



GRANT RECIPIENT REPORT for AWA / AmCham funding

We, the AWA Charitable Donations Committee, would like to gain an understanding of how the awarded funds have been used and how your Organization evaluates the outcome of your endeavor. Below are some guiding questions. Not all questions are relevant to all grants. Please answer where appropriate.

Organization name:

Grant amount: (HK\$)

Program / Project description:

Funding year (date you received the check):

We are interested to learn more about:

1. **Outcome.**

What was the planned versus the executed outcome of your project/program? How many people did you reach? Activity schedule (what, when, number of participants)?

2. Were the **objectives** of your program/ project met? How do you **evaluate** the outcome/ impact?

3. **Participants' feedback.**

4. **Financial Report.** How did you make use of the AWA funding? If any deficiencies occurred during the project period, how did you deal with them? Please attach receipts.

5. Please supply **photos** where appropriate.

Kindly e-mail your report to charities@awa.org.hk . We shall confirm the receipt.

Should you have questions please contact us.

Sincerely,

Beth McNicholas
Charitable Donations Committee, Chair
charities@awa.org.hk