



Grant Evaluation

The Westwood Educational Foundation strives to provide educational opportunities for Westwood residents. We are grateful for your dedication and commitment to our community. In our efforts to continue to meet our objectives, we request that each grant recipient complete a grant evaluation by June 30th. Your feedback on the process, implementation and results of your grant, will help WEF to effectively provide future grants for the Westwood community.

Please provide a brief written report (2 pages or less) which includes the answers to the following questions.

Title of Grant: _____

Grant Recipient: _____

Contact person's e-mail address: _____ Phone # _____

Type of Grant: Mini Grant Annual Grant Multi-Year Grant

Date of Completion: _____

1. Please list your original goals for this project and describe the extent to which the goals were achieved. What measures were used to determine your progress?
2. How do you intend to sustain or expand upon this project?
3. Please provide an itemized expense summary comparing actual expenses with your original budget. Briefly explain any significant variances.
4. Have all funds been expended? If not, have funds been returned to WEF by June 30th?
5. Please provide any feedback on WEF's grant application process, communication and support, etc.
6. Multi-Year Grant Recipients: What are your objectives and measurable outcomes for the next fiscal year? Will any changes be implemented next year? How will this affect your participants, original objectives and outcomes, and expenditure of grant funds?

Thank you

Please e-mail your grant evaluation to Mary Comer at comermasonry@gmail.com by June 30th.
Or mail to WEF P.O. Box 2507, Westwood, MA 02090