

# Wake County ABC Board Grant

## Final Evaluation Form

Please complete and return before August 15<sup>th</sup> or one month prior to your request for future funding.

You do not have to use this form if you need more space. However, we request that you follow the format of this form.

**DATE:**

**Organization Name:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Evaluation Form Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**A. Project Title:**

\_\_\_\_\_

**B. Project Review:**

Referring to your original application, briefly restate the purpose of the grant (goals and objectives) relating to “alcohol and substance abuse,” the process you used to meet the goals and objectives, and overall progress achieved in meeting the goals and objectives relating to “alcohol and substance abuse.”

**C. Specific Project Results:**

Please list your goals, how the goals were measured, and your accomplishments.

<b>GOALS</b>	<b>MEASUREMENTS/ BENCHMARKS</b>	<b>PERCENTAGE ACCOMPLISHED SATISFACTORILY</b>

Explain how you measured the effectiveness of your activities against your goals and objectives. (Please include copies of feedback forms filled out by participants or examples of forms used.)

Were you satisfied with the outcomes of you endeavors? Why or Why not?

Please provide examples of supporting materials used in sessions – lesson plans, agendas, etc.

Please provide a brief profile of the people served or target audience through this ABC grant – (ages, background specific to “alcohol and substance abuse”, etc.)

If possible, provide a “human interest story” that illustrated a success of the project directly addressing “alcohol and substance abuse.” (If possible, attach supporting material – news items, letters of support, photographs, etc.)

What was the project’s most notable success?

**D. Project Implementation:**

Did you encounter any challenges, setbacks or delays in meeting your project’s objectives? How were they addressed? Please give specific examples. (e.g. initially the tutors found our curriculum difficult to use. We learned to involve them in future curriculum development activities.)

Did you collaborate with any other organizations? Please elaborate on the processes and challenges of collaboration with you partners.

Did the grant monies result in new collaborative effects?

Describe any significant board and/or staff changes/turnover during the grant period that directly impacted the delivery of services for this project.

**E. Project Finances:**

Provide a financial statement showing budgeted vs. actual revenue and expenses for the funded project. Include a detailed, complete accounting of how ABC funds have been used.

**F. Lessons Learned:**

What has your organization learned from the evaluation, and how are you using the information from it as you continue this or other programs?

What has changed for the participants/community as a result of your project's activities?