



COMMUNITY FOUNDATION
OF THE LOWCOUNTRY

Hilton Head Island Foundation Endowment Fund

ORGANIZATION DEVELOPMENT GRANT
FINAL EVALUATION REPORT

NAME OF ORGANIZATION: _____

GRANT NUMBER: _____ GRANT AMOUNT: _____

PURPOSE OF GRANT: _____

1. Briefly describe the **OUTCOMES** of the grant:
2. Report the quantifiable **MEASURES** (e.g., numbers, percentages) that have resulted and/or will result from working with the consultant/s
3. Describe how the work of the consultant/s strengthened **ORGANIZATIONAL CAPACITY**.
4. Please enclose the tax **Form 1099** issued from your organization to the consultant.

Signature: _____ **Date:** _____

This final report should be signed by your Executive Director (include the title if other than the Executive Director) to certify that funds were expended as described above.

Note: Please attach a budget sheet for all grant expenditures.

Please be sure to both e-mail this form to csmith@cf-lowcountry.org and send a signed copy to:

Community Foundation of the Lowcountry

Attn: Dr. Cynthia Smith

PO Box 23019

Hilton Head Island, SC 29925-3019

ORGANIZATION DEVELOPMENT GRANT FINAL EVALUATION REPORT

Consultant Evaluation

Name of Consultant or Organization: _____

Please rate the services of the contracted consultant or agency below:

(5) – Excellent

(3) – Satisfactory

(1) – Improvement Needed

		5	4	3	2	1	N/A
I.	Work Style						
	The consultant listened effectively to the specific needs of your organization.						
	The consultant thoroughly gathered the data necessary to begin the work.						
	The consultant gained the trust and respect of all organization participants.						
	The consultant led the group in defining clear and attainable goals.						
	The consultant was approachable and flexible in dealing with participants.						
	The consultant was responsive to staff and board members' needs beyond problem-solving.						
	The consultant responded promptly to questions and concerns.						
	The consultant was effective in written and oral communication.						
II.	Preparation and Execution						
	The consultant prioritized tasks effectively.						
	The consultant met deadlines						
	The consultant guided the organization to accomplish the defined goals.						
	The consultant offered alternatives and improved methods of problem solving and decision making.						
	The consultant remained objective and did not let his/her opinions unduly influence the decision of your organization's participants.						
III.	Follow-Up						
	All members of your organization learned from the consultant's work and perceive it as a valuable and applicable learning experience.						
	The consultant concluded the project with clear, manageable next steps and action items.						
	The consultant planned follow-up correspondence and meetings.						
IV.	Please rate the consultant's ability to provide your organization with assistance in the following:						
	Asset Development						
	Board/Staff Policies and Procedures						
	Board/Staff Professional Development						
	Board/Staff Relations						
	Financial Management						
	Governance						
	Marketing/Public Relations/Communications						
	Merger and/or Consolidation Opportunities						
	Organizational Structure						
	Professional Development						
	Strategic Planning						

Other comments you wish to include: _____
