



Evaluation Guide for the 2017 Children and Youth Summer Camp Grant Recipients

Evaluation is the third stage of The Guelph Community Foundation's granting process and is a condition of all grants. Through your feedback we learn more about the ingredients for project success. This helps both your organization, and ours, meet our common goal of service to the community.

This 'Guide' provides questions to consider when preparing your report. If you are preparing a report in a specific format for another funder, we will accept a copy of such a report, since we do not want to add to your administrative burden. Your report must however include a brief description of the camp and address the following (maximum of 3 pages) requirements:

- How many children attended the camp through this grant?
- How many days did they attend?
- How did you select the recipients of grant funds?
- What was the demand for subsidized registration fee vs. those that the camp was able to fund?
- What effect did this grant have on the lives of the campers (in their own words) and on your own organization?
- How did the actual camp expenses and revenue (if appropriate) compare to the budget? Please attach a financial report.
- What can your organization do better now, than it could before funding was received?
- Were you satisfied with the application for funding process? Do you have recommendations for the 2018 Summer Camp Fund grant process?
- What other insights can you share? Any unexpected outcomes?

Reporting & Recognition

Please attach any grant recognition (copies of any publicity materials, articles, brochures, cards, testimonials or stories). Email digital photos to: admin@guelphcf.ca. If submitting any photographs of activities related to the use of the grant, please forward the photo release form completed by each individual (or parent/guardian of minors) who is identifiable in the photograph(s). If possible, please provide a high resolution photo.

We encourage you to review our 'Grant & Awards / Reporting & Recognition' requirements on our website:

<http://www.guelphcf.ca/CommunitybrOrganizations/ReportingRecognition.aspx>

Reports are to be received by September 25, 2017.

Please submit your report:

By email: admin@guelphcf.ca

By mail: The Guelph Community Foundation, PO Box 1311, Guelph, ON N1H 6N6

In person: The Guelph Community Foundation, 46 Cork Street East, Guelph

If you have questions, please contact us at 519-821-9216 or admin@guelphcf.ca.