

## Grant Follow---up Report

To insure the best possible project outcomes the Community Health Foundation is informing grant applicants of their need to plan outcomes of their project early in the grant requesting process.

The Foundation has developed this form to help the grantee in planning and documenting the desired outputs and outcomes of their project. This form will help both the grantee and the Foundation evaluate the success of the project over time, and will help to document that the grantees' work produces outcomes that indeed promote the general health of residents of our region.

**Please submit this completed form with your application and again when the project is complete.**

If desired, additional information about grant evaluation and reporting is available upon request to Sarah Schwartz, [Sarah@communityhealthfoundation.org](mailto:Sarah@communityhealthfoundation.org)

**At the end of the grant period we require a final progress report which includes the resulting outcomes of the project and a financial statement on how the money was used.**

*Definitions:*

**Outputs** are the direct products of the program activities.

**Outcomes** are the desired change(s) or results that the project will eventually accomplish.

**Outcomes** which can be **measured** are necessary for evaluating the results of the grant.

To better understand the relationship between goals, actions, outputs, and outcomes see an article whose focus is on education but the principles can easily be applied to health outcomes:

<http://PAREonline.net/getvn.asp?v=9&n=8>

You may print the form on the following page which will be a part of your grant application. Again at the end of your grant period please complete this form as a part of your follow-up report. Your outcomes may well be different from your intended ones stated in your application.



***Project Expectations/Outcomes Report***

**Grantees' Planned Outputs:**

- 1.
- 2.
- 3.
- 4.

**Expected Outcomes, which we will measure during grant period:**

- 1.
- 2.
- 3.

**Expected Outcomes which we expect to measure during and following grant period:**

- 1.
- 2.

**Valuable Outcomes which may not be measurable during or after the grant period:**

- 1.
- 2.

**Other factors which influence outcomes over which we have no control:**

- 1.
- 2.

(Expand or contract the numbers as appropriate. This may require two pages.)

**(Submit this form with the grant application and again with your final report on the grant. All final grant reports must also include financial statements showing grant distribution.)**