



Guilford Green Foundation

u n i t i n g c o m m u n i t y

Grant Evaluation Report

The Guilford Green Foundation requires that grant recipients submit a Grant Evaluation Report for each grant that is awarded. This report is due 90 days after the completion of the program/project or one-year after the date on which the grant was requested, whichever comes first. Note that the Grant Request/Application form asks the date on which the Grant Evaluation Report will be submitted. If a program/project is delayed and the original timetable is altered, grant recipients should advise the Foundation. If a program/project extends beyond one year from the date on which the grant was requested, grant recipients must submit a Grant Evaluation Report on progress to date. As a general guideline, grants will not be awarded to organizations that have not submitted a Grant Evaluation Report for a prior program/project.

Grant Evaluation Reports may be submitted via e-mail by e-mailing ldavidson@ggfn.org. If submitting by mail, send to: Gifting Committee, Guilford Green Foundation, 301 South Elm St., Ste 211 Greensboro, NC 27401.

Grant Evaluation Reports should follow the format indicated below. It is acceptable to copy the content below for use in creating a document. A Report should refer to the original grant Request/Application.

1. Name of Grant Recipient Organization:
2. Amount of Grant and Date of Original Request:
3. Program/Project Title:
4. Brief description of the Program/Project:
5. Original Focus/Goals/Objectives of the Program and Actual Results. If results vary from the original Focus/Goals/objectives, please explain and comment.
6. Was the original timeline maintained? If not, why?
7. Was the projected number of children to be impacted or affected and the demographic mix achieved? If not, why?
8. What was the original budget (including revenues if any and expenses)
9. What were the corresponding actual financial results.

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10. Rate the success of the Program/Project on a scale of 1 to 5:

- Scale:
- 1 - Not at all successful ... wouldn't do it again
 - 2 - Somewhat successful, but short of goals ... might do again, but with changes
 - 3 - Successful ... met goals/objectives
 - 4 - Very successful ... significantly exceeded goals/objectives
 - 5 - Successful beyond wildest expectations

11. Please provide a brief narrative commentary on the overall success or lack of success of the Program/Project.

12. Please list and enclose examples of news coverage or other materials that communicated information about the Program/Project to various audiences in the community (also include any materials that acknowledged Guilford Green Foundation's grant in support of the Program/Project).

13. Please offer any suggestions about how the Foundation might improve its Grant Request/Application and Grant Evaluation process.

14. Please identify the name, telephone number, and e-mail address of the appropriate person who could answer questions and provide additional information if needed by the Foundation.

Thank you for your cooperation. Please do not hesitate to contact us with any questions or concerns.