



# GRANT PROCESS EVALUATION

Please select one timeframe

6 MONTH REPORT

12 MONTH REPORT

AGENCY NAME

**RESULTS:** List grant goals and outcomes & describe how they were met during reporting period. Describe current status, challenges, contingencies, on meeting any special terms of this grant.

Explain results in outcome-based terms. What difference did this grant make in the community and the target population?



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If applicable, describe how and why did the actual project varied from the initial plans & describe any unanticipated benefits or challenges encountered with this project.

**LESSONS LEARNED:** What are the most important outcomes and lessons learned from this project? Would you do anything differently?

**PUBLIC RELATIONS:** Provide a "human interest" story that helps explain the success of the project, and/or Provide photographs/videos or other testimonials related to the project.

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Using the approved BROOKE USA Project Budget Template, provide actual expenses and income for the project for this reporting period. Progress Report Section: amounts spent year to date: update this section with each report to show the cumulative total of all project expenses incurred from the start of the grant.

<b>Expenses:</b> List expenses for the project under the source used to cover them	<b>BROOKE USA FUNDS</b>	<b>OTHER FUNDS</b> <small>(Include only funds that have been secured to date)</small>	<b>TOTAL EXPENSES</b>
Project Staff: Position			\$
Project Staff: Position			\$
Project Staff: Position			\$
Project Staff: Position			\$
Services Sub-contracted to Key Partners			\$
Consulting Services			\$
Other contracted professional services			\$
Project Supplies & Materials			\$
Marketing/Publicity/Advertising			\$
Printing & Copying			\$
Postage & Delivery			\$
Office Supplies			\$
Local Travel			\$
Local Meeng Expenses`			\$
Equipment Rental			\$
Equipment Purchase			\$
Space Rental for project activities			\$
Other Costs (itemize below)			\$
			\$
<b>TOTAL EXPENSES</b>	\$	\$	\$
Corporate Donations			\$
Individual Donations			\$
Grants			\$
Events and Fundraising			\$
Membership Fees			\$
Interest Earned			\$
Other (specify)			\$
<b>TOTAL INCOME</b>	\$	\$	\$

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