

Evaluation Requirements for Grantees



FOELLINGER
F O U N D A T I O N

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At a Glance: Evaluation Requirements for Grantees

THROUGHOUT THE YEAR

Review the *Evaluation Plan* submitted with your application and ensure you are collecting data needed to complete the *Evaluation Report*.

As an applicant, you completed and submitted an *Evaluation Plan* with your initial application for funding. The *Evaluation Plan* prepares you to collect data and report results to summarize program implementation and outcomes for the coming year.

END OF FISCAL YEAR

Complete an *Evaluation Report* using the templates provided.

At the end of your grant year, you will need to submit an *Evaluation Report* using the templates provided. Here, you will detail the results of your measurement efforts during the reporting period and provide updates to your outcome measurement plan for the upcoming year. You can measure the same or different outcomes indicators for the coming year.



PART 1: Comprehensive Programming and Outputs

For the Current Reporting Period

Using the page titled “Evaluation Report,” update the “Comprehensive Programming and Outputs” section to include the data from the current reporting period.

- **Programs / Core Services:** In the green boxes, list key programs/services provided by your organization for residents of Allen County. Move, expand, and/or contract the boxes to align them with the guideposts on the *Independence Continuum* relevant to the program participants. Focus on the core group or majority of participants served by this program. The guideposts included on the Independence Continuum can help determine where the right and left edges of each green box should align.

EXAMPLE: If a case management program provided by your organization primarily serves families considered At Risk, Safe, and Stable (according to the guideposts included in the Independence Continuum), then the green box should be moved and expanded to align with these guideposts.

- **Program Outputs:** List key program output measures used to track the productivity and/or quality of the services delivered for residents of Allen County. These indicators should represent “meaningful levels” of service that are likely to lead toward the outcomes included in the next section of your evaluation plan. Include program outputs for the current reporting period. List both the percentage and relevant *numbers* used to determine the any percentages reported. Be sure to include the time period for the reported outputs.

*“MEANINGFUL LEVELS OF SERVICE”: If an employment program has the capacity to serve at least 55 participants annually, and those participants who remain involved for at least three months, and attend at least six case management sessions, are most likely to become employed (an outcome you are also measuring), a “meaningful level of service” would be: **73% (40/55) of clients attended six or more sessions for at least three months.***

Comprehensive Programming and Outputs in Allen County For the Current Reporting Period

[Organization Name]

[Organization Mission Statement]

Dependence

In-Crisis

At-Risk

Safe

Stable

Thriving

Independence

Program / Time Period Reported for Outputs

- OUTPUT:
- OUTPUT:

Program / Time Period Reported for Outputs

- OUTPUT:
- OUTPUT:

Program / Time Period Reported for Outputs

- OUTPUT:
- OUTPUT:

Program / Time Period Reported for Outputs

- OUTPUT:
- OUTPUT:



PART 2: Outcome Measurement Results for Selected Programs For the Current Reporting Period

In this section of the report, list the results of your outcome measurement efforts during the current reporting period for Allen County residents. Each page of this section can be used to report the results of two indicators and their associated Long-Term & Short-Term Outcomes. It is possible, and often likely, that Indicators related to Short-Term Outcomes correspond with the same Long-Term Outcome. If so, Indicators should be presented on the same page. Duplicate this page as needed in order to report on each outcome indicator included in your Evaluation Plan.

- **Long-Term Outcome:** List the Long-Term Outcome from your *Evaluation Plan* that corresponds with your first Indicator.
- **Short-Term Outcomes:** List the Short-Term Outcome from your *Evaluation Plan* that corresponds with your first Indicator.
- **Indicators:** List the Indicator from your *Evaluation Plan*.
- **Will this indicator be measured next year?** Indicate Yes or No.
- **Year:** Include the year of the *CURRENT REPORTING PERIOD* and the *PREVIOUS REPORTING PERIOD (if applicable)*. For example, if the *CURRENT REPORTING PERIOD* is 2023, then the *PREVIOUS REPORTING PERIOD* would be 2022. Be sure to replace “XXXX” in the template with the specific year for each reporting period.
- **Annual Target (Percent):** Include the targeted level of attainment for this indicator, stated as a percentage (e.g., 90%).
- **Results (Percent & Number):** Include the actual level of attainment for this indicator, using both percentages and whole numbers (e.g., 80% AND [40/50 participants]) for the *CURRENT REPORTING PERIOD* and the *PREVIOUS REPORTING PERIOD*.
- **Data Collection Tool:** List the data collection method or tool used. If this tool is not the same one that was proposed in your plan, please explain.
- **Notes:** List any additional information about the results or measurement strategy you would like Foellinger Foundation to know.

Outcome Measurement Results for Selected Programs in Allen County

For the Current Reporting Period

Organization Name:
Program Name:

Long-Term Outcome:				
Short-Term Outcome:				
Indicator:				
Will this indicator be measured next year? YES/NO				
Year	Annual Target (percent)	Results (percent & numbers)	Data Collection Tool/Method	Notes
CURRENT REPORTING PERIOD XXXX				
PREVIOUS REPORTING PERIOD XXXX				

Long-Term Outcome:				
Short-Term Outcome:				
Indicator:				
Will this indicator be measured next year? YES/NO				
Year	Annual Target (percent)	Results (percent & numbers)	Data Collection Tool/Method	Notes
CURRENT REPORTING PERIOD XXXX				
PREVIOUS REPORTING PERIOD XXXX				



PART 3 - New Outcome Indicators (OPTIONAL)

For the Upcoming Reporting Period

NOTE: This section of the report is only needed when new outcome indicators will be measured during the upcoming reporting period.

Outcomes, Indicators, and Targets:

- **Long-Term Outcome:** From the *Guide to Program Outcomes*, select a Long-Term Outcome for each of at least TWO programs or core services provided by your organization. You are required to select a Long-Term Outcome from the *Guide to Program Outcomes* related to one of the three Foellinger Foundation goal categories: Early Childhood Development, Youth Development, and Family Development.
- **Short-Term Outcomes:** From the *Guide to Program Outcomes*, select a Short-Term Outcome associated with your selected Long-Term Outcome and the program services provided by your organization. Select the Short-Term Outcome that best describes how your program benefits participants. You are required to select a Short-Term Outcome from the *Guide to Program Outcomes*.
- **Indicator:** Identify the Indicator that will be measured to represent each Short-Term Outcome. Suggested Indicators are included in the *Guide to Program Outcomes*, but organizations can also write their own. If alternative indicators are written, they must be aligned with the appropriate Short-Term Outcome.
- **Annual Target:** Project your target for each indicator using whole numbers and/or percentages.

Data Collection Methods:

- **Method/Tool:** Describe how you plan to measure the Outcome Indicators. If data will be collected using a survey, interview, or observation protocol, include the name of the tool. Describe how and by whom these data will be collected.
- **Background/Notes:** Provide additional details on how the tool was developed (e.g., created by a panel of Kindergarten teachers; adapted from a tool used by other programs). Include additional information to explain why this specific tool or method is used.
- **Timeline:** Provide details related to WHEN data will be collected. Perhaps data will be collected monthly, biannually, or annually. Data might be collected during program enrollment and again six months later.

New Outcome Indicators (OPTIONAL)

For the Upcoming Reporting Period

Organization Name:						
Program Name:						
Upcoming Reporting Period:						
Long-Term Outcome	Short-Term Outcome	Indicator	Annual Target	Data Collection		
				Method/Tool	Background/Notes	Timeline