

The New Mexico Annual Conference
McCreless Endowment Fund

Reporting and Evaluation Form

The administrators of the fund may ask grantees to furnish information for communication with the New Mexico Annual Conference through its newspaper or other means. Administrators may also want to make an on-site visit during the year and if so, grantees will be notified in advance of such a visit and will be allowed to schedule it at a convenient time.

Please submit the following typewritten report no later than January 1 and May 1. Provision of funds for the second part of the year is dependent on this form being properly filled out and received.

Date: _____ Grant Amount _____

Grantee project name: _____

Amount received during reporting period: _____

Amount expended during reporting period: _____

Specific activities or purposes for which the funds were used:

How has the grant helped to fulfill the purpose of the project?

Describe the experience of at least one recipient who benefited from the project:

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Relate any changes or improvements that will enhance the use of the funds in the project:

What networks or contacts with other projects of a similar nature have been made during the period and for what purpose: (advocacy, problem-solving, sharing of information, joint efforts, etc.)?

Name and title of person making this report: _____

Address _____

Phone number: _____

Email address: _____

Please fax, email, or mail this report by postal delivery to:

Conference Mission Secretary,
New Mexico Annual Conference
11816 Lomas Blvd., NE,
Albuquerque, NM 87112

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