

The Eccola Foundation Grant Evaluation

Please complete this Grant Evaluation Report and send it back to us. We need this information to help us monitor the activities and outcomes of your grant. We request that you respond to each question and if a question is not applicable to your project or organization, that you answer "NA" (for "not applicable"). If you are attaching material to answer a question, for example budgets or financial statements, please answer "**Attached**", in addition to any other response you may have. Use as much space as you need to answer each question, while being as concise as possible. If you think that it would provide us with a better understanding of the activities of your project or organization, you may attach or send copies of any relevant materials, newsletters, brochures, articles, etc.

Please complete this form, print it out, and mail it to:

The Eccola Foundation
250 West 57th Street
Suite 1928
New York, NY 10107

Name of organization:

Address:

Phone number:

E-mail:

Prepared by (name and title):

Date prepared:

Amount of grant:

Date grant funds were received:

Purpose of grant:

Prepared by (signature): _____

Evaluation Questions

1. List the major objectives of the grant as specified in your original grant proposal. Describe the progress toward accomplishing your objectives and note the number of persons affected by your activities (when appropriate).

2. What have been the outcomes of the project funded by the grant? Was it necessary to make any modifications to the proposal? Are you on schedule? If the grant did not achieve some of the objectives above, please explain.

3. What do you consider your most notable project accomplishments during the past year?

4. What were the greatest challenges/obstacles you faced while developing and implementing the program(s) funded by the grant? Describe any lessons you learned in carrying out the project objectives (lessons dealing with process, strategies, unexpected problems or outcomes, etc.).

5. What other organizations/coalitions have you worked with in initiating and implementing this grant?

6. Please provide income and expense information to date for the program(s) funded by the grant. Describe any budget changes or other financial adaptations required by any unforeseen situation(s).

7. What portion of the total budget for the project was funded by the grant? What were the other funding sources?

8. Submit a copy of your most recently completed audited annual financial statement.

9. Do you have any suggestions for The Eccola Foundation about ways to improve our grant, proposal, and evaluation processes? These may be submitted anonymously under separate cover if desired.