

**Christ Church Vero Beach
Grant Follow-Up Evaluation Form
www.christchurchvero.org**

What is evaluation and why is it useful? Evaluation lets you determine whether you are meeting your goals, at a reasonable cost, and within a reasonable amount of time. If many of your activities are meeting their goals, you can document this with facts and numbers. You can use results to

- inspire others,
- unify and recognize the good work of your board, staff, and volunteers, and
- give more people the opportunity and confidence to support your organization.

If some of your activities are not as successful as you had hoped, you can use evaluation as a tool for learning and change.

Please complete this grant report with the information outlined below and attach any publication-quality photographs that we may use in future releases, ads and publications.

**Please submit your Evaluation Form to:
Christ Church Vero Beach 667 20th St. Vero Beach, FL 32960. 772-562-8670.**

Section One: Contact Information

1. Organization Name: _____
2. Contact Person: _____
3. Email Address: _____
4. Contact Person’s Phone Number: _____
(We will only contact you if additional information is needed.)

Section Two: Grant Information

1. Please specify the number of persons involved in the project.
 - a. Employees: _____
 - b. Volunteers: _____
 - c. Volunteers who are members of Christ Church: _____

2. Give a description of the project as it occurred this year.

3. State the strengths and weaknesses of this project.

4. Please report on the effectiveness of your project using your planned measurement from the grant application.

5. What was the impact of this project? Please include a notable story if appropriate.

6. What changes were made from the time of the grant request? Please state reasons for the change.

7. What have you learned from this grant or project?

8. If you were starting the project today, are there things you would do differently?

9. Please attach a detailed financial report of the entire project for which our funds were granted. Christ Church funds were used for: **All** _____ **or Part** _____ of the funds.
(Please check appropriate box.)

10. What suggestions do you have for making our procedures more user-friendly?
