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saginawfoundation.org

**SAGINAW COMMUNITY FOUNDATION**

**PROJECT EVALUATION AND FINAL REPORT**

Organization

Address Telephone

City Zip

Person completing this report

Title Telephone

Project Title

Signature Date

*The Saginaw Community Foundation is interested in learning about the results of your project, the lessons you've learned, and how those lessons will be applied in the future. Grant evaluations are an important tool in this process. We realize that some grants may not achieve all their initial objectives and*

*encourage you to be candid about your experiences.*

*To help with the review of your grant, please provide the information requested below.*

*Send your report, within 30 days after the completion of your project to:*

*Saginaw Community Foundation; 1 Tuscola, Suite 100; Saginaw, MI 48607.*

*We also would recommend writing a news release to announce the success of your project.*

*Contact our marketing and communications officer if you need assistance.*

 I. **INTRODUCTION**

 Provide a brief description of your project and the purpose(s) of the grant.

 II. **PROJECT INFORMATION**

 **Activities**: Please describe your project's completed activities; number of persons affected; participant reaction to activities; any activities not completed and reasons for non-completion.

 **Outcomes**: Please describe your project's intended outcomes, any problems encountered, or changes in your project. To what extent were your outcomes realized? Were there any unintended or unexpected outcomes? What concerns arose during the project? What did project staff do to address them? What changes were made in the project plan?

 **Evaluation**: Please describe the evaluation process used for your project. What changes, if any, will you make in future programs? What would you do differently if you had to do the project over again?

 **Strengths and Limitations**: Please describe the strengths and limitations of your project. What did project staff do to address any limitations? Is there anything the Saginaw Community Foundation could have done to make this project more successful?

 III. **FINANCIAL INFORMATION**

 Please provide a financial report on your project which includes the following information:

 **Total Project Cost**: Total actual income and expense compared to your original project budget.

 **Budget Changes**: Approved budget changes.

 **Grant Funds**: Explain grant funds spent to-date.

 **Other Sources of Project Support**: Other sources of funding or additional grant requests (and whether they were received, denied or are currently pending) and their amounts. Did this grant help you secure funds from additional sources?

 **Funding Plans**: If your project is ongoing, please describe your future funding plans and sources.

 IV. **APPENDIXES**

 Please provide any summarized evaluation data or other attachments you believe will be helpful.