**PROJECT EVALUATION & REPORT SUMMARY**

**PLEASE USE THIS FORM FOR THE MIDTERM AND FINAL REPORTS.**

**Please indicate which report: Midterm: \_\_\_\_\_\_\_\_ Final: \_\_\_\_\_\_\_**

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

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

**PART I:** MEETING YOUR OBJECTIVES

* Provide a list of your objectives as stated in the grant application and describe your progress in meeting each objective.
* Has there been any change of focus in services provided since the inception of the project?
* Please explain any successes and/or challenges. If you had challenges, please explain how you overcame/plan to overcome them.

**PART II:** EVALUATING YOUR PROGRESS

* + Describe your Evaluation Plan and explain your evaluation results to date.
  + Do you plan to make any changes to your Evaluation Plan?
  + Include a copy of the Evaluation Report from your grant application with the “Actual Results” column completed. Be sure to note how many individuals that you served with the project.

**PART III:** BUDGET

* Include an itemized budget (should have submitted with the grant application) reflecting project income and expenses.

**PART IV:** DEMOGRAPHICS (For projects serving individuals.)

* You are encouraged to collect demographic data from the individuals that you serve with the project. Please ensure that you have permission from the individuals to use their statistical data for reporting. If you have questions regarding how to do this, contact the Foundation’s Executive Director.
* Complete the Demographic Data Sheet when submitting the FINAL report only.

**PART V:** ATTACHMENTS

* Please submit any photos, testimonies, anecdotes, etc. pertaining to your project. Please ensure that you have permission from those you serve to use photos, etc. for reporting and marketing. Photos may be submitted via email to [tccfexecutivedirector@gmail.com](mailto:tccfexecutivedirector@gmail.com).

**PART V:** CERTIFYING THE INFORMATION

We certify that the information contained in this progress report and all forms, narrative, and any attachments submitted with it are true and correct to the best of our knowledge. We acknowledge we have permission from the individual participating in the project to submit any photos, demographic or identifying information for the purpose of reporting and marketing. We understand that any willful manipulation of information or data will result in immediate discontinuation of funding from the Twin County Community Foundation to our project.

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Signature of Program Director

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Signature of Executive Director (if different from Program Director)