



CITY OF CANNON BEACH

Grant Recipient Evaluation FY 2023-2024

All grantees are required to complete an evaluation of the grant-funded program/project to the City within 30 days of completion of the program/project. For ongoing program/projects, evaluations should be received prior to the submittal of a new grant request. Please type or print. Use additional 8 ½" x 11" sheets as necessary.

Organization Name _____

Program/Project Title _____

Evaluator Name/Position _____ **Date** _____

1. **Project/Program Summary**

Briefly describe your program/project as it was delivered. Please include the following:

- The original program/project goals
- Number of participants
- Audiences served
- Types of activities and events
- Number of Cannon Beach residents served

2. **Program/Project Evaluation**

a. Describe whether the program/project met its goals, and in what ways you believe the program/project was successful. Include participant comments or feedback if available.

b. Describe what could be done differently in the future to improve the program/project.

3. **Budget**

Briefly describe how your program/project did or did not meet its financial projections. Please include:

- Final program/project income and expenses
- Line-item description of the City of Cannon Beach's contribution