

**Grant Recipient Evaluation
FY 2016-2017**

All grantees are required to complete an evaluation of the grant-funded program/project to the City within 30 days of completion of the program/project. For ongoing program/projects, evaluations should be received prior to the submittal of a new grant request. Please type or print. Use additional 8 1/2" x 11" sheets as necessary.

Program/Project Title _____

Evaluator Name/Position _____ **Date** _____

1. Project/Program Summary

Briefly describe your program/project as it was delivered. Include information on original program/project goals, number of participants, audiences served, types of activities and events, etc. Include specifically, the number of Cannon Beach residents served.

2. Program/Project Evaluation

a. Describe whether the program/project met its goals, and in what ways you believe the program/project was successful. Include participant comments or feedback if available.

b. Describe what could be done differently in the future to improve the program/project.

3. Budget

Briefly describe how the program/project did or did not meet its financial projections. Include a copy of the final program/project income and expenses, clearly showing the City of Cannon Beach's contribution, **on a line-item basis**, with this evaluation.

