SAMPLE GRANT EVALUATION ITEMS

1. Process Evaluation
   a. Documentation of events (date, location, time)
      i. Activities
      ii. Speakers
      iii. Educational Materials
      iv. Exhibits
   b. Attendance
      i. Activity
      ii. Exhibit
      iii. Each speaker
   c. Number distributed for each piece of educational material

2. Satisfaction Survey (rating or likert scale)
   a. Select three to four items (more or less as appropriate)
   b. Items should address:
      i. Topic of interest
      ii. Topic, event and material as advertised
      iii. Speaker knowledgeable, organized
      iv. Appropriate audio-visuals
      v. Adequate time for questions
      vi. Adequate interaction with speakers, experts
      vii. Venue appropriateness, adequate space for exhibits
      viii. Would attend in the future
      ix. Would recommend to others

3. Content Items
   a. Using a Likert or rating scale
   b. Event, speaker, activity or exhibit:
      i. Increased knowledge of ______________.
      ii. Increased understanding of ____________.
      iii. Stimulated community interaction.
   c. Optimally, but as appropriate, attempt to include two to three knowledge items (may be T/F, Yes/No or multiple choice)