

2023 Fall Community Grant Cycle

Community Foundation of Abilene

Instructions

As agreed by signing the Grant Agreement, receipt of your Grant Evaluation Report is a condition to receiving additional grants from the Community Foundation of Abilene ("the Foundation" or "CFA"). This evaluation report is a record of what you have achieved with the grant issued through the Foundation. The information provided will illustrate how the Foundation's investment made a difference in our community and will help inform future grantmaking. The Foundation will review this report and contact your organization if the information is incomplete, inaccurate, or if any clarification is needed. We will request any information deemed necessary to consider the report complete.

Have all the grant funds been spent?*

Do **NOT** complete this form unless all the grant funds have been spent.

If there are unspent grant funds or extenuating circumstances affecting your program/project, please contact Kassidy Nygaard at knygaard@cfabilene.org or 325-676-3883 to request a deadline extension for submitting this form and to discuss next steps.

Choices

Yes (Please proceed)

No (Please do not submit form at this time, contact the CFA)

Grant Request Summary

Project/Program Name*

Character Limit: 100

Amount requested from CFA

Amount Requested

Character Limit: 20

Amount Awarded

Character Limit: 20

Program Service Area*

- Animal Services
- Children and Youth
- Community Development *-includes Economic or Workforce Development, Environmental Causes, and Disaster Response*
- Education
- Fine Arts and Culture
- Health and Mental Health
- Human and Social Services *- includes Housing or Hunger Relief, Social Justice, and Services for Disabled, Senior Citizens, and Veterans*

If you believe your organization falls into more than one category, please choose the one that *best* aligns with your organizational mission.

Choices

Animal Services
 Children and Youth
 Community Development
 Education
 Fine Arts and Culture
 Health and Mental Health
 Human and Social Services

Project Summary

Share a **brief description** (3 - 5 sentences) of the project/program for which funds are needed. This project summary could be included in the Community Connections donor facing publication.

Please click [here](#) for an example.

(You will have an opportunity to expand upon this in another section of the application).

Character Limit: 750

Description/Results

Expected Outcomes

What are the expected outcomes for this project/program?

Describe any tools, methods, and/or strategies that you will use to measure outcomes.

Describe any plans for evaluating the effectiveness of the project/program.

Character Limit: 2000

How would you rate the success of this project?*

Choices

Met (stated goals were met or exceeded)

Partially Met (some of the stated goals were met)

Needs Improvement (stated goals were largely not met, or the project did not move forward)

Grant Objectives and Outcomes*

Discuss the major objectives of this grant and describe how the grant addressed the identified community need, or increased the organization's capacity to deliver programs or services.

Character Limit: 2000

Unmet Objectives*

Explain any objectives that were not met.

Character Limit: 2000

Success Measures*

Describe how you measured the success of the program (e.g. numbers served, outcomes, community indicators, etc.).

Character Limit: 2000

Community Impact*

What difference did this grant make in the community and the population you are serving?

Character Limit: 2000

Collaboration*

If this project was undertaken in partnership with other community organizations, what were the opportunities and challenges of working this way?

Character Limit: 2000

Future Plans

Program Continuation*

What is your plan for continuing, improving, expanding or terminating this program/project? (If continuing, how will it be funded?)

Character Limit: 2000

Potential Improvements*

Are there any components that could be improved through increased collaboration with other groups or organizations?

Character Limit: 2000

Financials

Changes to Grant Usage*

Were there any major changes in the grant funds from what was originally proposed? If so, please explain.

Character Limit: 2000

For the sections below where uploaded documents are required, the following formats will be accepted:

.doc or .docx (Microsoft Word)

.xls or .xlsx (Microsoft Excel)

.pdf (Adobe)

Only one document can be uploaded per section. If you have separate documents for a specific section, please combine into one document and upload.

Expense Documentation

For grants supporting general program costs, operational expenses or salaries, please provide a report outlining how funds were utilized. (Excel spreadsheet, Quickbooks report, etc.). You can download an [expense report template here](#), if needed.

For grants to purchase equipment, supplies, or hire contract services over \$5,000, **please provide receipts for those items that exceed \$5,000**. Combine documents into one file.

You may also enter text to describe your uploaded documentation if necessary.

Character Limit: 1000 | File Size Limit: 12 MB

Additional Expense Documentation

Please upload additional expense documentation here if needed.

Character Limit: 500 | File Size Limit: 6 MB

Public Relations

Media Release/Consent*

Do you authorize the Community Foundation of Abilene to use information and photos submitted in this Public Relations section for publicity purposes?

Choices

Yes

No

Anecdotes

Please include one or two anecdotes and/or quotes about how the project has affected the lives of individuals or made an impact in the community, if appropriate.

Character Limit: 2000

For the sections below where uploaded documents are requested:

[.png documents are the preferred format for photographs](#)

The following document types will also be accepted:

[.doc](#) or [.docx](#) (Microsoft Word)

[.pdf](#) (Adobe)

Only one document can be uploaded per section. If you have separate documents for a specific section, please combine into one document and upload.

Publicity

Please attach articles publicizing your grant. Combine as one file.

File Size Limit: 6 MB

[In the following sections, please submit up to 5 photos that capture the essence of the grant.](#)

[In the text section provided for each upload, please include a caption describing the photo.](#)

Photo 1

Character Limit: 250 | File Size Limit: 6 MB

Photo 2

Character Limit: 250 | File Size Limit: 6 MB

Photo 3

Character Limit: 250 | File Size Limit: 6 MB

Photo 4

Character Limit: 250 | File Size Limit: 6 MB

Photo 5

Character Limit: 250 | File Size Limit: 6 MB

Shareable Impact Story

Please write a short post describing the impact or outcomes of your project. This information may be shared via CFA social media or e-communication outlets (if you answered "Yes" to the Media Consent/Release question).

Character Limit: 400

Grant Process

Feedback

Building strong relationships with grantees is important to the Community Foundation of Abilene (CFA). Our goal is to be fair, respectful, and supportive of applicants and grantees during the application process. We also intend to further the ability of organizations like yours to meet the needs of our community.

We appreciate the opportunity to partner with you on this project and hope your organization and your constituents have benefitted. In an effort to improve our effectiveness, we would appreciate any feedback on your experiences with the CFA.

Please provide any recommendations you have to improve the CFA grant process.

Character Limit: 2000

Highlights

What did you appreciate or enjoy most about the CFA grant process?

Character Limit: 2000

Suggestions

If applicable, please feel free to offer other comments or suggestions for the CFA, outside of the grant process.

Character Limit: 2000