

Wythe-Bland Foundation

Evaluation & Report Summary

PLEASE USE THIS FORM FOR THE **FINAL** REPORT

(This form may be transmitted electronically, faxed, or mailed)

Please indicate which report: Midterm Report: Final Report: Combined Report:

Organization:

Project:

Award Date:

PART I: (Midterm Report Only) MEETING YOUR OBJECTIVES *(Insert answers to this sheet)*

Attach the **Project Evaluation Summary Report**.

Has there been any change of focus in services provided since the inception of the project?

Yes No

Please explain any delays in the implementation of the project and what you have done to remedy the delays/problems.

PART II: (Midterm Report Only) EVALUATING YOUR PROGRESS

Describe any changes to your Project Evaluation Plan and explain the need for change.

PART III: (Midterm and Final Report) PROJECT DATA

Organization: Date Submitted:

Project Name: Award Period:

A. Individuals Served by Project

	Mid-Term Objective Total	Mid-Term Actual Total	Final Objective Total	Final Actual Total
1. Unduplicated individuals served by project	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Client encounters/visits provided by the funded project	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Other Encounters

Type of Encounter	Target	Number of Encounters	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rate the level of success of your project on a scale of 1 to 10 with 1 being least successful and 10 being highly successful:

1 2 3 4 5 6 7 8 9 10

Explain Your Rating:

Project Evaluation Summary Report

GRANT DATE:

AGENCY:

Outcome Objectives	Indicators/ Measures	Target/ Benchmark	Baseline	Conditions/ Limitations	Data Source/ Collection	Results & Comments
<i>Measurable result established for project</i>	<i>What is being measured</i>	<i>Degree of change expected</i>	<i>Starting point or standard</i>	<i>Criteria for inclusion; describe & define group or project</i>	<i>Where data will come from & how/when collected</i>	<i>Your results; brief comments on challenges/problems</i>
1. <input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>
2. <input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>
3. <input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>
4. <input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>
5. <input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>

NARRATIVE REPORT

(Final Report Only)

The final narrative report should specifically describe the progress made toward reaching the goals of the project. General activity reports or summaries contained in an annual report do not fulfill this requirement. The narrative report should include, but not be limited to: a description of the project, how staff and volunteers were involved in carrying out the project activities, and the impact it had on project participants. To what extent were the project goals achieved. Any changes in the project's implementation and described in the original application should be documented, offering insight for the reason and how the project was impacted. How does the end result compare with the original project plan, in terms of quality, schedule and budget?

CERTIFYING THE INFORMATION

We certify that the information contained in this progress report and all forms, narrative, and any attachments submitted with it are true and correct to the best of our knowledge. We understand that any willful manipulation of information or data will result in immediate discontinuation of funding from the Wythe-Bland Foundation.

The Wythe-Bland Foundation requires that you certify your Midterm and Final Report by submitting an electronic signature. This signature consists of typing your name at the "Enter Electronic Signature" line and checking the "Signature Box"; thus, certifying the information contained in the report is accurate.

Enter Electronic Signature: *Signature Box

Date:

Budget Form

(Midterm and Final Report)

OVERVIEW: The IRS requires a private foundation receive a report on the use of funds and compliance with the terms of any grant that they award. The IRS expects the grantee to make an annual accounting of the funds with a final report on all expenditures made from the funds, and documenting the progress made toward the goals of the grant.

LINE-ITEM BUDGET GUIDELINES (BELOW FORMAT MUST BE USED FOR FINAL REPORT)

- The line-item budget should *include all income and expenses associated with the proposed project*. Please note that not every line-item applies to every project.
- Attach supporting documents to the **final budget report** as necessary.

	WBF Foundation	Owner Contribution	Other
Total Project Funds:	\$ []	\$ []	\$ []
Expenses			
Salary Wages and Benefits	\$ []	\$ []	\$ []
Insurance	\$ []	\$ []	\$ []
Professional Fees	\$ []	\$ []	\$ []
Equipment	\$ []	\$ []	\$ []
Supplies	\$ []	\$ []	\$ []
Other Expenses	\$ []	\$ []	\$ []
	\$ []	\$ []	\$ []
	\$ []	\$ []	\$ []
	\$ []	\$ []	\$ []
	\$ []	\$ []	\$ []
Total Project Expenses:	\$ []	\$ []	\$ []
Unexpended Funds	\$ []	\$ []	\$ []

