

Grantee:
Program Officer:

Tracking Number:
Phone #: 651-224-5463

**The Saint Paul Foundation
Grantee Evaluation Plan**

Please refer to the instructions to complete the Grantee Evaluation Plan.

If your grant request is funded, at the conclusion of the grant you will be asked to compare the information included on the Grantee Evaluation Plan to your actual results. The Plan is primarily designed to collect **numerical** information: grantees will have the opportunity to further explain their results in the final report narrative.

The plan is intended to be a **quick snapshot** of what will be accomplished during the proposed time period if a grant is awarded. **Please limit your response to the space provided.**

The proposed time period on your grant application is from _____ (mo/yr) to _____ (mo/yr).

ACTIVITIES: List no more than **three (3)** activities related to the grant request you have submitted.

Activities Definition	Keep In Mind
Activities are what your organization will do with the grant award.	Grantees should refer back to the grant application statement of purpose to complete this section.

1.

2.

3.

OUTPUTS: Identify the **intended outputs** for this grant request – select **no more than four (4)**.

Outputs Definition	Keep in Mind
Outputs describe what a project has produced or who it has helped through the activities offered.	Outputs are tangible, countable items.

Select Outputs - No More than Four (4)	Fill in a Number for each Selected Output	Describe the Data Collection Method for each selected output
# of new/renovated buildings		
# of new/upgraded equipment/systems (including technology)		
# of informational materials developed (books, video tapes, brochures, software, newsletters, magazines)		
# of informational materials distributed (books, video tapes, brochures, software, newsletters, magazines)		
# of internal planning documents completed (feasibility studies, strategic plans, employee handbooks, fundraising materials)		
# of presentations (sessions, trainings, meetings, workshops, etc.)		
# of attendees at presentations		
# of new/upgraded donors		
# of dollars raised (as part of the grant activities)		
# of people served		
# of hours of service		
# of volunteers recruited and trained		
# of staff trained		
# of organizations served/collaborated with		

OUTCOMES: List **no more than two (2) outcomes** that can be accomplished during the **proposed time period** on your grant application.

Outcomes Definition	Keep in Mind
Outcomes describe what will change as a result of the grant.	IF the grantee provides the specified activities and produces the stated outputs, THEN what impact would be expected.

Outcome(s) to be accomplished during proposed time period	Describe Data Collection Method for each Outcome
1.	1.
2.	2.

Please remember to **retain a copy** of the completed Grantee Evaluation Plan for your records.

Please complete:

Name of preparer of Evaluation Plan:

Signature: _____ Date: _____

Position:

Phone number:

Email:

For Foundation Use Only:

Program Officer approval: _____ Date: _____

Date Received

Date Entered

Data Entered