



Ministry Grant Evaluation Form

Evaluation is a tool that helps measure if you are accomplishing your project goals at a reasonable cost and within a reasonable amount of time. If any of your activities are meeting their goals, it can be documented with facts and data. If an activity is not as successful as you expected, the evaluation can be useful to gain insight into how to adapt or restructure the plan before the next attempt. You can use positive results to

- inspire others,
- unify and recognize the good work of your board, staff, and volunteers, and
- give more people the opportunity and confidence to support your organization.

Please complete this grant report with the information outlined below and attach any publication-quality photographs that we may use in future releases, ads, and publications.

**Please submit your Evaluation Form to:
Christ Church Vero Beach, 667 20th St., Vero Beach, FL 32960 772-646-0920**

Section One: Contact Information

1. Organization Name: _____
2. Contact Person: _____
3. Email Address: _____
4. Contact Person's Phone Number: _____
(We will only contact you if additional information is needed.)

Section Two: Grant Information

1. Please specify the number of people involved in the project.
 - a. Employees: _____
 - b. Volunteers: _____
 - c. Volunteers who are members of Christ Church: _____

2. Describe in detail the project as it occurred this year.

3. State the strengths and weaknesses of this project.

4. Please report on the effectiveness of your project using your planned measurement from the grant application.

5. What was the impact of this project? Please include a notable story if appropriate.

6. What changes were made from the time of the grant request? Please state the reasons for the change.

7. What have you learned from this grant or project?

8. If you were starting the project today, are there things you would do differently?

9. Please attach a detailed financial report of the entire project for which our funds were granted. Christ Church funds were used for **All** _____ or **Part** _____ of the funds. *(Please select one.)*

10. What suggestions do you have for making our procedures more user-friendly?
