

KIRKPATRICK FAMILY FUND
1001 West Wilshire 4th Floor
Oklahoma City, Oklahoma 73116
KirkpatrickFamilyFund.org
(405) 767-3702

PROJECT SUPPORT – SMALL & LARGE GRANT EVALUATION FORM

Please complete and return this evaluation form and provide the information outlined below. Evaluation must be completed in order for future applications to be considered by the Kirkpatrick Family Fund.

- Organizations receiving a Project Support Grant for a specific project should submit a final evaluation within 30 days of completing the project.
- Organizations receiving a grant for a project that extends beyond a 12-month period should provide an interim report at 12 months with an updated timeline for the completion of the project.

Date: _____

Organization: _____

Address: _____

Contact Person: _____

Telephone: _____ Fax: _____ Email: _____

Total Amount of Grant: _____

Project Name: _____

Please provide the following information as an attachment to this form:

1. How did the organization achieve the goals and objectives stated in the original request?
2. Describe what was learned plus any unexpected circumstances or changes that occurred and the impact on the organization or project.
3. Describe who benefited or was served as a result of this grant.
4. List other sources of funding and if applicable plans for sustaining the project.
5. Provide a final financial statement and note any deviations from the budget figures submitted in your grant application.

Projects extending beyond a 12-month period should provide the following information:

1. Status of unexpended grant dollars.
2. Updated timeline for the completion of the project.

If you have questions please contact the Kirkpatrick Family Fund at (405) 767-3702.

The grant has been received by our organization and spent for the purpose or purposes approved by the Kirkpatrick Family Fund.

Signature of President of the Board or Executive Director