.

## **8) Comments**

Please share any thoughts on how the Community Foundation could be helpful to you, either in the funding process or in other ways beyond additional funding.