Welcome to the Allegany Franciscan Ministries
2018 Major Grant Programmatic Support
Application & Evaluation Webinar

We will begin PROMPTLY at 3 p.m.

~~ Please MUTE your phone ~~

Please do not use a headset as they cause feedback that is disruptive to others on the call.

January 2018
A copy of this presentation can be found at:
http://afmfl.org/index.php/grants/current-funding-opportunities/major-grants/;
the webinar will be also be recorded and posted.

Agenda

- Welcome and Reflection
- The Application
- Evaluation – our philosophy
- Success Measures
  - Definitions
  - Examples
  - Resources
- Q & A

Presenters

Daniel Gibson, *Regional Vice President – Miami-Dade*

Cheri Wright-Jones, *Regional Vice President – Tampa Bay*

Shelley Robertson, EdD, *Evaluation Consultant*

Reflection

Prayer for Guidance

Open our eyes to see where you would lead us.
Awaken our ears that we would hear your voice guiding us.
Inspire our mind that we may comprehend your love for us.
Soften our heart that we would offer grace to those we meet.
Guard our heart from selfishness that we would give freely.
Inspire our words that we may speak of hope and healing.

Our goals for this webinar

To help you and your team…

- Prepare and submit a successful Major Grant Application.

- Understand Allegany Franciscan Ministries' mission and the Major Grant focus.

- Understand our evaluation philosophy, process and expectations.

- Understand how to develop outcomes and indicators that are measureable and meaningful.

Major Grant Timeline

	Timeline	Notes
LOI Due	November 16, 2017	Online application must be submitted by 12 pm (noon).
Notification of our decision; decline or invite to submit full application	Week of January 1, 2018	E-mail notification, followed by a letter.
Major Grant Full Application Technical Assistance Webinar	January 8, 2018, 3 pm – Programmatic January 12, 2018, 1 pm – General Operating	For those selected to submit a full application.
Deadline to submit full application	February 22, 2018	Online application must be submitted by 12 pm (noon).
Site Visits & Meetings	April & May 2018	We will let you know if we would like a meeting or site visit
Decisions Announced	By June 29, 2018	Allegany will work with partners, after final decisions, on budgets and outcomes.
Grant Period Begins	July or August 2018	

Programmatic Support Funding

- Provided for specific projects and activities that the organization plans to undertake that will result in
  - Increase in access to health services or (and) improved health status
  - For marginalized, vulnerable, underserved or economically disadvantaged persons.

- Projects can focus on
  - Eliminating barriers to health
  - Advocating for health reform or systems change
  - Providing health navigation and care coordination.

Proposal should demonstrate how the project :

- Addresses documented unmet needs in community;

- Effectively utilizes community and neighborhood assets and resources;

- Involves those served;

- Produces measurable results;

- Promotes the dignity of the person.

The Application – How to Apply

- **Read the entire 2018 Major Grant Application Instructions document!**

- Go to our web site, www.afmfl.org.

- From the "Login" menu, select "Applicant/Grant Partner Login".

- Log on to the online application system.

- Confirm or edit all contact information.

- Under "LOI" you will see "Application".

- Click on "Edit Application".

The Online Application – Some Basics

- Complete your responses in Word© and then paste into the appropriate field.

- Pay attention to character limits. Document will not save if you are over the character count.

- Don't use acronyms or jargon.

- Save your work frequently.

- When uploading documents, click "save as draft" to finalize each upload.

- Before submitting, click "Application Packet" to print your application and read/have someone else read the application.

The Application

The Application

Project Need   Everyone ✏️ ✖️

What community needs will the project address? How did you assess these needs?

2,500 characters left of 2,500

| Add New Question | Add Shared Question | ✖️ Add GuideStar Question |

Project Summary   Everyone ✏️ ✖️

Describe the project you are proposing. What will be the impact of the project? If this is not a new project, also discuss the project's history, results and lessons learned to date.

⊘ 4,000 characters left of 4,000

| Add New Question | Add Shared Question | ✖️ Add GuideStar Question |

Project Description *   Everyone ✏️ ✖️

Describe the project in detail.

⊘ 7,500 characters left of 7,500

The Application

Who will benefit from the project? * Everyone

What population, specifically, will the project serve?

⊘ 2,500 characters left of 2,500

| Add New Question | Add Shared Question | ✦ Add GuideStar Question |

Dignity of the Person* Everyone

How does this project address or ensure the dignity of the person?

⊘ 1,000 characters left of 1,000

| Add New Question | Add Shared Question | ✦ Add GuideStar Question |

Focus of Allegany Grant Funds* Everyone

How will this project increase access to health services and/or improve the overall health status of underserved communities?

Budget Form

Allegany Franciscan Ministries - FY18 Major Grant Programmatic Support Application

PROJECT BUDGET SUMMARY FORM - YEAR 1

Organization Name: _____   Project Name: _____

FROM (date): _____   TO (date): _____

Budget Category	Total Project Budget (A+B+C+D)	Sources of Funding			
		Source A: Allegany Franciscan Ministries	Source B: insert name of funding source	Source C: insert name of funding source	Source D: insert name of funding source
Personnel *(salaries, wages, benefits, payroll taxes etc for all personnel involved in project)*	0				
Equipment *(computers, furniture, etc., less than $3,000 per item)*	0				
Supplies	0				
Occupancy *(rent, mortgage, utilities, telephone, internet, etc. assigned as project expense)*	0				
Local Travel *(mileage, tolls, parking for regular local travel)*	0				
Training *(staff development, conferences, long distance travel)*	0				
Design, Printing & Postage	0				
Capital *(Buildings, vehicles, equipment $3,000 or more per item. Not an allowable expense for grant funds.)*	0				
Purchased Services *(consultants, legal, accounting services, etc.)*	0				
TOTAL	0	0	0	0	0

Evaluation Philosophy

As a good steward, Allegany Franciscan Ministries is dedicated to assuring that our investments move us toward our mission.

Our evaluation process is intended to be clear, simple, and focused on outcomes.

The evaluation process is respectful of organizations with different size, sophistication, values, beliefs, and traditions.

It balances qualitative and quantitative methods to inform and guide our decisions while improving services provided by our grant partners.

Getting to measures

- The application should articulate how the project leads to long-term change for people.

- Success measures document progress being made towards that long-term change.

Allegany Franciscan Ministries
SUCCESS MEASURES FORM

Organization Name: Request Title:
Year: From (month/year):   To (month/year):

Outcomes *Please state one outcome per row.*	Indicators *What is the specific statistic you will track to determine your success on this outcome? What data tool will you use to collect this data?*	Activities *What are the key activities that will lead to each outcome?*	Measurement plan *What is your measurement plan? For example, how often will you administer your data tool? How will you assess whether you were successful?*
Clients will increase access to dental care.	80% of the 100 low-income adults served who reported not seeing a dentist in the prior 12 months will see a dentist 2 to 3 times per year as documented by client files.	Conduct outreach, recruit volunteer dentists, and provide dental services.	We will compare the number of visits recorded in client records to their intake form.
Coalition members will increase their advocacy activities.	90 percent of members will take at least two advocacy actions during the six months after training.	Recruit and train a coalition of up to 20 advocates.	Members will report actions at monthly coalition meetings; staff will document efforts.

complete one page – and one page only - per year of grant

Definitions

- **Outcomes:** improvement and/or change in knowledge, skills, attitudes, or behavior. Outcomes may also refer to desired changes in a community or in an organization.

- **Indicators:** the specific items used to track a project's success. Indicators describe observable, measureable characteristics or changes. An indicator should include the specific characteristic measured, what data tool is used, when it is measured, and who collects the data.

Definitions

- **Activities:** what a program does that will lead to the outcomes.

- **Measurement plan:** states any sampling strategies, how the data is entered, how you will analyze the characteristics to assess whether you were successful, and how data will be reported.

Outcome Examples

- Clients increase their access to health care.
  - *An indicator could be that 80% of an estimated 100 clients who did not see a primary care physician in the last year see a primary care physician while in the program.*
- Clients have a normal Body Mass Index (BMI).
- Clients are compliant with their plan of care.
- Clients who were unable to see a doctor due to lack of transportation complete 90% of doctors visits.

Creating Outcome Statements:

The Outcome Formula

- Step one: describe your client (i.e., age, gender, status)

  - *Examples: at-risk middle school youth, adults with mental illness, frail seniors, Hispanic teens, adults with disabilities*

Creating Outcome Statements:

The Outcome Formula

- Step two: identify the issue or topic you are addressing.

  - *Examples: healthy lifestyle choices, substance abuse, coping skills, health status.*

Creating Outcome Statements:

The Outcome Formula

Examples:

1. Decision makers will demonstrate behaviors such as increasing the budget for prevention.

2. Clients will increase knowledge about how to use health insurance.

Client	Verb	Adjective	Type	Example/topic
	Will	Increase	Knowledge about	
		Decrease	Skill(s) in	
		Maintain	Attitude about	
		Demonstrate	Behaviors such as	

Indicators

Characteristics:

- Observable and measurable.
- Client-focused.
- Unambiguous.
- State a time frame.
- Match.
- Understandable.

Indicator Components

Tells what you will measure (see table below), how, when, and who is measuring.

For this type of outcome	Tell us….	Examples:
Knowledge	What three main things the clients learn	
Skill	What, specifically, they can demonstrate	
Attitude	What they will or will not believe	
Behavior	What they will or will not do	

Indicator Components

Tool:

- Survey, pretest and posttest, posttest only, interview, case records, observation form, or official statistics.
- Tell us the name of the tool and who created it.

Target:

- Put the percentage of your clients that you think will achieve the outcome. The target is NOT the client population.
- 20%, 30%, 40%, 50%, 60%, 70%, 80%, 90%.

Indicator Components

How:

- *how the tool is administered.*

When:

- *at the end of the program, beginning, every 30 days, 90 days after completing the program, etc.*

Who:

- *program staff, non-program staff, outside agency personnel, other agencies.*

Indicator Examples

- 75% of an estimated 100 clients will have a normal Body Mass Index (BMI) as documented by client charts kept by the RN.

- 100% of clients will complete 90% of doctors visits as documented by trip logs kept by the driver.

- Six managing entities will increase their budgets for prevention services as documented by public records.

- 90% of clients know how deductibles and co-pays work and how to get a referral as documented by a retrospective post test.

Common errors

- Lack of clarity about what you want to achieve.

- Confuse activities or outputs with outcomes.

- Confusion over number served per year, % achieving outcomes, or increases over time.

- Limited measurement plan.

Hints

- **Outcomes:** *State one outcome per row.*

- **Indicators and measurement:** *What is the specific statistic you will track to determine your success on this outcome? What data tool will you use to collect this data?*

- **Activities:** *What are the key activities that will lead to each outcome?*

- **Measurement plan:** *What is your measurement plan? For example, how often will you administer your data tool? How will you assess whether you were successful?*

Next steps

- Log in to the grant administration system and begin the application.

- Contact your Regional VP with application questions earlier rather than later.

- Complete the Full Application by February 22, 2018, 12 pm (noon).

- Communicate with your team and discuss possible outcomes together.

Expectations if funded:

- Once you are notified of a Grant Award, we will work with you to finalize outcomes and develop a reporting and payment schedule.

- You will be expected to keep Allegany Franciscan Ministries updated on staffing changes and organizational updates.

- If you cannot meet a report deadline, you are expected to proactively reach out to Allegany Franciscan Ministries and request an extension.

Contact Information

- **For technical support,** contact Kathie Hardy at 727-507-9668 or khardy@afmfl.org

- **For other questions, contact:**
  - Daniel Gibson, *Regional Vice President - Miami Dade Region* at 305-860-1441 or dgibson@afmfl.org

  - Upendo Shabazz, *Regional Vice President - Palm Beach Region* at 561-802-9013 or ushabazz@afmfl.org

  - Cheri Wright-Jones, *Regional Vice President - Tampa Region* at 813-685-3232 or cwrightjones@afmfl.org

Resources

- Innovation Network. Innovation Network provides knowledge and expertise to help nonprofits and funders learn from their work to improve their results. www.innonet.org

- The Urban Institute Outcome Indicators Project . The Outcome Indicators Project provides a framework for tracking nonprofit performance. It suggests candidate outcomes and outcome indicators to assist nonprofit organizations that seek to develop new outcome monitoring processes or improve their existing systems. www.urban.org/center/cnp/projects/outcomeindicators.cfm

- Kellogg Foundation http://www.wkkf.org/resource-directory/resource/2006/02/wk-kellogg-foundation-logic-model-development-guide

- Social Innovation Fund Evaluation Plan Guidance http://www.nationalservice.gov/documents/social-innovation-fund/2014/social-innovation-fund-evaluation-plan-guidance

- Capacity Benchmarking Tool. http://onestarfoundation.org/wp-content/themes/OneStar/documents/Capacity_Benchmarking_Tool.pdf

Questions?

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Peace and All Good!