



Community Improvement Designation Fund Grant Evaluation Report

Please submit the grant report form within 60 days of utilization of the funds

Name of Organization: _____

Name of Project: _____

Mailing Address: _____

Contact Person: _____

Phone: _____

E-mail: _____

Fax Number: _____

Amount Awarded: _____

Date of Award: _____

Grant Evaluation Reports should follow the format indicated below. It is acceptable to copy the content below for use in creating a document. The report should refer to the original grant Request/Application.

1. Provide a brief description of the Program/Project:
2. Original Goals/Objectives of the Program and Actual Results. If results vary from the original goals/objectives, please explain and comment.
3. Briefly describe the benefits of this project to the community (geographic areas served, residents impacted, etc.)?
4. Did you collaborate with any other organizations? Please specify.
5. What are your specific plans, if any, for continuing work on this program? How will you fund your efforts?
6. What is the status of your funding? (i.e. 50% of the funding has been expended)
7. Please identify the name, telephone number, and e-mail of the appropriate person who could answer questions and provide additional information, if needed.
8. Provide a full accounting with documentation on the use of awarded funds. Documentation needs to be in the form of invoices/statements reflecting how funds were Spent.