Dickinson Area Community Foundation
Grant Project Evaluation Form/Final Report

Report Due Date: October 21, 2022

Organization Name:

Address:

City: **State:** WY **Zip:**

Telephone: **Contact Person:**

Contact Person Email Address:

Program Name:

Amount of Grant:

Person Completing Evaluation Report:

Title:

Project Start Date: **Project End Date:**

Project Coordinator:

Project Coordinator's Email Address

The Community Foundation is interested in learning about the results of your project, the lessons you have learned, and how those lessons will be applied in the future. We see this grant evaluation as a joint management tool to obtain feedback to improve programs and stimulate good planning. We realize that some grants may not achieve all of their initial objectives and encourage you to be candid about your experience. **Please complete this evaluation form by the end of you grant period (on page 1 of your grant agreement) or upon completion of your project, whichever is sooner and mail or email to:**

Dickinson Area Community Foundation
220A East Hughitt St.
Iron Mountain, MI 49801
Email: information@dickinsonareacf.org

1. **Introduction**

   Provide a brief description of your project and what the Community Foundation funded.

2. **Project Information:** Please answer each question in order as best you can.

   a. Please describe your project's completed activities and number of persons affected.

   b. Include your intended outcomes and did you reach them?

   c. Were there any problems or changes in the project along the way?

   d. Were there unexpected outcomes?

   e. What kind of process have you used to evaluate your project?

   f. What would you do differently if you had to do the project over again?

   g. Describe the strengths and limitations of your project.

   h. How were your limitations addressed?

   i. Were there other sources of funding or additional grant requests?

   j. Did this grant help you secure funds from any additional sources?

   k. Were you able to establish any collaborative efforts with other organizations as you worked on your project?

   l. Have similar programs been started in Dickinson County as a result of your success?

   m. If this is an ongoing program, please explain how it will be funded when the grant is completed.

3. **Financial Information:** Using the budget from the original application, provide a detailed list of expenses and income for the project for this period.

   a. Provide a narrative on any variances from the original projected budget.

   b. Include a complete, detailed accounting of how the specific grant dollars from DACF were spent. Show the original budget as submitted with the grant application and actual income and expense compared to the original budget. Include copies of all invoices/receipts. Copies of checks should ONLY be included when no invoice/receipt is available.

   c. Grant money may only be used for purposes that were approved in the original grant request. If actual project expenses were lower than anticipated and there is grant money left over, YOU MUST RETURN THE UNUSED GRANT MONEY

TO DACF. If you have grant money left over and you wish to apply those funds to another part of the same project, you MUST submit a request to DACF in writing and receive approval before the overage may be spent. This MUST be completed before the final report is due.

4. **Publicity (Attach to Grant Evaluation):** Since DACF is a public foundation we believe it is important that the public be informed about our grants and the grants from our affiliates (the Norway Area Community Foundation, the Crystal Falls Area Community Foundation, the Norway YACs, the Forest Park YACS, or the Iron Mountain-Kingsford YACs). We require that you acknowledge the support from DACF (or the appropriate affiliate) in all media communications and printed materials regarding the project.
   a. A statement like "(Your Project Name) sponsored (or "sponsored in part") through a grant from the Dickinson Area Community Foundation" in a newspaper article or social media post would meet the requirement. Please attach any printed material relating to your program that contains the required acknowledgement: press or news items, brochures, posters, fliers, etc.
   b. Acknowledging the DACF grant support in newsletters, social media, email blasts, fliers, mentions on your website, or including the DACF logo on signage, etc. all fulfill this requirement. Include a copy or a screenshot of the publicity with your final report.
   c. In Facebook posts, please include a link to the DACF Facebook page (https://www.facebook.com/FORGOODFOREVER). Submit a screenshot of your post, including the date, with your final report.
   d. Newspaper articles: Do not send a copy of a press release; instead, send a copy of the article that was printed.

The 2022 grant project evaluation/final report are due October 21, 2022. They can be mailed, dropped off at our office, or emailed to info@dickinsonareacf.org.

Signed: _____
Board President or Director

Date: _____