



The Family Advisor: Grant Evaluation Sample Grant Evaluation Report

"Success" is measured in many different ways. your program evaluation is a critical tool for us, as we seek to become better grantmakers. We hope it will be helpful for your organization as well.

About nine months after receiving your grant, we will plan to meet with you in person or by phone to discuss the grant. These questions will serve as an outline.

We ask that you then write a summary of our conversation using this format. Feel free to include additional information you think is important.

Please begin your Evaluation Report with the following heading:

Organization
Project Name (if applicable)
Address
Contact person
Phone, FAX, e-mail
Dates of grant award
Grant amount
Date of this report

1. Summarize the impacts and outcomes of your efforts.
2. Were you able to accomplish the objectives you originally set? Evaluate each one.
3. Did you collaborate with any other organizations? Tell us about it.
4. Describe the support you received from your board. Describe the support you received from volunteers who are not board members.
5. From your experience, what would you tell others who are involved in a similar program or effort?
6. What are your specific plans, if any, for continuing work on this program? How will you fund your efforts?
7. What one piece of advice would you give to grantmakers to help them serve their grantees more effectively?

Please submit your written evaluation by [date] , by e-mail, attached file, to the address below:

E-mail: _____

Thank you for your work!

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