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Agency Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Grant Amount: \_\_\_\_\_ Grant Date: \_\_\_\_\_  
Program Officer: \_\_\_\_\_

## P O L K B R O S F O U N D A T I O N

### Annual Follow Up Report

Please submit a final report of no more than **three** pages in **11-point type or larger** that describes the activities funded by the grant received from the Polk Bros. Foundation. Please refer to the grant award letter for the date that this report is due and please be sure to include the contact and grant information requested at the top right of this form.

You may submit your report by email to [followupreports@polkbrosfdn.org](mailto:followupreports@polkbrosfdn.org) or by mail or fax.

This report helps the Foundation better understand the impact of the programs that we fund. We hope you will view it as an opportunity to share information as well as reflect upon the effect of your efforts. Thank you.

1. Please compare the program as it was carried out with the program agreed upon during the grant review process. What were the differences? Include comparisons of the activities, staffing, goals, curriculum, budget and number of people served. If changes or omissions were made, briefly explain the reasons.
2. Please list stated objectives of the program funded and note progress toward meeting these objectives and any accomplishments realized.
3. Please describe any difficulties that occurred in carrying out the program. If you were unable to accomplish certain objectives, what hindered progress?
4. Please list the proposed methods for evaluating the program. Did the evaluation proceed as anticipated? How did the outcomes compare to what you expected? What is the long-term impact on participants?
5. What do you consider the single most persuasive evidence/indication that your program achieved or did not achieve its desired outcomes?
6. What program changes do you plan as a result of your assessment?
7. Please attach a statement of the **program budget** as compared to the actual costs. If the budget is significantly different than that which you proposed, please describe the differences in the answer to #1 above.