



Organizational Effectiveness Program Final Report Guidelines

Name of Organization:
Date of OE Grant Award:
Report Due Date:
Grant Number:
Amount of OE Grant:

How to Access Your Report

At the top of Meyer’s homepage (www.meyerfoundation.org), click Account Login. Once you are in your account, navigate to the Requirements tab, where you will see a link to “OE Cap Bldg Final Report Questionnaire.” Click on this link to complete your report and upload the required financial documents.



Project Assessment

1. In what ways has your organization changed as a result of the assistance received through this grant? (Please be as specific as possible.)

Outcome #1: *INSERTED FROM GRANT AWARD LETTER*

How successful were you at achieving this outcome?

NOT SUCCESSFUL	SOMEWHAT SUCCESSFUL	SUCCESSFUL	HIGHLY SUCCESSFUL	DON'T KNOW; UNABLE TO DETERMINE
1	2	3	4	∅

Comments on Outcome #1:

Outcome #2: *INSERTED FROM GRANT AWARD LETTER*

How successful were you at achieving this outcome?

NOT SUCCESSFUL	SOMEWHAT SUCCESSFUL	SUCCESSFUL	HIGHLY SUCCESSFUL	DON'T KNOW; UNABLE TO DETERMINE
1	2	3	4	∅

Comments on Outcome #2:

Outcome #3: *INSERTED FROM GRANT AWARD LETTER*

How successful were you at achieving this outcome?

NOT SUCCESSFUL	SOMEWHAT SUCCESSFUL	SUCCESSFUL	HIGHLY SUCCESSFUL	DON'T KNOW; UNABLE TO DETERMINE
1	2	3	4	∅

Comments on Outcome #3:

Outcome #4: *INSERTED FROM GRANT AWARD LETTER*

How successful were you at achieving this outcome?

NOT SUCCESSFUL	SOMEWHAT SUCCESSFUL	SUCCESSFUL	HIGHLY SUCCESSFUL	DON'T KNOW; UNABLE TO DETERMINE
1	2	3	4	∅

Comments on Outcome #4:

Outcome #5: *INSERTED FROM GRANT AWARD LETTER*

How successful were you at achieving this outcome?

NOT SUCCESSFUL	SOMEWHAT SUCCESSFUL	SUCCESSFUL	HIGHLY SUCCESSFUL	DON'T KNOW; UNABLE TO DETERMINE
1	2	3	4	∅

Comments on Outcome #5:

2. Did your project produce any outcomes that were not initially expected? Yes ___ No ___

If Yes, please explain (be as specific as possible):

3. How effective was your project in accomplishing the following for your organization?

	POOR	FAIR	GOOD	EXCELLENT	NO OPINION N/A
Increased management capacity of your organization	1	2	3	4	∅
Increased your organization's sustainability	1	2	3	4	∅
Improved capacity to deliver services through improved management	1	2	3	4	∅
Increased capacity of board to govern organization	1	2	3	4	∅
Increased skills and abilities of staff	1	2	3	4	∅

Comments:

4. Which factors helped and which hindered the success of your project? Please list these in the order of their importance.

5. In the questions that follow, we ask you to rate and comment on the effectiveness of your consultant(s). If you had more than one consultant, please rate each individually.

Consultant #1 (name): _____

Consultant's Contact Information: _____

Overall, how effective was this consultant?

NOT EFFECTIVE	SOMEWHAT EFFECTIVE	EFFECTIVE	VERY EFFECTIVE	NO OPINION N/A
1	2	3	4	∅

What were his/her areas of greatest strength and weakness?

Please rate Consultant #1's performance in the following areas:

	POOR	FAIR	GOOD	EXCELLENT	NO OPINION N/A
Professionalism	1	2	3	4	∅
Meeting deadlines	1	2	3	4	∅
Relevant skills/expertise	1	2	3	4	∅
Sensitivity to organization's culture & size	1	2	3	4	∅
Worked as partner with your organization	1	2	3	4	∅
Provided practical/useful assistance	1	2	3	4	∅
Transfer of knowledge to your organization	1	2	3	4	∅

Comments on Consultant #1:

Consultant #2 (name): _____

Consultant's Contact Information: _____

Overall, how effective was this consultant?

NOT EFFECTIVE	SOMEWHAT EFFECTIVE	EFFECTIVE	VERY EFFECTIVE	NO OPINION N/A
1	2	3	4	∅

What were his/her areas of greatest strength and weakness?

Please rate Consultant #2's performance in the following areas:

	POOR	FAIR	GOOD	EXCELLENT	NO OPINION N/A
Professionalism	1	2	3	4	∅
Meeting deadlines	1	2	3	4	∅
Relevant skills/expertise	1	2	3	4	∅
Sensitivity to organization's culture & size	1	2	3	4	∅
Worked as partner with your organization	1	2	3	4	∅
Provided practical/useful assistance	1	2	3	4	∅
Transfer of knowledge to your organization	1	2	3	4	∅

Comments on Consultant #2:

6. We want the Organizational Effectiveness program to be as helpful as possible to nonprofit organizations. Please rate and comment on these elements of the OE program as your organization experienced them. Specific comments will help us improve the program.

	POOR	FAIR	GOOD	EXCELLENT	NO OPINION/ NA
Helpfulness of OE guidelines	1	2	3	4	∅
Please comment:					
OE application process	1	2	3	4	∅
Please comment:					
Meyer Foundation staff assistance	1	2	3	4	∅
Please comment:					

7. Please list any suggestions you have for strengthening the Organizational Effectiveness program, or any other comments you might have.

Financial Report

Please upload the following documents when submitting your Organizational Effectiveness report:

- Most recent balance sheet
- Year-to-date statement of activities
- Project budget v. actual income and expenses
- Other (materials produced as a result of the grant such as strategic plan, etc.)