

**THE HORIZON FOUNDATION
GRANT EVALUATION GUIDLINES**

Please use the following format when writing the evaluation report and complete the final budget report. Be sure to include all sections.

ORGANIZATION/PROJECT:

AMOUNT OF GRANT:

BEGINNING DATE:

ENDING DATE:

TYPE OF REPORT: (circle one)

Status Report

Final Report

Project Summary: Summary of the nature and scope of the project (no more than several paragraphs). Include why the project was needed.

Project Objectives: What did you want to achieve or accomplish? Include timeframe.

Population: Who was served or benefited from the project?

Inputs: What resources (funding, staff, volunteers, equipment, supplies, materials, etc.) were used by or were dedicated to the project?

Methods: What activities did you undertake? What services were provided and how?

Project Outputs: How many people were served or participated in the project? How many meetings (program sessions) were held?

Project Outcomes: What were the changes or benefits to the people who participated in the project or were impacted by the project? What other impact was achieved?

Lessons Learned: What worked well? What problems were encountered and how were they addressed? What improvements will you make? How will this influence your organization in the future? What else might be helpful for the Foundation to know?

Project Future: Will this project continue? If yes, what are the future goals for the project and how will you fund it? If no, why not?

Community Impact: How was the health and wellness of the Howard County Community enhanced by this project? What other effect(s) did the project have at the community level (or at a level less than the entire community)? Please describe.

