



## Grotto Evaluation Guidelines

### Why We Need to Evaluate

Evaluation is a way to give value to what you are doing in your program or community. It helps you to understand your project's successes, or where it may need improvements. It also helps those that provide funding and support to learn of your effectiveness. The purpose of evaluation is not to merely prove, but to improve the quality and effectiveness of your program.

Please use the following form for your report. Try to keep your report concise (2-3 pages), and provide additional information, such as news clippings, client comments, or any other pertinent information that will help us understand the grant activity.

### Report Narrative

1. Please briefly outline your original goals and objectives, as stated in your proposal. What progress have you made toward them? What activities led to meeting these goals and objectives? **Please try to provide a blend of qualitative data (how you accomplished it—the process) as well as quantitative data (what you accomplished—statistics and data).**
2. Describe the population served or community reached during the grant period. Use numbers and demographics such as race/ethnicity, gender, or geographic location.
3. Describe the unanticipated challenges or successes that you have encountered during this project. What did you learn because of this grant? Will you make any changes based on these results?
4. What are your future plans for sustaining this program or project?
5. Are there any other important outcomes as a result of this grant?
6. Did this project have any impact on building systems of equality and partnership within your organization and the broader community? Please explain.
7. What recommendations can you provide to help Grotto improve its grantmaking process or evaluation process?
8. Please share a success story of how your project has had an impact on an individual, family or community.

### Financials

1. Please attach a financial statement of *actual* income and expenses for your project or organization. This statement should also reflect specific Grotto grant expenses. Also include your original budget.
2. Please include a narrative explaining your expenses and income.
3. If you have a fiscal agent, please provide evidence that they have formally recognized the revenue and expenses of your project within their accounting system.
4. *(For program/project grants only)* Please attach a list of additional funders, including amounts received for this project or program.