



Vincentian Solidarity Office

Project Evaluation Report

Reports help us build relationships with external funding agencies, private donors, and donor Provinces of the CM. Also, these reports help the VSO create a story for the VSO bulletins, the VSO website, or promotional materials to engage future donors.

It is extremely important to have these reports because the VSO represents the Congregation of the Mission, and mediates between the Province, Vice-Province, or Mission and the external funding agencies, private donors, and donor Provinces of the CM.

This report form is a template that will help you complete an interim or final report of a project or micro-project for the VSO. It is important that you provide all the information requested with as much detail as possible.

A complete project evaluation report must include:

1. A written narrative evaluating the implementation of the project
2. Digital photos of the project and the people who benefited
3. A financial report
4. Copies of all receipts for the income and expenses of the project

In addition, it is recommended but not required to include a thank you letter on official letterhead, signed, and stamped from the Province, Vice-Province or Mission.

Any additional information needed to fulfill the reporting requirements for grants awarded by external funding agencies for the project will be requested as needed.

Please send your report to the VSO at VSO1@cmphlsvs.org.

If you have any questions about how to fill out this form, you can check the instructions on the VSO website or email us and we will be happy to help.

Thank you for helping the VSO report on projects!

6. List the main people, companies, and organizations who were paid, and list the main people, companies, and organizations who volunteered:

7. Explain how the project has accomplished each goal and objective listed in the applications submitted to the VSO and funding agencies:

8. Please describe the people who are benefitting most directly from this project, giving specific numbers of those directly served:

9. Please explain how you will maintain the project in the future:

2. Photos

Please insert below digital photos of the project during its implementation and when completed. Please ensure the beneficiaries of the project appear in the photos. Describe each photo (people, place, and date) when possible. If you don't want to insert photos below, please send them as attachments.

3. Financial

List all sources of income including grants from external funding agencies, contributions from the VSO, contributions from other organizations or donors, and the local contribution.

You can use Excel if it is easier to compile this information (please send us the Excel file attached).

Part 1: Project Income Summary				
Name of local currency: _____				
Income Source	Date	Amount	Bank Charge	Amount in Local Currency
TOTAL				

4. Receipts

Please insert below all income and expense receipts. Keep the originals on file with you for 10 years since it is a requirement for some funding agencies. If you don't want to insert the receipts below, please send them as attachments.