

# ROBERT J. KLEBERG, JR. AND HELEN C. KLEBERG FOUNDATION

## GRANT EVALUATION REPORT

Organizations awarded funding from the Robert J. Kleberg, Jr. and Helen C. Kleberg Foundation must submit a report outlining the use of the grant. For multi-year awards, interim reports are due annually prior to receipt of pending installment payments, with the final report due 30 days after the grant period has ended.

Please complete the following questionnaire and return it to the address listed below. For medical or other research projects, progress reports may be submitted in the grantee organization's standard reporting format, thus this template is not required. However, regardless of format provided, the report should address the questions below in addition to any other information deemed important to demonstrate the success of the program/project funded by the Kleberg Foundation.

### Organization Information

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**Organization Name:**

**Address:**

**Primary Contact Name:**

**Primary Contact Title:**

**Office Phone Number** (with area code):

**Office Fax Number** (with area code):

**Contact Email Address:**

**Project Name:**

**Total Amount of Grant Award:**

**Original Grant Date** (mm/dd/yyyy):

### Report

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1. Report Date (mm/dd/yyyy)
2. Grant Period (mm/dd/yyyy to mm/dd/yyyy)
3. Reporting Period (mm/dd/yyyy to mm/dd/yyyy)

4. Please provide a very **concise, brief** 1 to 2 paragraph Executive Summary of your Evaluation Report that could be provided as a stand-alone document; this should be written in layman terms.
  5. Were the objectives stated in your original proposal met?
    - a. Please address each stated objective and explain how they were met?
    - b. If objectives changed, please explain the circumstances surrounding the change.
  6. Describe the process/method used to measure the outcomes of your program/project and describe the results.
  7. Describe the population served by this grant.
  8. What plans are in place to sustain this program/project at the conclusion of this grant?
  9. **A detailed line item project budget must accompany the progress report, outlining what was originally budgeted versus actual expenses, including an explanation of any discrepancies in budgeted vs. actual expenses.** If this is an interim report for a multi-year grant, expenditures for the reporting period as well as cumulative totals should be provided.
  10. Please share any additional comments relevant to this grant.
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**Return progress report, line item project budget, and any other supplemental information related to this grant to:**

Robert J. Kleberg, Jr. and Helen C. Kleberg Foundation  
700 North St. Mary's Street, Suite 1200  
San Antonio, TX 78205-3593

**or submit via email to:**  
margretb@alexventures.com