**BROOKLINE EDUCATION FOUNDATION**

**Collaborative Grant Evaluation Form**

**Email** [**elizabeth\_ascoli@brooklineeducation.org**](mailto:elizabeth_ascoli@brooklineeducation.org)

**Mail or hand-deliver to BEF, 40 Webster Place, Brookline, MA 02445**

**The BEF is eager to hear about the results of your collaborative project. Your evaluation is an important and mandatory component of your grant. Evaluations help us assess the effectiveness of our grants and enable Board Members engaged in fundraising to discuss projects in an informed manner. We suggest that you review your original application before writing this report. In addition to your written responses, we welcome any supporting materials that will help us get a full picture of your work.**

**Name of person completing this form:**

**Date:**

**Project Title:**

**Project Leader(s):**

**Additional Participants:**

1. **Please write a brief report on the activities of your project.**
2. **Did the project meet your expected goals? Please comment on the following:**

* **What was most rewarding aspect of the project?**
* **Any obstacles you encountered**
* **Changes you made during the project**
* **Impact the project has had on teachers and students**
* **Connection of your work to systemwide goals**

1. **Describe the collaborative work that occurred:**

* **What were the benefits?**
* **What were the challenges?**

1. **How did you measure your results? Describe how you collected and evaluated data.**
2. **Describe the dissemination of your project learning and results.**

* **Comment on how you have shared the results with others.**
* **Are there ways in which the work you have done on this project will be ongoing? If so, how?**
* **Do you see opportunities for other collaborative projects as a result of this year’s efforts?**

**6. Can you think of ways in which the Brookline Education Foundation could feature your work to support our fundraising efforts and promote visibility in the community?**