



MARGARET ANNIS BOYS TRUST GRANT FINAL EVALUATION FORM

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 Margaret Annis Boys Trust 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:

Brian Dougherty
Oklahoma City Community Foundation
P.O. Box 1146
Oklahoma City, OK 73101-1146 **or**
By e-mail to: b.dougherty@occf.org

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 Margaret Annis Boys Trust grant. These reports are designed to help the Oklahoma City Community Foundation track programs and grants as well as to assist the Community Programs 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 evaluation 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.**

1. Number of volunteers projected to assist on this project: _____
Number of volunteers that actually participated in the project: _____
Number of volunteers still involved in the project following its completion: _____

2. Describe below how the project successfully enhance and improve the targeted area of your neighborhood or community: _____

3. Indicate any departure from the project as originally planned in the grant proposal:

4. Did this project leverage other activities that will also make a positive impact on your neighborhood or community? If so, please describe: _____

5. Did this project leverage more volunteer involvement when compared to other group projects and activities? If so, please explain: _____

6. If you believe that the volunteer involvement of this project will be sustained for future projects and activities, please explain: _____

7. Describe the overall success of the trees and shrubs since the planting:

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

9. What were the most significant problems encountered during implementation of the project and how did you meet those challenges:

10. How will your organization incorporate the maintenance for this project into an annual upkeep plan? How will the project be maintained financially?

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

12. Please provide below any anecdotal stories that represent the impacts or long-term effects of the funded project on participants:

Submit this report and all required supporting documents to:

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Oklahoma City, OK 73101-1146