GENERAL SERVICE FOUNDATION

REPORT AND EVALUATION FORM

A. Organization Information
Organization Completing Report:
Address:
Phone Number:  Fax Number:  Email:
Project Name:
GSF Grant Number:  Amount of Grant:
Grant Period:  Date of Report:
Report Due Date:  Reporting by:

Check One:  ☐ This is a final report  ☐ This is an interim report

Grant was For (check one:)  ☐ General Support  ☐ Project Support

B. Narrative- if possible, please limit to three pages
If reporting for a general support grant please:
   • Describe significant organizational and programmatic achievements. Were there changes to the organization’s goals or staff during the grant cycle?
   • Address how you evaluated the effectiveness of the activities, what was learned and how this information will be used

If reporting for a project grant please:
   • Describe the project’s goals and the success you had in meeting them. Were there changes to the original project goals during the grant cycle?
   • Address how you measured the effectiveness of the project, what was learned and how this information will be used
   • Comment on any unexpected results?
   • Describe any staffing or organizational changes while implementing this project.

C. Financial
For a general support grant, please submit the organization’s statement of income and expenditures for the year in which the grant was used.

For project support, in addition to the organization’s statement of income and expenditures, please submit project income and expenditure information compared to the approved project budget. Please explain significant discrepancies. Project expenses allocated toward lobbying or legislative activity MUST be detailed either as a percentage of the project (i.e. “no more than 5% of the project budget was spent on lobbying or legislative activity,”) or as the total amount that was spent on such expenses (i.e.”$5,000 was spent on lobbying and legislative activity.”)

D. Attachments (optional)
Please include relevant materials about the project or organization.