

# Project Evaluation



This form is available for download at [www.rjweanfdn.org](http://www.rjweanfdn.org). We prefer you complete the PDF form in Adobe Acrobat Reader and then print it or you may print it first and then fill out the form by hand.

Keep a copy of this completed Project Evaluation for your files and mail or hand deliver the original and attachments to:

The Raymond John Wean Foundation  
Neighborhood SUCCESS

Attention:  
Jennifer Roller, Program Officer  
Urban Affairs and Neighborhoods

108 Main Avenue SW  
(Huntington Bank Building)  
Suite 1005  
Warren, Ohio 44481

Telephone: 330.394.3203

[www.rjweanfdn.org](http://www.rjweanfdn.org)

Dear Partner:

This Project Evaluation serves as a valuable learning tool for both Grantees and program staff. We greatly appreciate your candor and thoughtful review of your project experience.

Neighborhood SUCCESS wants to know:

### ***How your project is progressing.***

#### **Project Evaluation–Progress Report**

Complete the Evaluation–Progress Report if:

1. Your project year has ended and you have requested and received an extension.

#### **OR**

You are applying for a new grant **AND** at least one of the following apply:

1. Your project year has not ended.
2. You have not completed your existing project.
3. You have not extended or committed all of your funds.

### ***How your project went.***

#### **Project Evaluation–Final Report**

Complete the Evaluation–Final Report within 30 days after completion of the project, but no later than 30 days after the end of your grant term.

Projects approved in July must be completed by June 30 of the following year. The Project Evaluation deadline is August 1 or the next business day if the deadline falls on a weekend or holiday.

Projects approved in December must be completed by November 30 of the following year. The Project Evaluation deadline is January 1 or the next business day if the deadline falls on a weekend or holiday.

Funds that are not expended or committed during the grant period must be returned to The Raymond John Wean Foundation unless your project requests and receives written authorization to extend the grant beyond the original end date.

**A Project Evaluation must be completed prior to submission of a new Neighborhood SUCCESS application.**

**OPTIONAL:** Please include anything else you would like us to know about your project(s) on additional paper. Include with this report any photos, newsletters, public recognition, press releases, news articles, or awards pertinent to the project. Please make sure all submissions are securely affixed to 8-1/2 x 11 paper and labeled clearly.

# Project Evaluation



Organization/Group: \_\_\_\_\_

Contact: \_\_\_\_\_

Dates covered by this report (project/activity start and end dates) From: \_\_\_\_\_ To: \_\_\_\_\_

Check one (see page 1 of this form for complete instructions):

**Project Evaluation–Progress Report**

**Project Evaluation–Final Report**

1. What were the goals for your project? Using your original application as a reference, describe what your group wanted to achieve.

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2. Describe how your group achieved the above noted goals.

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3. How did this project increase or improve meaningful resident participation?

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4. What opportunities for leadership growth did this project provide?

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5. Describe how this project encouraged communication and cooperation among residents, associations or institutions?

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6. How did this project build on/leverage the financial, human and/or material resources that exist in your community?

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7. How did this project improve the neighborhood physically, socially or economically?

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8. Describe any changes made to the original project. Include why and how these changes were made?

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9. Would you do this project again?

If yes, what would you do differently? What advice would you give to others with a similar project?

If no, why not?

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10. What could Neighborhood SUCCESS do to be more helpful to your group on future projects?

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11. Use this space to describe anything else you would like us to know about your project.

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# Project Budget



## Section A: Income

	Amount listed on original application	Actual amount received	Date Received
Neighborhood SUCCESS	\$	\$	
Other Cash Source (specify):	\$	\$	
Other Cash Source (specify):	\$	\$	
Other Cash Source (specify):	\$	\$	

## Section B: In-Kind Sources

Volunteer labor, goods and services donated for the project

	Value listed on original application	Actual amount received	Date received
Volunteer labor @ \$12 per hour	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Total In-Kind	\$	\$	

## Section C: Project Costs

Specify all costs i.e. flowers, computers, etc. and quantity

	Neighborhood SUCCESS approved budget	Actual amount spent from Neighborhood SUCCESS	Balance
Materials/Supplies	\$	\$	\$
Materials/Supplies	\$	\$	\$
Equipment	\$	\$	\$
Equipment	\$	\$	\$
Other (specify)	\$	\$	\$
Other (specify)	\$	\$	\$
Other (specify)	\$	\$	\$
Other (specify)	\$	\$	\$
Other (specify)	\$	\$	\$
TOTAL Project Costs	\$	\$	\$

Please attach additional sheets if more room is needed.

Grantee Representative \_\_\_\_\_  
 Signature Title Date

Fiscal Agent Representative \_\_\_\_\_  
 Signature Title Date