Grantees that receive funding from the Jones Family Foundation are required to submit a Grant Evaluation Form within 6 weeks of completion of the funded project or program or within 6 weeks of the end of each one-year period in which project/program funding was received. Failure to submit reports within these guidelines may jeopardize future funding opportunities.

Grantee reporting is an important part of The Jones Family Foundation’s monitoring and evaluation process which enables us to become a more informed funder. We rely on your candid responses to help us assess the effectiveness of our grantmaking. We appreciate your honest appraisal of both the short-term results and longer-term impact of the project or program. Variance from the plans submitted in the original proposal or failure to achieve the desired outcomes are not perceived as indicators of project failure, and are often the result of unanticipated challenges during the project. Information about difficulties encountered provides us with valuable insight to improve future grantmaking impact in similar program areas. Please provide a candid assessment of the challenges and success/failure of your program or project. In addition to the completed Grant Evaluation Form, the Jones Family Foundation may request a follow-up site visit to gain greater understanding of the impact the program or project and the challenges that remain.

One final note to remember, post-grant evaluation information is also critical to your organization. You can use this information to evaluate your work to determine benchmarks, measurements for success and opportunities for improvement.

**DIRECTIONS:** Please complete this evaluation form and submit it, along with supporting documentation via e-mail to:

info@jonesfamilyfoundation.org

If you have any questions, please contact Rachelle Cobb of the Jones Family Foundation at 651-388-7941 or rachelle@jonesfamilyfoundation.org.
Grant Evaluation Form

Date: __________________________

Name of Organization: __________________________________________________________

Executive Director: ______________________________________________________________

Address: ______________________________________________________________________

Contact Person (if different than Director): __________________________________________

Title of Project/Program: ________________________________________________________

Amount of Grant Received: $ __________________________

Program/Project Completion Date: __________________________

______________________________________________________________________________

1. Briefly describe the original purpose of the grant, including goals and objectives.
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

2. Describe the instruments/tools used to measure the results of your program/project.
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

3. What impact did this grant have on your organization’s overall mission?
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
4. Did the grant enable you to meet your goals and objectives as outlined in your original request? Please describe and quantify your results (include successes and/or challenges faced.)

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
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_________________________________________________________________________________________________________________

5. For ongoing programs or projects, what changes would you make to achieve greater success and impact?

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_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

6. Were you able to establish any collaborative efforts with other organizations as you worked on this project? If yes, please list these organizations and their contribution(s) to your project or program.

_________________________________________________________________________________________________________________
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7. Was the grant used to attract new funding from other sources such as corporations, foundations or other individuals? If so, please describe your success by listing the additional funding sources and dollar amounts.

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

8. What would you describe are the most important lessons learned and outcomes of this project?

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_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

9. What are your plans for sustaining your program/project in the future?

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
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10. Please add any additional comments regarding your program/project.

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
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_________________________________________________________________________________________________________________

11. Please include copies of both your project’s original proposed and actual budgets.