



Program Report Form

Work group: Planning & Evaluation Committee

Today's Date: 21 August 2008

Person preparing this report: Dawn Tommerdahl

Dates of Report: July 1, 2007 – June 30, 2008

Factor(s) Being Addressed

- | | |
|--|--|
| <input type="checkbox"/> Improve attendance/behavior in school | <input type="checkbox"/> Improve functioning of children with ED or SED diagnosis |
| <input type="checkbox"/> Child & family health | <input type="checkbox"/> Improve permanency or family stability/family functioning |
| <input type="checkbox"/> Participation in illegal activities | <input type="checkbox"/> Decrease need/demand for later intervention |
| <input type="checkbox"/> Child development | |
| √ Organization, community, systems change | |
| <input type="checkbox"/> Other prevention and early intervention | |
| <input type="checkbox"/> Experiences of abuse or neglect (improve child safety) | |
| √ Other (please list): increase grant-writing capacity of partner and community organizations; begin to build relationships with local funders | |

----- **PART I: DEMOGRAPHIC INFORMATION OF CHILDREN SERVED**

This work group sponsored activities that were attended by adults only.

ZIP codes of families served (list number of families in each ZIP code):

56514 (Barnesville): 0	56547 (Glyndon): 1	56560 (Moorhead): 59
56525 (Comstock): 0	56549 (Hawley, Rollag): 5	56580 (Sabin): 0
56529 (Dilworth): 0	56552 (Hitterdal): 0	56585 (Ulen): 2
56536 (Felton): 0		
Other: Fargo: 23	West Fargo: 1	Hankinson: 2

PART II: OUTCOMES

Definitions:

Goal: A specific statement about direction; what we want *clients* to attain; the change we’re working toward making

Input: Resources the organization puts in: people, money, facilities, time, technologies (knowledge, information technology, medical/therapeutic technologies)

Output: Output is about “us.” It measures the activities we engage in, for example: number of clients served, number of sessions, number of service units, etc.

Outcome: Outcome is about “them” -- the change experienced by the client.

Program / project goal	Input	Output	Outcome
Develop a plan to assess Collaborative programs <ul style="list-style-type: none"> ○ Develop a format for writing work plans ○ Develop a framework for assessing individual programs 	24 hours of in-kind contribution by work group members	Created work plan template. 100% of programs complete form. Created report form template. 100% of programs completed form. (Restorative Justice and Reentry Services submit their reports in the form they use for their outside grants; demographic information was submitted on the Collaborative’s form)	Assist programs and Collaborative by creating a sense of equity among programs by using a common tool – <i>this outcome was not measured.</i>
Establish a strategy for assessing client outcomes: implement stress measurement tool	in-kind labor	implement stress survey gather data <i>Goals at beginning of the year::</i> 25% of program use tool 50% of clients return of surveys <i>Year-end results:</i> The stress survey was not widely administered. Respite families and Flex families were asked to take it. It was edited and given to attendees at the Dr. Blaska workshop (School-Age Disability work groups)	See impact of Collaborative programs and Collaborative through reduced family stress - <i>this outcome was not measured.</i>

<p>Continue to evaluate the Collaborative as an organization - Grant-writing roundtable to build capacity in partner and community organizations</p>	<p><i>Dawn:</i> logistics and arrangements, publicity, follow-up (thank you notes and compiling survey results) <i>Work group members:</i> hosting sessions, arranging speakers, taking attendance.</p>	<p>Three 1 ½ hour sessions held: <i>February 20, “Show Me the Money”:</i></p> <ul style="list-style-type: none"> ▪ 4 presenters ▪ 40 attendees <p><i>March 19, “Tips for Successful Grant Writing”:</i></p> <ul style="list-style-type: none"> ▪ 2 presenters ▪ 31 attendees <p><i>April 16, “Grant-writing from the Evaluator’s Perspective”:</i></p> <ul style="list-style-type: none"> ▪ 2 presenters ▪ 17 attendees 	<p>On surveys, attendees reported learning the following:</p> <ul style="list-style-type: none"> • Got some good resource for where to find grants online. the variety of resources • Information on various grant funders, what they fund, how to apply • The do’s and don’t of grants tips from the four funders, SOPPADA • The different grant funders’ expectations • Know your funder • Biggest mistakes, best tips • It’s a good idea to collaborate, establish contacts • There is a big difference between writing for Federal grants and local grants. I would say as the second presenter mentioned, it doesn't hurt to go for the grant even if you are not a certain type of company or something like that. You never know what you might get from them. • www.charitychannel.org • use letter of intent • The guidelines for the construction and format were excellent
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PART III: COLLABORATION

In addition to a parent representative, staff from the following partner organizations regularly attend work group meetings: Access of the Red River Valley, Clay County Family Court/MN Dept. of Corrections, Moorhead Healthy Community Initiative/Metro Youth Partnership, and Rural Enrichment and Counseling Headquarters.

The grant-writing roundtable was attended by staff from twenty-nine community organizations including:

Access of the Red River Valley, The Arc of West Central Minnesota, Centro Cultural, City of Hankinson/CDC, Clay County Probation, Clay County Sheriff's Department, Clay-Wilkin Head Start, Clay-Wilkin Head Start/Minnesota Reading Corps, Connections of Moorhead, Inc., Daughters of the Earth, Dorothy Day House, Family Health Care, Heartland Industries, Lakes & Prairies Community Action Partnership, Minnesota Parent Leadership Network, Minnkota Health Project, Moorhead Healthy Community Partnership, North Dakota Human Rights Coalition, People Escaping Poverty Project (PEPP), Permanent Family Resource Center, Prairie Public, Region V (ND) Federation of Families for Children's Mental Health, Rural Enrichment & Counseling Headquarters, SENDCAA CACFP, Ulen-Hitterdal School, U.S. Senator Byron Dorgan's office, The Village Family Service Center, Women's Network of the Red River Valley, YWCA

Presenters represented the following community organizations: Otto Bremer Foundation, Clay-Wilkin Head Start, Dakota Medical Foundation, Fargo-Moorhead Area Foundation, Fargo Public Schools, The Resource Center.

PART IV: ADDITIONAL COMMENTS

Attendees at the grant-writing roundtable reported that they would use the information they learned in the following ways:

- Expanded sources
- Researching grant opportunities on internet as much as possible
- Make sure we don't make those mistakes
- Who to go to
- Awareness of the funders' expectations as they relate to funding
- Share disadvantages – can't use them against you, put benefits into salary!
- Research
- Be much more apt to open communication between funders and our org.
- I will pay attention to qualitative versus quantitative data. The information related in the grant writing sessions should be used every time one writes a grant. When writing a grant it is not always easy to think of all the things that one should remember and this gives a reminder what to have.
- to compile data for my grant writing
- Being more diligent about my research and preparation of writing a grant.
- Look for collaborative partners and to have a focus when looking for grants.
- Make information more concise
- To support other ideas and needs I know of
- Look up successful grants
- To start process of grant writing

They indicated that they would share much of the information they learned with colleagues at their organizations.

PART V: Financial Report

CATEGORY	AMOUNT OF LCTS FUNDS REQUESTED	EXPENDED	OTHER SOURCES OF FUNDING (registration fees)	TOTAL EXPENDITURES
Workshops/training	\$4200	2/20: \$643.03	\$120.00	\$523.03
		3/19: \$497.07	\$160.00	\$337.07
		4/16: \$300.27	\$90.00	\$210.27
			Sub-total	<i>\$1070.37</i>
Photocopying/printing/ supplies (surveys/workshops):	\$500			0.00
Postage (for surveys)	\$250			\$2.90
Statistical analysis software	\$600			0.00
Total	\$5550			\$1073.27

Carry over to FY09: \$4476.73