



Evaluation Report Form

Date of Grant: _____
Organization: _____
Grant Purpose: _____
Request #: _____
Amount: _____

The Spartanburg County Foundation evaluates all grants made on the anniversary of the grant payment. We encourage you to share your insights into what worked what did not work and changes you might make to improve your project the next time. The Foundation is interested in the impact our grant made in your particular program of work. Your candor and open feedback not only inform us of your progress, but also provide us with valuable learning experiences that enable us to improve our grantmaking and to help other non-profits at the same time.

All reports to the Foundation should include your agency name, the name and phone number of the person submitting the report and the name of the project funded with the application number assigned to the project. Please limit your report to five pages including the following:

I. Narrative – 2 to 4 pages preferred

- A brief description of the project.
- Please restate the goals you set for the project during the grant period.
- Progress and/or setbacks relative to these goals.
- How you measured the project's impact on participants and/or the broader community. Please cite specific indicators of change and the time period over which you measured them.
- What you learned from this information and how you applied or will apply it to improve future activities or strategy.
- Significant board and/or staff changes, if any.

II. Financial

Please provide a detail expense and income report for the project. Provide a narrative on any variances from the original project budget.

Include a detail accounting of how the specific grant dollars were spent.

III. Attachments

Please include one or two anecdotes about how the project has affected the lives of individuals or made an impact in the community.

Attach any printed material relating to the funded project; press or news items, brochures, letters of support, photographs, etc.

We appreciate clarity and brevity in your responses. Thank you.

Please send all materials to:

Tamela Y. Spann
Program Officer
The Spartanburg County Foundation
424 East Kennedy Street
Spartanburg, SC 29302