

Orange County ABC Board Grant Final Evaluation Form

Important – please read carefully.

Evaluation form due dates:

1. Fiscal year projects (July 1 – June 30), please complete and return the Final Evaluation Form before August 15th.
2. For other projects, please complete and return the Final Evaluation Form one month prior to your request for future funding.

Form completion: The use of this form is not required; however, we request that you follow the format below.

Date: _____

Organization's Name: _____

Executive Director: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Evaluation form contact person: _____

Phone: _____ Fax: _____ E-mail: _____

PROGRAM INFORMATION:

Section A – Project Title: _____

Section B – Project Review: Refer to the original application and briefly restate the purpose of the grant (goals and objectives) relating to “alcohol and substance abuse”, the process you used to meet the goals and objectives relating to “alcohol and substance abuse”.

Section C – Specific Project Results:

Please list each goal; how each goal was measured, and the percentage accomplished satisfactorily for each goal.

- Goal A -
 - Name: _____
 - How measured/benchmarks:
 - Amount accomplished satisfactorily: _____%

Goal B –

- Name: _____
- How measured/benchmarks:
- Amount accomplished satisfactorily: _____%

Goal C -

- Name: _____
- How measured/benchmarks:
- Amount accomplished satisfactorily: _____%

1. Explain how you measured the effectiveness of your activities against your goals and objectives. (Please include copies of feedback forms filled out by participants or examples of forms used).
2. Were you satisfied with the outcomes of your endeavors? Why or why not?
3. Please provide examples of supporting materials used in sessions – lesson plans, agendas, etc.
4. Please provide a brief profile of the people served (or target audience) through this ABC grant – (for example, ages, background, etc. specific to “alcohol and substance abuse”, etc.).
5. If possible, provide a “human interest story” that illustrates the success of the project directly addressing “alcohol and substance abuse”. If possible, attach supporting material – news items, letters of support, photographs, etc.
6. What was the project’s most notable success?

Section D – Specific Implementation:

1. Did you encounter any challenges, setbacks or delays in meeting your project’s objectives? How were they addressed? Please give specific examples. (e.g. initially the tutors found our curriculum difficult to use. We learned to involve them in future curriculum activities.)
2. Did you collaborate with any other organizations? Please elaborate on the processes and challenges of collaboration with your partners.

3. Did the grant monies result in new collaborative effects?

4. Describe any significant organizational and/or staff changes (such as turnover) during the grant period that directly impacted the delivery of services for this project.

Section E – Project Finances:

1. Provide a financial statement showing budgeted vs actual revenue and expenses for the funded project. Include a detailed, complete accounting of how ABC funds were used.

2. Provide the organization's Federal Form 990 – "Return of Organization Exempt From Income Tax", if applicable. If not applicable, please explain why.

Section F – Lessons Learned:

1. What has your organization learned from the evaluation and how are you using this information as you continue this or other programs?

2. What has changed for the participants/community as a result of your project's activities?

Section G – Additional Comments/Information/Suggestions, etc.: