

**FINAL EVALUATION REPORT FORM**

The Grant Agreement Form signed by your organization's Director/President refers to required reports on the program funded by a Lawton Community Foundation grant. Please complete a written final report about the program, activity or purpose for the grant, which addresses the following questions and issues. These reports are designed to help us track programs and grants as well as to assist in assessing our program goals, activities and achievements. This report should be sent to the Community Foundation on the time schedule outlined in the Grant Agreement Form.

You may retype this form if it makes completion easier but we ask that you maintain the format presented below. If additional space is needed, an extra sheet may be added. You are urged, however, to be as brief and concise as possible.

1. Please describe the original goals/objectives and the outcomes/results achieved for the program, activity or other support, which the grants funds provided. Explain any deviations from the original goals/objectives of the program. Provide details, which indicate the level of participation and other information, which will give the Lawton Community Foundation an accurate description of what actually happened. Please indicate any departure from the program as originally planned.

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2. Please attach original budget (including revenues and expenses) and corresponding actual financial results. If the program's budget deviated from the budget provided with the grant proposal, please explain how and why.

3. What were the positive aspects of the program?

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4. What were the most significant problems encountered in implementing the grant project and how did you meet these challenges?

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5. What methods have you have used to evaluate the program? How often will the program be re-evaluated?  
At what time will you re-evaluate?

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6. How will your agency incorporate this program or any part of this program into its operational budget?  
How will the program be sustained?

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7. Did the Lawton Community Foundation grant attract other funding or leverage other types of support?

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8. Please attach examples of news coverage or other materials that communicated information about the program to various audiences in the community.

9. Please attach examples of news coverage or other materials that acknowledge the Lawton Community Foundation's grant support of the program.

Submit this report and supporting documents to:  
Lawton Community Foundation  
Attn: Jennifer Stewart  
P.O. Box 6033  
Lawton, OK 73506