**Evaluation & Report Summary Form**

**PLEASE USE THIS FORM FOR THE MIDTERM AND YOUR FINAL REPORT**

***(This form may be transmitted electronically, fax, or by mail)***

**Please indicate which report: Midterm Report:** [ ]  **Final 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?

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

 How would you rate the overall success of your project to date?

**PART II:** (Midterm Report Only) EVALUATING YOUR PROGRESS

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

Do you plan to make any changes to your Evaluation Plan? (If so, please explain the changes proposed).

**PART III:** PROJECT DATA (Complete areas only applicable to your organization’s project).

**Project Data Sheet**

Organization:       Date Submitted:

Project Name:       Award Period:

1. **Individuals Served by Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Mid-Term Objective****Total** | **Mid-Term****Actual****Total** | **Final****Objective****Total** | **Final****Actual****Total** |
| 1. Unduplicated individuals served by project
 |       |       |       |       |
| 1. Client encounters/visits provided by the funded project
 |       |       |       |       |

1. **Other Encounters**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Encounter** | **Target** | **Number of Encounters** | **Total** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

1. **Population Demographics Served by Project (Number should equal individuals served)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender**(Please provide numbers, not percentages) | **Male** | **Female** | **Total** |
|       |       |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age**(Please provide numbers, not percentages) | **0-18** | **19-40** | **41-64** | **65+** | **Total** |
|       |       |       |       |       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  **Race**(Please provide numbers, not percentages) | **Asian** | **Black** | **Hispanic** | **White** | **Native American** | **Other** | **Total** |
|       |       |       |       |       |       |       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Insurance**(Please provide numbers, not percentages) | **Uninsured** | **Private****Insured** | **Medicaid** | **Medicare** | **FAMIS** | **Other** | **Total** |
|       |       |       |       |       |       |       |

**Remarks:**

**\*\* PLEASE ATTACH FINANCIAL DOCUMENTATION FOR PROJECT EXPENDITURES HIGHLIGHTING HOW THE WYTHE-BLAND FOUNDATION’S FUNDS WERE USED.** (Midterm and Final Report)

**Project Evaluation Summary Report**

**GRANT DATE:**       **AGENCY:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcome Objectives** | **Indicators/****Measures** | **Target/****Benchmark** | **Baseline** | **Conditions/****Limitations** | **Data Source/****Collection** | **Results & Comments** |
| *Measurable result established for project*  | *What is being measured*  | *Degree of change expected* | *Starting point or standard* | *Criteria for inclusion; describe & define group or project* | *Where data will come from & how/when collected* | *Your results; brief comments on challenges/problems* |
| 1.       |       |       |       |       |       |       |
| 2.       |       |       |       |       |       |       |
| 3.       |       |       |       |       |       |       |
| 4.       |       |       |       |       |       |       |
| 5.       |       |       |       |       |       |       |

**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. 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.

**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 to our project.

*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” is your certification for your organization’s Midterm and Final Report.*

Enter Electronic Signature:       \*Signature Box [ ]

Date: