

Evaluation Requirements for Applicants



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We Champion Opportunity.



At a Glance: Evaluation Requirements for Applicants

1.

Familiarize yourself with the Foellinger Foundation's *Independence Continuum*.

The *Independence Continuum* was developed to provide clarity around the multifaceted nature of independence and add structure to the comprehensive evaluation efforts of Foellinger Foundation.

2.

Review the Foellinger Foundation's *Guide to Program Outcomes*.

The *Guide to Program Outcomes* includes outcomes and indicators for each strategic funding area which correspond to the planning and measurement framework activities included in the Foellinger Foundation Evaluation Requirements.

3.

Complete an Evaluation Plan to submit with your application for funding.

Instructions for completing the *Evaluation Plan* are explained in the following pages. *Evaluation Plan* templates and instructions are supported by the *Independence Continuum* and *Guide to Program Outcomes* and will help organizations design, implement, and report the results of evaluation activities that demonstrate mission impact.



Introduction

Why evaluate?

Foellinger Foundation provides grants and technical assistance to strengthen organizations that serve Allen County children and their families, particularly those children and families with the greatest economic need and the least opportunity. An important part of strengthening organizations includes evaluation, particularly the measurement of robust outcomes aligned with an organization's mission.

What does your organization need to do?

Foellinger Foundation encourages the organizations it funds to conduct ongoing evaluation of their programs, including, but not limited, to measurement of key outcomes with reliable and valid data collection instruments. In order to ensure organizations that receive funding from Foellinger Foundation are aligning their programming and results with the vision and mission of the Foundation, all grantees are required to submit annual *Evaluation Plans* and *Evaluation Reports* at the beginning and end of their fiscal years. The Foundation has created planning and reporting templates, instructions, and examples that will help to ensure each organization has the guidance needed to successfully evaluate the implementation and outcomes of programs aligned with the mission of Foellinger Foundation.

What's next?

Chances are, if you are reviewing these materials, you are considering applying for or you have already received a grant from Foellinger Foundation. This document describes the evaluation priorities of Foellinger Foundation, presents a number of outcomes and indicators aligned with these priorities that your organization can measure (or may already be measuring), and lays out a set of instructions for completing the required planning and reporting documents. Additional support will be available through workshops and consultations with the Foundation's Director of Programs.



Glossary of Key Terms

Programs/Core Services: Key programs, services, or interventions that support the mission of your organization.

Program Outputs: Units of “productivity” (e.g., number of people served, number of events held) that indicate the scale and scope of your organization’s work. Outputs that represent “meaningful levels” of service are those that describe productivity likely to result in the achievement of the outcomes included in the evaluation plan.

Guide to Program Outcomes: A document developed by Foellinger Foundation to aid applicants & grantees in identifying program outcomes and indicators validated by credible research sources.

Long-Term Outcomes: Large scale changes in participant condition or status, often linked directly to your organizational mission.

Short-Term Outcomes: Changes in participant knowledge, attitudes, perceptions, or skills related to the mission of your organization.

Indicators: Concrete, measurable evidence that an outcome is being achieved.

Annual Target: The amount or quantity of of the indicator that constitutes attainment of the Short-Term Outcome.

Data Collection Tool: A survey, set of interview questions, or observational protocol used to collect data.

Data Collection Method/Source: The procedure used to administer a survey, interview, or observational protocol. Can also include data procurement from secondary sources (e.g., student attendance records maintained by schools).

Data Collection Tool Background: Information related to the development of a Data Collection Tool, the research supporting the tool, and/or other organizations that use the same tool. Background information is intended to support the validity of Data Collection Tools.

Data Collection Timeline: Information related to when data are collected (e.g., quarterly, at intake and every 3 months thereafter) using a particular Data Collection Tool and Method.



PART 1: Comprehensive Programming and Outputs

For the Most Recent Complete Year

The first part of the *Evaluation Plan* aligns key programs and/or services provided by your organization with the *Foellinger Foundation Independence Continuum* and allows stakeholders (including the Foellinger Foundation's Board of Directors) to see how each funded organization supports the Foundation's vision. If you are not yet familiar with the Independence Continuum, please reference that framework before completing your *Evaluation Plan*. Using the template titled "Evaluation Plan: Comprehensive Programming and Outputs", (refer to the sample template on the next page), please compile the following information:

- **Programs / Core Services:** In the green text boxes, list key programs/services provided by your organization for Allen County residents. Move/expand/contract the text boxes to align each box with the stage or stages that apply to those participants who benefit most from this program. We recognize there will be outliers. However, 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 & 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 descriptors included in the Independence Continuum, then the green box should be moved and expanded to align with these stages on the continuum.

- **Program Outputs:** List key output measures used to track the productivity and/or quality of the services delivered in Allen County for this program. These outputs should represent "meaningful levels" of service that are likely to result in the outcomes included in the next section of your evaluation plan. Include program outputs for the most recent year data are available. List both the percentage and whole number (see sample plan) and include the reporting period dates for the outputs reported.

EXAMPLE: 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), an output that describes 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 Most Recent Complete Year

[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 Plan for Selected Programs

For 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 will need to use at least two copies of this page of the template, one for each program selected). 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*.
- **Indicators:** List 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. When reporting your results later, you will need to include BOTH whole numbers and percentages, so plan accordingly.

Data Collection

- **Data Collection Tool:** How do you plan to measure each of 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.
- **Method, Source, Background, Notes:** Provide additional details related to the source or development of the tool (e.g., a panel of Kindergarten teachers was convened, or external researchers conducted reliability and validity assessments of the tool). Include additional information to explain why this specific tool or method is used.
- **Timeline:** Describe when data are collected. Perhaps data are collected monthly, biannually, or annually. They also might be collected at the time of enrollment and again six months later.

Outcome Measurement Plan for Selected Programs in Allen County

For the Upcoming Reporting Period

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