

# HAMILTON FAMILY FOUNDATION



## Evaluation Report

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization Name: \_\_\_\_\_

Project: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_ Grant Period: \_\_\_\_\_

On a separate page, please complete the following questions using the same chronology and format and return to the attention of *Nancy Wingo* along with this page signed and dated.

1. State the goals of the project or project phase.
2. What internal factors have contributed to or impeded the success of this project?
3. What external factors have contributed to or impeded the success of this project?
4. What are the measurable outcomes?
5. What has been learned from this project?
6. In retrospect what would you have done differently to improve the project?
7. What would you do the same?
8. What are your specific plans for continuing the work started by this project?
9. How have you developed the leadership of the project?
10. Please include a report comparing the projected budget to the actual expenditures with written explanations for variances.
11. If applicable, please provide copies of press releases, media stories or other materials that have been published regarding this particular project.

### Person Completing Report

\_\_\_\_\_  
Name *Please Print* Title

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date Signature

### Project Director/Supervisor

\_\_\_\_\_  
Name *Please Print* Title

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date Signature