

2024 Fall Community Grant Cycle

Community Foundation of Abilene

Instructions

As agreed by signing the Grant Agreement, receipt of your Grant Evaluation Report is a condition to receiving additional grants from the Community Foundation of Abilene ("the Foundation" or "CFA"). This evaluation report is a record of what you have achieved with the grant issued through the Foundation. The information provided will illustrate how the Foundation's investment made a difference in our community and will help inform future grantmaking. The Foundation will review this report and contact your organization if the information is incomplete, inaccurate, or if any clarification is needed. We will request any information deemed necessary to consider the report complete.

Have all the grant funds been spent?*

Do **NOT** complete this form unless all the grant funds have been spent. If there are unspent grant funds or extenuating circumstances affecting your program/project, please contact Kassidy Nygaard at knygaard@cfabilene.org or 325-676-3883 to request a deadline extension for submitting this form and to discuss next steps.

Choices

Yes (Please proceed)

No (Please do not submit form at this time, contact the CFA)

Changes to Grant Usage*

- Were there any major changes in usage of the grant funds from what was originally proposed?

If so, Community Foundation staff should have already been made aware of this for approval, but please provide a summary here.

If there were changes made to grant fund usage, or you have been unable to utilize the funds as intended, and Community Foundation staff has not yet been notified, please contact Kassidy Nygaard at knygaard@cfabilene.org or 325-676-3883 to discuss this prior to completing the evaluation.

Character Limit: 1000

Grant Request Summary

Project/Program Name*

Character Limit: 100

Amount requested from CFA

Amount Requested

Character Limit: 20

Amount Awarded

Character Limit: 20

Restrictions (if applicable):

Any special restrictions to the grant will be listed below, if applicable.

Character Limit: 250

CFA Notes to Grantee (if applicable):

**** Any additional information that should be addressed in this evaluation report will be listed below, if applicable. ****

Character Limit: 1000

Program Service Area*

- Animal Services
- Children and Youth
- Community Development *-includes Economic or Workforce Development, Environmental Causes, and Disaster Response*
- Education
- Fine Arts and Culture
- Health and Mental Health
- Human and Social Services *- includes Housing or Hunger Relief, Social Justice, and Services for Disabled, Senior Citizens, and Veterans*

If you believe your organization falls into more than one category, please choose the one that *best* aligns with your organizational mission.

Choices

- Animal Services
- Children and Youth
- Community Development
- Education
- Fine Arts and Culture
- Health and Mental Health
- Human and Social Services

Project Summary

Share a **brief description** (3 - 5 sentences) of the project/program for which funds are needed. This project summary could be included in the Community Connections donor facing publication.

Please click [here](#) for an example.

(You will have an opportunity to expand upon this in another section of the application).

Character Limit: 750

Description/Results

Community Need

- What community need does this project/program address?
- What data exists to support this need?

Character Limit: 3000

Expected Outcomes & Success Measures

- What are the expected outcomes for this project/program?
- Describe any tools, methods, and/or strategies that you will use to measure outcomes.
- Describe any plans for evaluating the effectiveness of the project/program.

Character Limit: 2500

How would you rate the success of this project?*

Based on the Community Need and Expected Outcomes & Success Measures above, as stated in the grant application, how would you rate the success of the project?

Please select from the pulldown menu.

Choices

Met (stated goals were met or exceeded)

Partially Met (some of the stated goals were met)

Needs Improvement (stated goals were largely not met, or the project did not move forward)

Evaluation of Objectives & Outcomes*

Please address any of the following, if pertinent.

- Were there any major changes to the project or program, from the information stated in the application?
- Were there any outcomes that differed from the original intent or expectation?
- Describe any challenges you had to adjust to in executing the project/program objectives.
- Explain any objectives that were not met.

If none of the above apply, and all aspects of the grant aligned with the Community Need and Expected Outcomes & Success Measures as stated in the application, please provide a brief statement supporting that instead.

Character Limit: 3500

Community Impact*

- What difference did this grant make in the community and the population you are serving?

- If available, please include statistics illustrating the outcomes of the program.

Character Limit: 2000

Collaboration*

- If this project was undertaken in partnership with other community organizations, what were the opportunities and challenges of working this way?
- Are there any components that could be improved through increased collaboration with other groups or organizations?

Character Limit: 2000

Program Continuation*

- What is your plan for continuing, improving, expanding or terminating this program/project?
- If continuing, how will it be funded?

Character Limit: 2000

Financials

For the sections below where uploaded documents are required, the following formats will be accepted:

.doc or .docx (Microsoft Word)

.xls or .xlsx (Microsoft Excel)

.pdf (Adobe)

Only one document can be uploaded per section. If you have separate documents for a specific section, please combine into one document and upload.

Expense Documentation

For grants supporting general program costs, operational expenses or salaries, please provide a report outlining how funds were utilized. (Excel spreadsheet, Quickbooks report, etc.). You can download an [expense report template here](#), if needed.

You may modify the categories in the left-hand column on the template if necessary. Save the updated file, then upload it.

For grants to purchase equipment, supplies, or hire contract services over \$5,000, **please provide receipts for those items that exceed \$5,000.** Combine documents into one file.

You may also enter text to describe your uploaded documentation if necessary.

Character Limit: 1000 | File Size Limit: 12 MB

Additional Expense Documentation

Please use this section to upload additional expense documentation if needed.

Character Limit: 500 | File Size Limit: 6 MB

Public Relations

Media Release/Consent*

Do you authorize the Community Foundation of Abilene to use information and photos submitted in this Public Relations section for publicity purposes?

Choices

Yes

No

Impact Story

Please include one or two anecdotes about how the project or program has affected the lives of individuals or made an impact in the community, if appropriate.

If you answered "Yes" to the Media Consent/Release question, an excerpt may be shared via CFA social media or e-communication outlets.

Character Limit: 2000

In the following sections, please submit up to 5 photos (separately) that capture the essence of the grant.

In the text section provided for each upload, please include a caption describing the photo.

.png format is preferred for photos

These sections can alternately be used to upload articles/posts publicizing your grant.

The following file types are supported:

.doc, .docx, .jpg, .pdf, .png

Photo 1

Character Limit: 250 | File Size Limit: 6 MB

Photo 2

Character Limit: 250 | File Size Limit: 6 MB

Photo 3

Character Limit: 250 | File Size Limit: 6 MB

Photo 4

Character Limit: 250 | File Size Limit: 6 MB

Photo 5

Character Limit: 250 | File Size Limit: 6 MB

First-time Grantee?

Is this your first Community Grant (Spring/Fall Cycles) from the CFA?*

Choices

Yes

No

Feedback Questions for First-Time Grantees

Building strong relationships with grantees is important to the Community Foundation of Abilene (CFA). Our goal is to be fair, respectful, and supportive of applicants and grantees during the application process. We also intend to further the ability of organizations like yours to meet the needs of our community.

We appreciate the opportunity to partner with you on this project and hope your organization and your constituents have benefitted. In an effort to improve our effectiveness, we would appreciate any feedback on your experiences with the CFA.

Recommendations for Grant Process

Please provide any recommendations you have to improve the grant process.

Character Limit: 500

Highlights

What did you appreciate or enjoy most about the grant process?

Character Limit: 250

General Suggestions

If applicable, please feel free to offer other comments or suggestions for the CFA, outside of the grant process.

Character Limit: 250

Feedback Questions for Returning Grantees

Feedback

Building strong relationships with grantees is important to the Community Foundation of Abilene (CFA). Our goal is to be fair, respectful, and supportive of applicants and grantees during the application process. We also intend to further the ability of organizations like yours to meet the needs of our community.

We appreciate the opportunity to partner with you on this project and hope your organization and your constituents have benefitted. In an effort to improve our effectiveness, we would appreciate any feedback on your experiences with the CFA.

Please leave any comments or recommendations you'd like to share regarding the grant process or CFA.

Thank you!

Character Limit: 1000

EXAMPLE