

# ***THE COMMUNITY FOUNDATION OF SOUTHEASTERN CONNECTICUT*** **FINAL EVALUATION REPORT FORMAT**

For the final evaluation of the program funded by The Foundation, please provide answers to the questions listed below. Be sure to answer all of the questions. *You may substitute the Connecticut Common Report Form.*

This report must be received by The Community Foundation no later than January 15<sup>th</sup>. If you have not completed your program by January 15, please report on your progress to date and submit a final report upon program completion.

***Due to an increasing emphasis on donor accountability, organizations that do not file reports will be denied consideration for future grants.***

## **Program results**

1. Name of agency and program funded.
2. Briefly describe purpose of your grant.
3. List original goals and objectives of the grant and tell how they were met.
4. Variance from original plans often occurs. In what way did your project vary from initial plans?
5. Number and description of people served by the program.
6. What are the most important outcomes and “lessons learned” from this project?

## **Future plans**

7. In the future, what is your plan for this project? What changes would you build into the program to make it more effective?

## **Public relations**

8. If possible, provide a “human interest story” that illustrates a success of the project.
9. If applicable, attach news clippings, letters of support or **photographs** relating to your program. **Please remember to mention the support of The Community Foundation when publicizing your program in newsletters and elsewhere.**

## **Financials**

10. Please attach final budget and relevant invoices.
11. List other funding sources and amounts obtained.

## **Comments**

Please share any thoughts on how this funder could be helpful, either in the funding process or in other ways beyond additional funding.