



Grant Evaluation Report

Please complete the following information using no more than 3 full pages.

Note: A grant evaluation report is required for each year of multi-year grants. Please indicate whether this report is an interim report or final report for your multi-year grant.

Submit electronically within three months of project completion to grants@madisongives.org (PDF or Word format accepted).

A. Organizational and Grant Information, including all of the following:

- Organization Name and mailing address
- Contact Name with telephone number and email address
- Grant Cycle Date
- Grant Award Amount
- Grant Number (Essential for MCF processing)

B. Project Summary, describing the following in a brief paragraph:

- The purpose of the project.
- The intended demographic profile and number of people that were to benefit from the project as described in the grant proposal (if applicable).
- The actual demographic profile and number of people that benefited from the project as described in the grant proposal (if applicable).
- The key activities of the project.
- If you have not submitted them already, please include 3+ photos of the project in action as separate JPEG or PNG attachments.

C. Outcomes (This section should comprise the majority of your report.)

- List the intended outcomes of the program (from original proposal).
- Provide evidence from the data collected to support whether outcomes were achieved (quantitative and qualitative impact).
- If any intended outcomes were not achieved, indicate the reasons.
- Indicate any unintended outcomes which were achieved (positive and negative).

D. Conclusions

- Describe how the program could be altered to improve its results.
- Describe any future plans for the program.
- Describe plans to fund the project in the future.

E. Budget

- Resubmit a copy of the original project budget from the grant proposal, including an additional column entitled "actual expenses."
- List additional funders and amounts (both secured and attempted).
- Describe your efforts to leverage additional funding with the MCF award.

Please contact Angela Davis at adavis@madisongives.org or at (608)-232-1763 with any questions regarding this evaluation report.