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Grant Evaluation Instructions

Sublette BOCES requires everyone receiving a grant to complete an evaluation after the completion of their program(s). Our board is moving toward making the evaluation the most important component of the granting process, especially for those who request repeated funding. It is the thinking of board members that the evaluation is where they get to see the “bang for the buck” of their help, especially in terms of helping us reach our strategic goals.

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. Our requirement for input evaluation is simple and mostly covered by your budget, and invoices. You should submit a simple paragraph and tables (if appropriate) explaining where and how you spent the funds.
3. **Output section:** “outputs.” Report output data in the form of the number of participants in the programs and some idea about what they did.
4. **Outcomes section:** “outcome” reports information, or how the program changed lives. Simple testimonials and stories about the impact of your program on the lives of participants. Your outcomes should be tied to our 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.

Much of what we want from the evaluation is simple to collect and report. In most cases, a simple evaluation tool (questionnaire) that asks participants what they learned from the program is enough to provide you with the information you need to write your evaluation report. Most often, having questions for participants that tie the experience to our goals will work best if you give them closed responses, or responses with boxes by the responses (e.g., strongly agree).

Future funding is closely linked to the timely completion of a quality evaluation. Your evaluations are reported to the Board at the end of each fiscal year.

Upon completion, submit Evaluation form to, sboces@sub1.org.

Sublette BOCES

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 section: Explain where and how the funds were spent:

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

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

5. **Short summary:** Explain what you think you accomplished with the funding received from Sublette BOCES.