**Branford Community Foundation**

**2020 Grant Evaluation Report Coversheet**

*Mid-project or Final Report Due September 14, 2020*

*All Outstanding Reports due Monday, February 1, 2021*

 *Today’s Date*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Legal name of Organization*

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*Address & Phone Number of Organization*

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*Contact Person (name & title) & email address*

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*Name of Funded Program*

*Total Grant Award*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Is the program completed? \_\_\_\_\_\_\_\_\_\_ Mid-project?\_\_\_\_\_\_\_\_\_ Ongoing?\_\_\_\_\_\_\_\_*

***Please attach a brief report including the following information:***

1. Please provide a brief description of the project and/ or supported operations and any adjustments you made to the program.
2. Did your organization succeed in addressing the need in the community noted in your original application? For program funding, please be specific about the total number of Branford residents served or impacted by your program.
3. Describe any challenges or unforeseen successes you had during implementation of this project. List the results you planned to achieve and what actual results were achieved. Explain any variations.
4. Please attach an itemized income and expense summary showing specific sources of income and a breakdown of grant expenditures.
5. Please provide a testimonial or anecdotal story that illustrates the impact of this grant. Pictures of the project in progress are encouraged.
6. How did you promote the Branford Community Foundation in your marketing efforts around this award and during other opportunities?If possible, please provide evidence.

Please contact Liza Janssen Petra at lpetra@branfordcommunityfoundation.org with any questions regarding this grant evaluation report.