

***Walton Family Foundation  
Report Outline***

Please use the following outline to report project outcomes.

- I. Brief Recap of Organization's History and Population Served**
  
- II. Goals and Accomplishments of the Project:**
  - List Original Goals and a Brief Description of Status
  - If a Goal was not Accomplished, Why?
  - Most Notable Success(es)
  
- III. Evaluation: Based on Specifics set up by Grantee and Program Officer when the Grant was Awarded, Report:**
  - Evaluation Outcomes, Including How Data was Collected
  - Use and/or Dissemination of Evaluation Results
  - Project or Program Changes based on Evaluation Results
  - Lessons Learned – Project Barriers, Actions to Overcome Barriers, Advice to Others Facilitating Similar Projects, etc.
  
- IV. Budget:**
  - Specific, Item by Item Accounting of Funds
  - Budget Expenditure Narrative

Please do not send audio or video tapes, formally bound reports or supplemental organization materials unless specifically requested by the Foundation. Submit the report to the attention of the appropriate program officer at the following address:

The Walton Family Foundation  
P.O. Box 2030  
Bentonville, AR 72712