



Project Evaluation & Final Report

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

(This form may be transmitted electronically or mailed)

Organization:

Project:

Award Date:

PART I: 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: EVALUATING YOUR PROGRESS

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

PART III: PROJECT DATA

Organization:

Date Submitted:

Project Name:

Award Period:

A. Individuals Served by Project

	Objective Total	Final Actual Total
Unduplicated individuals served by project		
Client encounters/visits provided by the funded project		

B. Other Encounters

Type of Encounter	Target	Number of Encounters	Total

C. 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.						
2.						
3.						
4.						
5. Compare the previous year results						

BUDGET FORM

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:

(Format Below Must Be Used)

- 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:			
	\$	\$	\$

NARRATIVE REPORT

(Final Project Report Only)

The Wythe-Bland Foundation Project Evaluation and Final Report should specifically describe the progress made toward reaching the goals of the project and what impact it made. The narrative report should include, but not be limited to: a description of the project and how staff and volunteers were involved in carrying out the project activities. Any changes in the project's implementation and described in the original application should be documented, such as would you have measured different objectives than originally planned, offering insight for the reason and how the project was impacted. Describe how the end result compares with the original project plan and if your goals were achieved. If you have done a similar project before, what have you learned?

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 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: