



2016 Final Project Evaluation Report

Evaluation Requirements

Evaluation of your project is a condition of all grants awarded. Through your feedback we learn more about the important aspects that contribute to your project success. This in turn helps both your organization and ours meet our common goal of servicing our community needs. Information about your project also provides us with an opportunity to provide donors an update on the project(s) they helped fund which in turn encourages ongoing support for future projects.

Evaluation reports are to be received within one month of the completion of the project and should be no longer than 3 pages. If you are preparing a report in a specific format for another funder, we will accept a copy of that report.

Your report should respond to the following questions:

- 1. What were the initial goals and objectives of your project? Did you meet these goals and objectives? If you did not, please explain.**
- 2. Was there a specific target group your project was intended to serve? Did your project serve this group?**
- 3. Were there any unexpected outcomes to your project? If so, please explain. Did these outcomes contribute to the success of your project or not?**
- 4. Has your organization's capacity to fulfill its mission increased as a result of this program/project? Please explain.**
- 5. What impact has your project had on the community? You may use whatever definition of community is appropriate for your project?**

6. Do you intend to continue this project? Why or why not? If the project is to be continued, what funding sources are likely to support its future sustainability?

7. Did you maintain the budget set forth for the project? Please attach a financial recap of revenues and expenses for the project.

8. What media coverage did the project receive (earned or paid)?

I have included photographs of our project (eg: project participants, program in action)

I have attached permission from photo subjects (photo release form may be obtained from www.spccf.ca). These photographs may be used on our website, in publicity materials, newsletters and/or annual reports.

I have attached copies of all publicity materials produced (including brochures, articles and press clippings) about, or have resulted, from our project

9. Do you have any testimonials of how your project impacted the lives of those who benefitted from the program, organized the program, or witnessed the program in action?

I have included testimonials from project participants, staff, partners, community leaders, board members and/or volunteers (whatever is appropriate to your situation).

10. Did you feel the grant application process was manageable? Please explain and provide any recommendations to improve the grant application process.