**THE HUDSON-WEBBER FOUNDATION**

 **INTERIM EVALUATION REPORT**

In accepting a program grant from the Hudson-Webber Foundation you have agreed to submit an evaluation report.

Please include the following in your report to the Foundation:

 1. On the first page of the **Budget Form** included in this evaluation packet, fill in the original budget as presented in the proposal to the Foundation with budgeted amounts by line item. Report the actual expenditures for those same line items and the percentage variance for the last reporting period. Describe the reasons for any line-item variance greater than 10%.

 On the second page of the **Budget Form**, provide a listing of all other sources of funds and amounts used to support the program for the last reporting period. Identify any funding and sources that were contingent on the receipt of Hudson-Webber Foundation funds.

 2. List all of the grant goals and objectives as stated in the original proposal to the Foundation. For each goal and objective, please provide a description of progress and accomplishments over the last reporting period using pertinent data to support your conclusions.

 a. If your grant has specific conditions included in the grant agreement, please report on progress made on those conditions, (e.g. fundraising goals, units completed, specific milestones, etc.).

 3. Overall, is the grant on track? What factors are contributing to or hindering progress? Is there any action that needs to be taken to keep the grant on track? Is there assistance you need from the Foundation?

 4. Thus far, if applicable, how have the activities helped address persistent racial inequities and structural barriers to opportunity?

Your statements covering the above items should be concise. Additionally, please attach any readily available materials or reports that would further inform the Foundation about the program.**Hudson-Webber Foundation Program Grant Budget Form**

**Grantee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Request Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  |  | **Original** |  |  |
|  |  | **Budgeted** | **Actual** | **%** |
| **Expenditures** |  | **Amount** | **Amount** | **Variance** |
|  (List by line items used in your original proposal) |  |  |  |
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| **Totals** |  |   |   |   |
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| Please describe the reasons for any line item variance greater than 10% |
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**Hudson-Webber Foundation Program Grant Budget Form, (cont’d.)**

**Grantee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Request Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Sources of Funds used for this program** |  |  | **Amount** |
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| **Total** |  |  |  |   |   |
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| **\*\*Please identify any funding that was contingent upon the receipt of**  |  |  |  |
|  **Hudson-Webber Foundation funds:** |  |  |  |  |