

 **Final Grant Evaluation**

*Revised March 2017*

Please complete the following form and attach the requested documents.

1. **ORGANIZATION AND PROGRAM/PROJECT INFORMATION**

1. Organization name:

2. Contact for this evaluation:

 Name:

 Title:

Daytime telephone:

E-mail:

3. Amount received:

4. Date grant was received:

 Date this evaluation was prepared:

5. Program/Project Name:

 *<or>* [ ]  Operating support

1. **EVALUATION – *Do not exceed two pages***
2. What activities did you conduct?

1. What changes are you seeing as a result of your work, and how were they measured? What were the results? *Please base your answers on your anticipated results from your initial application.*
2. How will your results inform your future activities? Would you have done anything differently?
3. Please note any significant changes in your organization during the grant period – governance, structure, focus, etc.
4. **BUDGET AND ACTUAL EXPENDITURES**
5. **Program or Project Support:** Please attach your original project budget (income and expenses) and your actual project income and expenses. Be sure to show how the funding from this grant was allocated. Only submit this report when the entire grant has been expended.
6. **Operating Support:** Please attach your original organizational budget, and an actual income statement for the time frame of the grant.

Your grant letter, received with your check, may have had additional reporting requirements. If so please attach those as well.

1. **SUBMIT YOUR EVALUATION**

Evaluations are due no later than one year following the date the funds were disbursed to you, OR before you apply again, whichever is sooner. The grant letter which accompanied your check may have additional requirements.

We enjoy seeing photographs of your activities; please include a standard photo release.

If sending by mail, please do not bind your evaluation, or use staples, or put your application in a presentation folder.

If sending by email, the best format is one pdf. Faxed evaluations are not accepted because of legibility issues.

Completed form and additional documents may be:

Mailed to Nancy Buck Ransom Foundation

 PO Box 749, Monterey, CA, 93942

<or> Emailed to grants@nbrfoundation.org

Questions? Lynn Bentaleb, (831) 375-3311, or lynn@nbrfoundation.org