



**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 to:**

**The Jones Family Foundation  
31021 Lakeview Avenue  
Red Wing, MN 55066  
Phone: 651-388-7941      Fax: 651-267-0699  
E-mail: [info@jonesfamilyfoundation.org](mailto:info@jonesfamilyfoundation.org)**

**If you have any questions, please contact Rachelle Brown of the Jones Family Foundation at 651-388-7941.**

# 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: \_\_\_\_\_

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

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

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**3. What impact did this grant have on your organization's overall mission?**

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**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.**

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**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.**