

## EVALUATION & REPORT SUMMARY FORM

**PLEASE USE THIS FORM FOR YOUR MIDTERM AND YOUR FINAL REPORT.**

**Please indicate which report: Midterm\*: \_\_\_\_\_ Final: \_\_\_\_\_**

**Organization:** \_\_\_\_\_

**Project:** \_\_\_\_\_ **Award Date:** \_\_\_\_\_

### **PART I: MEETING YOUR OBJECTIVES**

Provide a list of your objectives as stated in the grant and describe your progress in meeting each objective.

Has there been any change of focus in services provided since the inception of the project?

Please explain any delays in the implementation of the project and what you have done to remedy the delays/problems.

How would you rate the overall success of your project to date?

### **PART II: EVALUATING YOUR PROGRESS**

Describe your Evaluation Plan and explain your evaluation results to date.

Do you plan to make any changes to your Evaluation Plan?

### **PART III: COMPLETING THE PROJECT DATA SHEET**

Complete the Project Service Data Form

### **PART IV: CERTIFYING THE INFORMATION**

We certify that the information contained in this progress report and all forms, narrative, and any attachments submitted with it are true and correct to the best of our knowledge. We understand that any willful manipulation of information or data will result in immediate discontinuation of funding from the Wythe-Bland Foundation to our project.

\_\_\_\_\_  
Signature of Program Director

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Executive Director (if different from Program Director)

Date \_\_\_\_\_

**PLEASE ATTACH FINANCIAL DOCUMENTATION FOR EXPENDITURES.**

Mid-term & Final Report Form