



## Grant Evaluation Report Cover Sheet

Berks County Community Foundation requires that all grantee organizations provide it with an evaluation report of the program or activities for which a grant was received. This report should be submitted as soon as possible after the conclusion of a time-limited program; or if it is an ongoing program, no later than one year from the date of the grant. Not submitting a timely evaluation report may disqualify an organization from consideration for future grants until the past-due report is completed.

Grantee Organization: \_\_\_\_\_

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

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Grant Amount: \_\_\_\_\_ Grant Time Period: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Purpose: \_\_\_\_\_

I certify that this grant was used for the purpose approved.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please provide the following information on a separate sheet of paper and submit along with this cover sheet via email to: [grants@bccf.org](mailto:grants@bccf.org)

**OR** mail to:

Grantmaking

Berks County Community Foundation

237 Court Street

Reading, PA 19601

1. Describe the specific activities supported by this grant.
2. Provide attendance estimates for the program supported by this grant, if applicable.
3. Did you achieve what you set out to do?
4. If not, why not, and what would you do differently to have better results?
5. Please provide specific information or documentation of the expenditure of the grant funds.
6. Tell us anything else you feel would help explain what impact this grant has had on the organization's ability to more effectively achieve its mission and goals.