*This line for staff use only: Grant #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_* ☐ *FIMS* ☐ *Tracker* ☐ *Report*

**GRANTEE FINAL EVALUATION FORM**

Thank you for completing your Final Evaluation. To comply with your grant award, provide your completed Final Evaluation by the date listed in your award letter and grant agreement. Failure to submit a Final Evaluation will impact future grant awards. You may submit your Final Evaluation prior to the end of your grant year should your project be complete. **Answer all questions using information that applied to the project supported by grant funds.** Download this fillable form at: <https://www.tfec.org/nonprofits/grantee-toolkit-reporting/>. Submit your completed Final Evaluation and any attachments to grants@tfec.org.

**Grantee Organization Name** Click or tap here to enter text.

**Project Title** Click or tap here to enter text.

**Name, Title, Email, Phone of Executive Leader**

Click or tap here to enter text.

**Name, Title, Email, Phone of Contact Completing Application**

Click or tap here to enter text.

**Select your Award Source** Choose an item.

**Select your Award Year (Year funds were Awarded/Received):** Choose an item.

**Select your Grant Year (Year during which all grant work took place):** Choose an item.

**Grant Award Amount** Click or tap here to enter text.

**Counties served by project; check all that apply**

[ ]  Cumberland [ ]  Dauphin [ ]  Franklin

[ ]  Juniata [ ]  Lebanon [ ]  Mifflin

[ ]  Millersburg Area (Dauphin) [ ]  Northern York (Dillsburg Area) [ ]  Perry

**# Individuals served by project; type answer**

Click or tap here to enter text. Total number of ADULTS served

Click or tap here to enter text. Total number of CHILDREN (ages 17 and under) served

Click or tap here to enter text. Total number of ALL INDIVIDUALS served by the project

OR

If the above data is not appropriate for your project, fully state the audience type and numbers served in Question 2 of the Impact Narrative.

**Our project is complete and was implemented as stated within our proposal** [ ]  Yes [ ]  No

 *If no, were changes approved by TFEC staff?* [ ]  Yes [ ]  No

**Provide signatures from the applicant organization, below. Both organization representatives must sign.**

*By providing your original OR digital signature below, you agree that the provided information in this Final Evaluation is true to the best of your knowledge and may be submitted for review.*

[ ]  **President/CEO** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap here to enter text.

Ink Signature Digital Signature

[ ]  **Board President** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap here to enter text.

 Ink Signature Digital Signature

**IMPACT SNAPSHOT**

**1.** **Capture your project and the community need it addressed in 200 words or less.**

Click or tap here to enter text.

**IMPACT NARRATIVE**

Answer questions 2-5 clearly and concisely; no limit.

**2**. **In your application you described what would happen, who would be served, and other details. Now, please state what actually happened, who was served by the project, the dates and locations during which the project took place (as appropriate to the project) and the names and roles of any organizations that were relevant to the project. Did the implemented project differ from what was proposed in any way? Explain. You MUST use and complete the following statement within your answer, “Grant funds were used to\_\_\_\_\_\_\_\_\_\_\_\_”.**

Click or tap here to enter text.

**3. In your original application you provided a brief overview of your project’s projected outcomes and stated how you would measure and document success. Using this as a guide, what measurable impact did the project have on the community and how did you measure success? Photos are not required in any way, but if you have photos or video of your project to share, please attach with a Media Release and we may highlight your work through TFEC media.**

Click or tap here to enter text.

**4.** **Describe one success and one challenge experienced in implementing your project; state how the challenge was addressed.**

Click or tap here to enter text.

**5**. **In the format that best fits your needs (writing in sentence format below, using an attached chart, or by providing a copy of a financial document, etc.) provide an outline of actual expenditures compared to the budgeted expenditures for the project. You MUST show the amount of grant funding received and how grant funds were used Following this page, attach copies of all receipts/invoices paid with grant proceeds as appropriate to your project (ie: items purchased with grant funds, payment for specific services). *When providing copies of receipts/invoices paid, we understand that it may not be possible to provide a receipt for all items; provide what is appropriate to your project.***

Click or tap here to enter text.