



## Grant Evaluation Report

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5010 University Ave. Ste 330 ☞ Lubbock, TX 79413 ☞ (806) 792-1014 ☞ info@talkingtonfoundation.com

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***\*All reports are due within 12 months of receipt of grant funds.***

Legal Name of Organization that Received Grant: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Any Change of Address or Primary Contact? \_\_\_\_\_  
(If Yes, please detail in attachment)

Amount of Grant Received: \_\_\_\_\_ Date Grant Received: \_\_\_\_\_

Program / Project Name: \_\_\_\_\_

Person Completing Report: Name/Title: \_\_\_\_\_

Contact information: \_\_\_\_\_

▫ Briefly describe the results that have been accomplished to date as it pertains to the project/program goals and objectives as outlined in original grant proposal. If pertinent, include in description the impact the project has had upon the community or population served by your organization. If applicable, include photographs, press clippings, pamphlets, or other relevant printed materials that demonstrate the results.

▫ Have the grant funds received been utilized as indicated in original grant application? If no, please include explanation.

▫ Has your organization made adjustments to the originally proposed plan, timetable or budget? If yes, please explain, including descriptions of any unexpected challenges you have encountered.

▫ If this is an on-going project, what plans exist for sustaining this project? (3 - 5 sentences)

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Signature, Contact for Recipient Organization

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Print Name & Title of Contact Person

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