

Organization name: _____
Funded amount: _____
Grant Number: _____ (shown on check stub from first check)
Date grant authorized: _____
Evaluation report due: _____ (call if due date is not known)

GRANT EVALUATION REPORT - LEVEL 1

The Community Foundation of Shelby County considers evaluation to be an important element of each grant it makes. The Foundation’s goal is to evaluate grants in a manner that encourages relevant learning and stewardship for both the Foundation and the grant recipient.

Please return this evaluation form no later than _____. The first installment of your grant award is enclosed. The remaining balance will be remitted after we receive and review this evaluation form. Please attach to this form a thorough response to each of the questions below. Limited attachments may be used if they relate directly to the questions asked or have been requested in the Grant Acceptance Letter (mailed to you at the time the grant was awarded, notifying you of the grant and any conditions).

1. When did the funded event occur? *OR* When was the funded item purchased?

2. What were the outcomes of the funded event/items? (Such as: How many attended or participated? Were there noticeable improvements/changes because of the funding? Were there unexpected benefits/problems?)

3. Please submit a copy of your actual expenses related to this project.

The undersigned agrees that the responses provided regarding its project activities and grant expenditures for the project are accurate and complete. (This form may only be signed by the organization CEO.)

Executive Director/CEO _____ Date _____

Telephone Number _____

Please return this document and attachments to:

Marian Spicer, Executive Director
Community Foundation of Shelby Co.
100 S. Main Ave., Ste 202
Sidney, Ohio 45365-2771