



UAB Faculty and Staff Benevolent Fund Independent Agency Grants

GRANT REPORT FOR 2018 GRANTS DEADLINE: AUGUST 1, 2019

AGENCY: _____

Please provide updates or changes to agency contact information i.e. address, e-mail, phone, fax or staff

PROGRAM NAME/DESCRIPTION: _____

DATE OF GRANT AWARD: _____

TOTAL BUDGET OF ORGANIZATION : \$ _____

TOTAL BUDGET OF PROJECT: \$ _____

GRANT AMOUNT RECEIVED: \$ _____

ANSWER THE FOLLOWING QUESTIONS, ADDRESSING ALL THE ITEMS BELOW:

1. Using the Evaluation Planning Worksheet filled out during your application (attached again here), please state whether or not each objective was met and describe your results. If an objective was not met, please address any challenges or set backs that caused you to miss your goal.
2. Provide detailed financial accounting of all Benevolent Fund grant monies, including specific line items for project.
3. How have you recognized The Benevolent Fund’s support? Include copies of any press releases, newsletters or printed materials as appropriate. List specific presentations at board and committee meetings, etc.

Optional: What suggestions or advice can you give to help The Benevolent Fund improve our services to grantees?

Completed By

Date

Return this form to: UAB Benevolent Fund

Mailing Address: AB-B84 / 1720 2nd Ave S / Birmingham, AL 35294-0100

Email: benevolentfund@uab.edu

Fax: 205-975-9608

DEADLINE: AUGUST 1, 2019

Local Agency Grant Evaluation Planning Examples and Instructions

Using the objectives laid out in your SMART Objectives worksheet, please complete the following evaluation framework.

| SMART Objective: | Evaluation Methods: Please describe HOW? and WHEN? you will evaluate this program. Include details on your evaluation tools, timelines and resources. You may list multiple evaluation methods per objective. | Results: Please detail the outcomes of your program. Include timeline and specifics related to your objective. | Barriers: Please describe any barriers or challenges to success that may have impacted your ability to meet your objective. |
|---|--|--|---|
| <p>Example: By March 2018, Program X will distribute 350 emergency preparedness boxes (a 40% increase from last year) to families living in the Exampleville neighborhood.</p> | <ul style="list-style-type: none"> Using our distribution logs (HOW?), each family will need to sign and date when their box is picked up. We will track the number of boxes distributed on a weekly basis (WHEN?). Our community leaders will assist us in tracking these logs and ensuring families sign boxes out (Resources). Using distribution logs from last year's distribution, we will be able to track the increase in boxes distributed on a monthly and weekly basis to be able to track our progress throughout the program lifecycle. | <p>By March 2018, we were able to distribute all 350 boxes in the Exampleville neighborhood an increase of 40% from last year.</p> | <p>N/A</p> |
| <p>Example: By March 2018, Program X will distribute 350 emergency preparedness boxes (a 40% increase from last year) to families living in the Exampleville neighborhood.</p> | <ul style="list-style-type: none"> Using our distribution logs (HOW?), each family will need to sign and date when their box is picked up. We will tack the number of boxes distributed on a weekly basis (WHEN?). Our community leaders will assist us in tracking these logs and ensuring families sign boxes out (Resources). Using distribution logs from last year's distribution, we will be able to track the increase in boxes distributed on a monthly and weekly basis to be able to track our progress throughout the program lifecycle. | <p>By March 2018, we were able to distribute all 300 boxes in the Exampleville neighborhood an increase of 20% from last year.</p> | <p>Due to construction at the town hall our meeting locations were moved to a local church, this change caused confusion and reduced the total number of attendees at events to receive the boxes.</p> |
| <p>Example: By March 2018, 80% program participants will identify that they feel more prepared for an emergency.</p> | <ul style="list-style-type: none"> We will distribute pre-/post- surveys to all families participating in the program to evaluate their self-identified emergency preparedness prior to receiving training and an emergency box and after. We evaluate for the following items using questions and a Likert-scale. <ul style="list-style-type: none"> Overall Emergency preparedness Likelihood to use their emergency kit Knowledge of emergency preparedness guidelines | <p>By March 2018, 73% of participants felt they were more prepared for an emergency.</p> | <p>While we did not reach our goal of 80% we did come within 7% of it. Some potential barriers may have been related to the fact that we had to the change in location which caused some participants to be late for info sessions.</p> |

Local Agency Grant Evaluation Planning Worksheet

Organization Name:

Program Name:

Using the objectives laid out in your SMART Objectives worksheet, please complete the following evaluation framework.

| SMART Objective: | Evaluation Methods: <i>Please describe HOW? and WHEN? you will evaluate this program. Include details on your evaluation tools, timelines and resources. You may list multiple evaluation methods per objective.</i> | Results: <i>Please detail the outcomes of your program.</i> | Barriers: <i>Please describe any barriers or challenges to success that may have affected your ability to meet your objective.</i> |
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