Please submit 2 paper copies of application and all attachments and one electronic copy. Email to uptonfoundation@berriencommunity.org

FREDERICK S. UPTON FOUNDATION

2900 S. State Street Ste. 2E

St. Joseph, Michigan 49085

Telephone: (269) 983-3486

**GRANTEE EVALUATION REPORT**

As an integral part in meeting the Frederick S. Upton Foundation’s objectives and assessing programs, the Foundation encourages grant applicants to develop ability to monitor and evaluate their own work for future program planning.

Please complete this Evaluation Report and return ***two paper copies and all attachments and one electronic copy with all attachments*** to the Frederick S. Upton Foundation, along with your most recent financial statement that indicates how your organization used the grant. Failure to submit the Evaluation by the due date as listed below shall adversely affect consideration of any future funding by the Foundation.

**Organization Name:**

**Application #:**

**Purpose of Grant:**

**Grant Amount:**

**Grant Date:**

**Report Due Date:**

1. How were the grant funds spent, and what functions and purposes were fulfilled?

*(No more than 2 pages double spaced)*

1. What other sources and funds were used to support the program?

|  |  |
| --- | --- |
| **SOURCE** | **AMOUNT** |
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1. What was accomplished for each of the program goals or objectives outlined in the original proposal, and how did you evaluate the real and measurable impact and extent to which the project’s objectives were achieved?

*(No more than 2 pages double spaced)*

1. What effects did the program have on the underlying need or problem?

*(No more than 2 pages double spaced)*

1. What do you feel are the lasting benefits of the program?

*(No more than 2 pages double spaced)*

1. What problems did you encounter during the course of the program?

*(No more than 1 page double spaced)*

1. If you were to do this program again, what would you do differently and how would

you do it?

*(No more than 1 page double spaced)*

1. What are the specific plans, if any, for continuing the work of this program?

*(No more than 1 page double spaced)*

Attach additional information that may be of special interest to the Foundation.

SUBMITTED BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

DATE: