

# Mission Grant Project Evaluation Outline



The  
**DEACONESS  
COMMUNITY**  
Serving the ELCA / ELCIC

Evaluation due dates are as follows:

- Evaluation of single-year grant is due September 1 of year following receipt of grant
- Final evaluation of multi-year grant is due September 1 of year following receipt of final installment
- Interim evaluation of multi-year grant is due March 15 as part of continuing grant proposal

Name of Project:		
Name of Organization:		
Name of person completing the evaluation:		Title:
Address:		
Phone:	Email:	Fax:

Describe your grant in terms of the following *(select one)*:

<input type="checkbox"/> Single Year Grant	<input type="checkbox"/> Multi-Year Grant    Year first received:		
Amount: \$	<i>Grant monies received:</i> Y1: \$	Y2: \$	Y3: \$
Year Received:	Current Request: \$		
	Evaluation of year: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Final Year		

In your evaluation, please respond to the following questions:

1. Tell us how you accomplished what you set out to do. Please include updated information about the project (number of people served, new programs or opportunities, changes in expenditures and income, etc.).
2. How have you implemented plans for cooperation with other organizations?
3. What has been your major success? Your major disappointment?
4. Has the project led to unexpected benefits, or the development of similar ones in other organizations? If yes, please share examples.
5. Did the Deaconess Community involvement make a difference? How?
6. Furnish a complete report of how the grant funds were used. Include the original project budget (i.e. staffing, program expenses, and administrative costs). Identify actual amounts received from all funding sources and itemize actual expenses.
7. PLEASE NOTE: If this is not a final evaluation and you are requesting a second or third year grant, please assess the project status in terms of your own evaluation criteria, including your plans for future sustainability. Also, include your continuing project budget along with your organization's current annual budget and a statement of income and expense for your most recent fiscal year-end.