



Grant Evaluation Instructions

Sublette BOCES requires all grant recipients to complete an evaluation after the completion of their program(s). The evaluation is the most important component of the granting process, especially for those who request repeated funding. The evaluation is where the BOCES Board can see the “bang for the buck” of their financial support, especially in terms of helping reach their strategic goals.

Much of what is expected from the evaluation is to collect data and report back to the Sublette BOCES Board. In most cases, a simple questionnaire that asks participants what was learned from the program is enough to provide the information needed to write the evaluation.

Please complete the attached evaluation form by answering the following components (with each being about a paragraph for single-purpose grants):

1. Short description of the program/project
2. **Inputs section:** “Inputs” primarily represent what goes into a project. Typically, the spending for a program would be considered an input. The requirement for input evaluation is simple and is mostly covered by the budget and invoices. Please submit a paragraph and tables (if appropriate) explaining where and how the funds were spent.
3. **Outputs section:** “Outputs” report data in the form of the number of participants in the programs and a description of what the participants gained as a result of the program and/or funding.
4. **Outcomes section:** “Outcome” reports on the impact of the program. Simple testimonials and stories about the impact of the program on the lives of participants. Outcomes should be tied to BOCES program goals.
5. **Short summary:** It is important to include a summary paragraph that explains what you think you accomplished with the funding you received from Sublette BOCES.

Future funding is closely linked to the completion of a quality evaluation. Evaluations for previous programs should be submitted, when possible with any grant request for the new year. If the program has not yet finished when it's time for you to submit a new request, please kindly complete and submit at the program's completion.

Upon completion, submit the evaluation form to rschamber@sub1.org.

Sublette BOCES Community Grant Evaluation Form

Organization Information		
Name of Organization:		
Contact Person:	Date:	
Address:		
City:	State:	Zip:
Phone:	Email:	
Amount Granted:		

1. Description of the program/project.

2. Inputs: Explain where and how the funds were spent.

3. **Outputs:** Number of participants in the program and a description of what they did.

4. **Outcomes:** Simple testimonials and stories about the impact of the program.

5. **Short Summary:** Explain what was accomplished with the funding received from Sublette BOCES.