

# The Ramsey McCluskey Family Foundation Grantee Reporting Guidelines

These reports allow the Foundation a standard way of collecting information about the results of our grants. Because we only award a small number of grants to organizations that are doing work, we are strongly interested in supporting, we are eager to learn of the results of the projects. We greatly appreciate the time grantees spend preparing these reports and helping us to learn more about your work.

## **Final Report**

### **Timing:**

This report should be sent to the Foundation at the end of the grant period. This is either one year from receipt of your grant or sooner if the project for which you received funding is complete before the one-year time period.

### **Media:**

This report should be sent via email to [rmfndn@gmail.com](mailto:rmfndn@gmail.com)

### **Content:**

COVER SHEET -- please include:

Name of Organization:

Address:

Name/Title of Person preparing this Report:

Phone Number:

Purpose of Grant:

Period covered by this report:

EVALUATION SECTION -- please include answers to the following as appropriate:

*Organization:*

1. Have there been any major changes in your organization or leadership in the past year?

*Project:*

2. What is the status of the project?
3. How does this status compare to the project plan?
4. Have you made any changes to the scope, plan, goals, or expectations of the project?
5. What successes and accomplishments have you experienced to date?
6. What internal and external factors have contributed to or impeded the success of this project?
7. What has been learned from this project? What aspect worked the best? What would you do differently if you had the chance?
8. What evaluation of the project have you done and what are the results?
9. What are the measurable outcomes? (How many people have been involved, how many hours, any other measurable activities.)
10. What are your plans, if any, to continue the work of this project?

*Optional:*

11. Please attach links or pdf files of any articles, materials, newsletters, etc. that have been published regarding this project.