



Hoover Family Foundation

Post-Award Evaluation Report Cover Sheet

Three (3) copies of this evaluation report are required. The report must be a minimum of three (3) pages, **not including** this cover sheet. See below for additional instructions.

(Click in the gray box and begin typing. The gray will not show when printed.)

Organization	
Contact person Title	
Street address (or PO Box number)	
City State Zip	
Phone number(s)	
Purpose of grant	
Amount of grant	
Date received	
Signature of person completing report	
Date	

Complete the report by addressing items 1–5 below on additional pages. In responding to the questions, refer to your original grant request, particularly the sections on goals and the measurement of the grant’s effectiveness.

Three (3) copies of this evaluation report are required. Your report must be a minimum of three (3) pages, not including this cover sheet. In other words, your evaluation needs to be detailed and thorough.

1. Briefly describe the specific purpose and goals of the HFF grant.
2. To what degree were these goals and objectives achieved and how were they measured? If not fully met, what factors affected the success of the project? What plans do you have for meeting and/or revising these objectives in the future?
3. What has been the measurable impact on the population you serve?
4. To date, what have been the measurable results of this grant on the functioning or effectiveness of your organization (e.g., increased capacity, enhanced operations, stimulated increased private funding, etc.)?
5. Attach a copy of your actual budget and the Hoover Family Foundation grant expenditures for this project, identifying both income and expenses. If any revisions have been made in this budget from that originally proposed, please explain those in detail.

Three (3) copies of your report are due on or before:

The report must be a minimum of three (3) pages, not including this cover sheet.

No other requests for funding will be considered until the written evaluation report for this grant has been received.