



## LITERACY IS FOR EVERYONE (LIFE) GRANT FINAL EVALUATION

As stated in your Grant Agreement, you are required to submit a Grant Final Evaluation Form to your Program Officer. This report is intended to evaluate and measure the impact of the LIFE grant upon your organization. Please be as candid, reflective and concise as possible. We are equally interested in hearing about your successes as well as your challenges, difficulties and even failures as it relates to the funded project.

### **INSTRUCTIONS**

1. Please complete Part I and Part II.
2. If your organization received a grant for:
  - Facility renovation or equipment -- attach a completed project budget and photocopies of invoices.
  - Operating support – attach a financial statement listing your organizational operating budget actuals, compared to your projected budget for the grant period.
3. Return cover sheet, typed answers and required supporting documents to:
 

Mary Surbeck  
Oklahoma City Community Foundation  
P.O. Box 1146  
Oklahoma City, OK 73101-1146

### **Part I**

Organization: \_\_\_\_\_

Grant Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Person completing Report: \_\_\_\_\_ Title: \_\_\_\_\_

Reporting Period (date grant received through date project completed): \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_ Grant ID Number: \_\_\_\_\_

Purpose of Grant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Executive Director:

\_\_\_\_\_  
Date:

**Part II**

The Grant Agreement Form signed by your organization’s Director/Board President refers to required reports on the program funded by a Literacy Is For Everyone (LIFE) grant. These reports are designed to help the Oklahoma City Community Foundation track programs and grants as well as to assist the Community Program Committee in assessing program goals, activities and achievements. **Please complete a written final report about the program/activity/purpose of the grant that addresses the following questions and issues. Submit the completed final report to your Program Officer on the time schedule outlined in the Grant Agreement Form.**

You may retype this portion of the report but the format presented below must be maintained. If additional space is needed, an extra page may be added. You are urged to be as brief and concise as possible.

Number of program participants projected\_\_\_\_\_ An unduplicated count of those completing the program\_\_\_\_\_

Of those originally enrolled, how many completed the program?\_\_\_\_\_

The number of participants who have progressed at least one educational level\_\_\_\_\_

- 1. Describe the original goals/objectives and the outcomes/results achieved for the funded project. Indicate any departure from the program as originally planned.

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- 2. What program outcomes/results were achieved by the project? Provide documentation used to measure and quantify participant outcomes, including headcount, retention, and changes from the baseline data submitted with the original request. Indicate any departure from the program as originally planned.

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- 3. If motivational tools and incentives were used, please describe them and the effect they had on participants and the program as a whole.

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- 4. Will participant progress continue to be tracked after the completion of this program? If so, please describe the process.

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5. Attach the original budget (including revenues and expenses) and any corresponding actual financial results. If the program's budget deviated from the budget submitted with the grant application, explain how and why.

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6. What were the positive aspects of the program?

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7. What were the most significant problems encountered in implementing the grant project and how did you meet these challenges?

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8. How will your organization incorporate this program or any part of this program into its operational budget? How will the program be sustained?

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9. How did the LIFE grant attract other funding or leverage other types of support?

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10. For strategic/long range plans funded by grant awards, include a copy of the completed plan, an implementation strategy and report on the implementation process 12 months following the completion of the plan.

11. Attach copies of news coverage or other materials that communicated information about the program to various audiences within the community.

12. Attach copies of news coverage or other materials that acknowledge the Oklahoma City Community Foundation's grant support of the program/project/activity.

13. Summarize how your organization benefited from this grant. Indicate all positive and negative aspects of the funded project and what, if any, changes you would make.

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Submit this report and all required supporting documents to:

Mary Surbeck  
Oklahoma City Community Foundation  
P.O. Box 1146  
Oklahoma City, OK 73101-1146

Updated Jan. 2008