

THE ARTHUR FOUNDATION

FORMAT FOR FINAL REPORTS

To assist both your organization and The Arthur Foundation in determining the effectiveness and appropriateness of the program/project that was funded, please provide the information requested:

Organizational Information

A brief summary of any major changes in the Organization's mission, goals, staff, membership, population served, programs provided, or services rendered.

Project/Program Accomplishments

What were the issues this program/project addressed and a description of the targeted population that derived benefit?

What is the status of your organization's long-term strategies for funding this program/project beyond this grant period?

Evaluation

Please answer the following questions concerning your evaluation of the funded grant project/proposal:

What factors have you found that helped the project?

What factors have you found that hindered the project?

Has the project succeeded in meeting its immediate goals?

Has the project succeeded in meeting its ultimate goals?

If the answer is no, to either question, what prevented the attainment of the goals?

Was the budget sufficient to achieve your goals?

Was your staff adequate in number to achieve your goals?

Did the project, in fact, serve the population targeted at the beginning of the program?

If not, why not?

Did you undertake the activities you originally said you would undertake?

If not, why not?

You originally set targets for the performance of the project. Did the project meet those targets?

If not, why not?

When the project started you indicated that you would measure outcomes by a

defined method, including data collection. Did you collect the data?
What is that data?
What does the data tell us?
At this point in time, has the data you collected tell you what you originally wanted to find out?
In hindsight, is there other data you should have collected that would better inform you if you have met your goals and targets?
What can be done in the future to improve the program?
If you were to redo this project, how would you do it differently?
During or at the conclusion of the project did you or anyone associated with the grantee publish any material on the project?
Please furnish The Arthur Foundation with a copy of any published material.
What will you want to tell others who are interested in your project?
How did The Arthur Foundation and its Staff handle this grant and the process that led to this Final Report?

Finances

Please provide a closing budget for the funded program/project, showing income and expenses with explanations for variances greater than 5% from the overall proposed budget submitted with your organization's proposal, and 20% greater for any individual line items.

Other Supporting Materials

Brochures or other attachments you feel important to tell your story.

Thank you for your participation with The Arthur Foundation in this program/project that has sought to assist the members of the community.