



## **Project Director's Final Report**

We'd like you, the project director, to report on the outcome of the project by:

A) Completing the **Observer Evaluation** form. Please complete a form for each individual event and/speaker in your program. The questions are based on observations of the speaker and the audience, so it's best to fill the form out at the time of the program while impressions are fresh. Project Directors can serve as observers, but it's helpful to assign this role to others.

B) Providing a written **Project Director's Final Report** that answers the following questions. Be brief – give a few specific examples and explain your assessments.

1. Project evaluation summary: How well did the project meet your goals and expectations? Please offer a general assessment of the project – what worked well, what could have gone better? Mention highlights of the project.
2. How many people attended the program(s)? Please give an audience number for each separate event, plus a cumulative total for all events.
3. How did the audience respond to the program? What kind of discussion took place? You may want to elaborate on the observations that were recorded on the **Observation Evaluation** and also include some representative comments from audience members in this section of the report.
4. Give a few examples of issues raised by the speakers and discussion leaders.
5. In general, were you pleased with the format of the project and/or program? What might you do different next time?
6. If any printed or media products resulted from your project, please include a copy for HK. We would also appreciate copies of any media coverage you received.

When submitting the **Project Director's Final Report**, be sure to include a completed **Master Budget Form** and **Observer Evaluations**. Submit final report to HK within 90 days after the end of your grant period, as specified in the Grant Agreement. Reports can be emailed or mailed. Need assistance? Contact Leslie VonHolten, Director of Grants & Outreach, 785-357-0359 or [LVH@humanitieskansas.org](mailto:LVH@humanitieskansas.org).