



LITERACY LEGACY FUND of Michigan

· *supporting a literate Michigan citizenry of all ages* ·

2021 LITERACY GRANT EVALUATION

GRANT EVALUATION INSTRUCTIONS

Please read instructions **carefully** before beginning the evaluation process.

A. Because this is an evidence-based grant, you will be required to prove the success of your project/initiative with data and examples and describe how you measured that success. The purpose of the Grant Evaluation is to provide evidence, i.e. survey data/anecdotal evidence/eyewitness accounts, which explain how the success of the project/initiative was understood and/or measured.

B. The GRANT EVALUATION is to be completed at the conclusion of your project/initiative. Applicants must complete the Grant Evaluation 8 months from notification of the award unless approved otherwise.

C. The final written evaluation narrative should be 3 – 5 pages and no less than 10 point font. If the evaluation is not complete and acceptable to the grantor, and completed by the established deadline, the recipient will lose funding. Four to six photos must accompany the evaluation and be sent electronically also.

D. The GRANT EVALUATION is a narrative that assesses and evaluates and the intention and accomplishments of the project/initiative. The format provided on the LLF Michigan website must be used by all applicants to evaluate their project/initiative.

E. The GRANT EVALUATION narrative and photos must be submitted electronically to **llfmichigan@gmail.com**. A second copy of the evaluation with additional documentation may be submitted to: **LLF Michigan – Grants, 1314 Picnic Rocks Drive, Marquette, MI 49855.**

F. EVIDENCE OF PAYMENT requires recipients to show that materials purchased for the grant and any expenses reimbursed were **paid by some means**, not just submitted for payment or invoiced.