



CAPACITY BUILDING 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 Capacity Building 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:

Gayle Farley
 Oklahoma City Community Foundation
 P.O. Box 1146
 Oklahoma City, OK 73101-1146 **or**
 By e-mail to: g.farley@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 Capacity Building 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.

1. Describe the original goals/objectives and the project activities that were involved. Please discuss any changes in the project from those proposed in the original request. Explain how the project impacted the capacity of your organization related to the original goals/objectives. Indicate any departure from the program as originally planned. Relate any unexpected outcomes.

2. Describe how the project was evaluated for success. Please attach tools, reports and other related documentation.

3. 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.

4. What were the positive aspects of the project? What did you learn as a result of the project?

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

6. How will your organization address continued needs/growth in this area? Is this area addressed in your strategic plan?

7. How will your organization incorporate this project or any part of this project into its operational budget? How will the project be sustained financially?

7. How did the Capacity Building grant attract other funding, create partnerships or leverage other types of support?

8. 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.

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

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

11. 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.

Submit this report and all required supporting documents to:

Gayle Farley
Oklahoma City Community Foundation
P.O. Box 1146
Oklahoma City, OK 73101-1146