

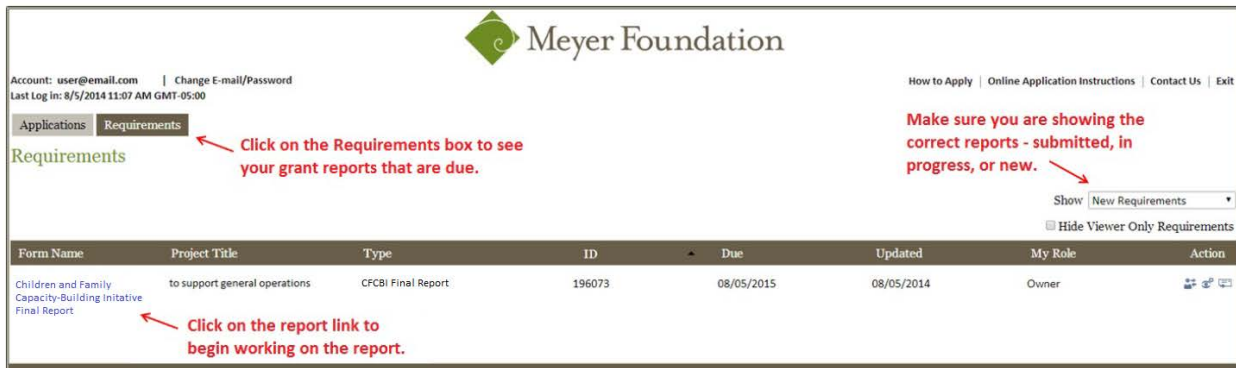


Children and Family Capacity-Building Initiative Final Report Guidelines

- Organization:**
- CFCBI Grant Award Date:**
- Final Report Due:**
- Grant Number:**
- Grant Amount and Purpose:**

Submitting Your Report

To submit your report, please log into your Meyer online account at https://www.grantrequest.com/SID_891?SA=AM and navigate to the **Requirements** tab, where you will see a link to “Children and Family Capacity-Building Initiative Final Report.” Clicking on this link will take you to a form where you can answer the short questions listed below. On the last page you will be asked to upload the financial report documents and other materials produced as a result of the CFCBI grant such as strategic plan.



Project Assessment

1. Please tell us how successful you were at achieving the following outcomes identified for this project.

Outcome #1: INSERTED FROM GRANT AWARD LETTER

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

Comments:

Outcome #2: INSERTED FROM GRANT AWARD LETTER

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

Comments:

Outcome #3: INSERTED FROM GRANT AWARD LETTER

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

Comments:

Outcome #4: INSERTED FROM GRANT AWARD LETTER

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

Comments:

2. **Please describe any unanticipated outcomes of your capacity-building project.**
(if none, please enter "none")
3. **Which factors have contributed to the success of your capacity-building project?**
(Please list in order of importance.)
4. **Which factors have hindered the success of your project?**
(Please list in order of importance.)

Organizational Sustainability

1. **In what ways has your organization changed as a result of the assistance received through the CFCBI? (Please be as specific as possible.)**
2. **How effective was your capacity-building project in accomplishing the following for your organization?**

	POOR	FAIR	GOOD	EXCELLENT	NO OPINION N/A
Increased management capacity of your	1	2	3	4	∅

organization					
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:

Project Consultant

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. This information will help us improve our capacity-building programs, and will not be shared with your consultant(s).

Consultant #1 (Name): _____

1. Overall, how effective was this consultant?

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

2. What were his or her areas of greatest strength?

3. What were his or her areas of greatest weakness?

4. Please rate the consultant'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 and 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 useful assistance	1	2	3	4	∅
Transfer of knowledge to your organization	1	2	3	4	∅

Comments:

Consultant #2 (Name): _____

1. Overall, how effective was this consultant?

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

2. What were his or her areas of greatest strength?

3. What were his or her areas of greatest weakness?

4. Please rate the consultant’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 and 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 useful assistance	1	2	3	4	∅
Transfer of knowledge to your organization	1	2	3	4	∅

Comments:

Other Comments

- 1. Please list any suggestions you have for strengthening the Children and Family Capacity-Building Initiative, or any other comments you might have.**

Financial Report

Please submit the following financial report documents:

- A financial report for the project that shows budgeted vs. actual income and expenses.
- Audited or unaudited financial statements—including a balance sheet and statement of activities—for the most recently completed fiscal year.
- Optional: Other material produced as a result of the grant (for example, a strategic plan).