



Mackinac Island

community foundationSM

Grant Evaluation Instructions

Instructions

- Please type and single space report.
- Please answer all questions in the order listed.
- Please use headings as provided.
- Please submit one copy to Mackinac Island Community Foundation- P.O. Box 1933, Mackinac Island, MI 49757

Checklist:

- Cover Sheet
- Narrative: 2-4 pages
- Photographs (at least 2)
- Marketing materials, newspaper articles, etc.
- Original Grant Budget
- Expense Report

Failure to return evaluation will prohibit organization from receiving future grants from the Mackinac Island Community Foundation.

Thank you for your time. If you have questions about this report, please contact Stephanie McGreevy at 906/847-3701 or smcgreevy@micf.org.

For good. For ever.SM

Evaluation Form Cover Sheet

Date of Report: _____

Grantee Organization Name: _____

Executive Director: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Contact Person: _____
(if different from Director)

Program / Project Title: _____

Purpose of Grant (one sentence): _____

Amount of Grant: _____ Program Dates: _____

Have there been any changes to your organization's IRS 501(c) (3) not-for-profit status since your request for this grant? (yes or no, if yes please explain) _____

Name and title of Person Completing Evaluation Report: _____

The Evaluation submitted represents the program that was supported by the Mackinac Island Community Foundation and meets the requirements as enumerated in our Grant Agreement.

Signed: _____

President/ Superintendent/Director

Staff/Title

Date: _____

Please have this report signed and dated and returned to our office upon completion of your grant project to ensure Foundation acceptance of future grant requests from your organization.

Results and Lessons Learned

1. List the program goals as stated in your original grant application.
2. Outline how the program did or did not reach its original goals. Please explain including statistics and measurable outcomes, whenever possible.
3. For ongoing programs: What changes will you be making in the program?
4. Were you able to establish any collaborative efforts with other organizations as you worked on this project?
5. What are the most important lessons learned and outcomes of this project?

Public Relations

1. Provide a “human interest” story that helps explain the success of the project.

2. In what ways has your Mackinac Island Community Foundation grant made your program possible or more successful?

3. Provide a quote for MICF use from either the project coordinator, Board Chairperson or a beneficiary that describes the success of the project.

4. Submit two photos which would be suitable for use in the Foundation's newsletters or Annual Reports.

5. Attach any printed material relating to your program: press or news items, brochures, letters of support, photographs, etc.

Financials

10. Please include a complete accounting of how your Mackinac Island Community Foundation grant was spent:
 - Show original budget, as submitted with the grant application, and actual income and expense compared to the original budget.
 - Include a copy of all paid invoices.

Future Plans

11. If this is an ongoing program, please explain how it will be funded when the grant spending is completed.