

**THE GUELPH COMMUNITY FOUNDATION  
GRANT EVALUATION REPORT**



**GRANT EVALUATION REPORT**

A final report is required as a condition of receiving a grant from The Guelph Community Foundation. This feedback helps us learn about what makes your organization successful and how we can both meet our common goal of service to the community. We often share the project information with the donor(s) that funded your organization.

This evaluation report (below) can be downloaded off our website at [www.guelphcf.ca](http://www.guelphcf.ca). We can accept this evaluation electronically by email, and please include photos, stories, and testimonials to illustrate how this grant made an impact on your organization.

Name of Grant Recipient/Applicant:	
Project Name/Purpose:	
Address:	Postal Code:
Name of Signing Authority:	Phone Number:
Email:	
Total Project Cost:	Grant Amount Received:

**PROJECT INCOME AND EXPENSES**

It is **not** necessary to send receipts, invoices, or cancelled cheques. Your association/organization should retain this information in the event of an audit.

Project Income		Project Expenditures	
Description	Funds	Items	Cost
GCF Grant			
Other Funding			
Your Contribution			
Donations in Kind			
Volunteer Service			
<b>Total Project Income</b>			

**PROJECT EVALUATION**

1. What specific results were achieved through the funding of your project?
2. What aspects did not turn out as planned? Please specify.
3. Were there any unexpected outcomes?
4. Did your organization create and/or enhance partnerships and liaisons with other community groups? Please explain.
5. Will the project continue? If so, how will it be funded?
6. Additional comments or feedback.

**GRANT RECOGNITION**

Grant recognition is important to acknowledge and thank our donors as well as strengthen our message of endowment building, community philanthropy and grant making. Grantee agencies are encouraged to make public announcements on their own, especially when such notices might stimulate additional support, or help to spread the word about important new projects. Please include samples of your publicity material.

Visit [www.guelphpcf.ca](http://www.guelphpcf.ca) and to review the recognition that is expected of a grant recipient and to download our logo. Photos must be digital and emailed to the Foundation office. If the photos are confidential in nature, please advise us, otherwise you must ensure that the subject(s) in the photo(s) have provided you with approval for you to share them publicly. We may feature your grant story and photo(s) in our annual report, newsletter and/or website.

**SIGNATURES**

Two association/organization members who prepared and/or reviewed this report, other than the Treasurer must sign this form. By signing below, you are validating the accuracy of this report.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Date

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Date

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Phone number

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Phone number