

GRANTEE PROJECT EVALUATION & REPORT FORM

We are constantly striving to improve the impact of our grant awards on area non-profit organizations as well as the extended impact on their constituencies. It is also your opportunity to provide feedback about your grantmaking experience with the Bay Area Community Foundation.

The Foundation may wish to use specific information contained in your report on our website, in newsletters, annual reports or other communication opportunities.

Adherence to the following guidelines in completing this report is required:

- Please single-space your responses.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy to the Bay Area Community Foundation by the date specified in your Grant Contract.

GRANTEE PROJECT EVALUATION FORM

On a scale of 1- 10 (ten being highest), how would you rate your overall experience with Bay Area Community Foundation (BACF)? _____

Would you seek out BACF as a funding source in the future? _____

Are there any suggestions you have to improve our service to grantseekers?

If so, please attach additional page(s). We welcome any information or observations you may have to help us improve our services.

Thank you! Your feedback is appreciated.

GRANTEE PROJECT REPORT FORM

I. COVER SHEET (1 page)

Date of Report

Name of Grantee

Name of Program / Project Funded

Contact Person & Phone Number

Amount of Grant Award

II. NARRATIVE (2-4 pages)

Results

- Restate the original goals and objectives of your grant request. Detail how they were met as a result of this award. Describe status on meeting any special terms of this grant (e.g. challenges, contingencies, etc.).
- If possible, provide results in outcome-based measurable terms. For example, what difference did this grant make in your organization and/or to your constituents in the community?
- Describe any unanticipated benefits or challenges encountered with this project.

Key Benefits

- What do you feel are the most important outcomes of this project?
- If you were to undertake this project again, would you do anything differently? If yes, please explain.

Future Plans

- What is your vision of this project over the short term (if applicable)? The long term? Include plans and rationale for ongoing funding, expansion, replication or termination.

Public Relations

- If possible, provide a “human interest story” that helps illustrate the success of the project.
- Attach any printed material relating to the funded project: news items, brochures, letters of support, photographs, etc.

III. FINANCIALS

- Provide detailed expenses and income for the project. Provide narrative on any variances from the original projected budget. (provide spreadsheet)
- Include a detailed, complete accounting of how the specific grant dollars from the Foundation were spent.