



## Thomas's School's Foundation Community Activities Evaluation Report

*The Foundation requests that recipients of Community Activity funding provide a brief report (one page, with appendices for children's comments and photos) upon completion of their project or in the Summer term in the case of an ongoing club. This report will be used by the Foundation to assess the project's effectiveness, to serve as a guide for the approval of future or repeat funding and to assist the Foundation in its ongoing fund-raising/promotional initiatives. The report should address the following:*

<b>Community Activity</b>	Project title, Project Leader and dates.
<b>Analysis of Success</b>	Did the project achieve its objectives? In what ways did the children benefit? Were there unanticipated benefits or problems? Was the project cost effective?
<b>Costs and Expenses</b>	Confirm all monetary expenditures. Provide a breakdown of actual vs. budgeted expenses. Were any resources donated or lent? Have you been left with any re-usable resources? Were there any unanticipated expenditures or savings? How could expenses be reduced if the project were repeated?
<b>The Foundation's Role</b>	Did you receive the assistance anticipated? In what ways could the Foundation be more helpful?
<b>Looking Forward</b>	Would you implement this project again? In the case of a club, should it be continued? If so, would you change it in any way? Would it be beneficial to repeat the project annually or on some other regular basis? What ideas do you have for sustaining relationships formed in this project? Could the project be duplicated elsewhere?
<b>Participant's Views</b>	Please ask the participants to provide their assessment of the project. What did they like/not like about it? What made the project special/enjoyable for them? What would they change about it? Would they participate again or recommend it to their friends?
<b>Photos and Artwork</b>	Please provide photos, artwork, etc from the event.
<b>Self Evaluation</b>	How would you rate the overall success of the project? How well did it achieve its objectives? A: Exceeded all expectations B: Exceeded most expectations C: Satisfactory; met expectations D: Disappointing; met only some expectations E: Failed to meet expectations