Evaluation Requirements for Grantees
Throughout the year:

Review the *Evaluation Plan* submitted with your application and ensure you are collecting data needed to complete an *Evaluation Report & Plan* at the end of your fiscal year.

As an applicant, you completed and submitted an *Evaluation Plan* with your initial application for funding. The *Evaluation Plan* prepares you to design, implement, and report the results of evaluation activities to demonstrate mission impact.

End of fiscal year:

Complete an *Evaluation Report* using the templates provided.

At the end of your fiscal 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 past year, and update your outcome measurement plan. You may choose to include different outcomes, indicators, and/or measurement strategies.
PART 1: Updated Comprehensive Programming and Outputs
For the Past Fiscal Year

Update the program outputs to include the results from the past fiscal year. If you need to refresh your familiarity with the Independence Continuum, please reference that framework before updating this section of the report. Using the template titled “Evaluation Report,” update the “Comprehensive Programming and Outputs” section, (refer to the sample template on the next page).

Some notes on the required information:

• **Programs / Core Services**: In the green text boxes, list key programs/services provided by your organization. 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 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
For the Past Fiscal Year
[Organization Name]
[Organization Mission Statement]

Program / Time Period Reported for Outputs
- OUTPUT:
- OUTPUT:
In this section of the report, list the results of your outcome measurement efforts during the year. 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 the template as needed in order to report on each indicator measured.

- **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*.

- **Year**: Include the year during which the data were measured. This may span two years (e.g., 2018-2019).

- **Annual Target (Percent)**: Include the targeted level of attainment for this indicator, stated as a percentage (e.g., 90% of students).

- **Results (Percent & Number)**: Include the actual level of attainment for this indicator, using both percentages and whole numbers (e.g., 80% [40/50 participants]).

- **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 note that.

- **Notes**: List any reasons the data collection tool was changed or any limitations of the results reported.
## Outcome Measurement Results for Selected Programs

For the Past Fiscal Year

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<th>Organization Name:</th>
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<td>Program Name:</td>
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<td>Reporting Period / Fiscal Year:</td>
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<th>Results (percent &amp; numbers)</th>
<th>Data Collection Tool/Method</th>
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PART 3: Selected Programming, Outputs, & Outcomes
For the Past Fiscal Year

The purpose of this section is to align key programs, relevant outputs, and the outcomes reported in Parts 1 & 2 of your Evaluation Report. You are asked to align these elements with the Foellinger Foundation Independence Continuum to illustrate how your organization supports the Foundation’s vision and the outcomes you are measuring to demonstrate progress. On the page of the template titled, “Selected Programming, Outputs, and Outcomes”, (refer to the sample page on the next page), please compile the following information:

• **Programs & Outputs**: For each program that you measure and report outcomes to Foellinger Foundation, copy and paste the relevant light green text boxes from Part 1 of your Evaluation Report into the template. Move these text boxes to align them with the corresponding stage(s) on the Independence Continuum. You won't include all of the programs for which you are measuring Outputs. Include only programs that you are measuring Outcomes.

• **Program Outcome Indicators**: In the darker green text boxes, include the most recent results of the outcomes measured for this program. These outcome results are also listed in Part 2 of the Evaluation Report. There may be one or two outcome indicators you have measured for each program. Include data from the most recent year they are available, which should also be the same year during which the output indicators were measured and reported in Part 2.

**NOTE**: When you include both outputs and outcomes in the same template, you may find that you need to include 2 pages of this section of your report. In order to do that, you can right-click on the slide you wish to copy and select “Duplicate Slide”. This will allow you to create a second slide, identical to the original, that can be modified to include additional programs, outputs, and outcomes.
Selected Programming, Outputs, & Outcomes
For the Past Fiscal Year

[Organization Name]
[Organization Mission Statement]

Program:
• OUTPUT:
• OUTPUT:
• OUTCOME INDICATOR/RESULTS:
• OUTCOME INDICATOR/RESULTS:

Program:
• OUTPUT:
• OUTPUT:
• OUTCOME INDICATOR/RESULTS:
• OUTCOME INDICATOR/RESULTS:

Program:
• OUTPUT:
• OUTPUT:
• OUTCOME INDICATOR/RESULTS:
• OUTCOME INDICATOR/RESULTS:
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.
# Updated Outcome Measurement Plan for Selected Programs

For the Upcoming Fiscal Year

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