# **Appendix A. Community Assessment**

With a small team of program stakeholders, discuss the following questions. Use your experience in the community to answer these questions. Be sure to ask questions to one another, ensuring that a variety of perspectives are represented.

1. Why is this project being proposed?

2. What need is being met?

3. Why do you believe that the community has this need? (Reference secondary data, conversations, findings from previous projects)

4. What strengths does the community have which can be emphasized and utilized during the program? Consider community members’ skills, abilities, as well as existing services and resources.

5. Are there specific community members or representatives that we should be bringing into the conversation to make sure their voices and opinions are considered in the design of the project?

Appendix B. Logic Model

**Goal:**

**Outcomes:**

**Outputs:**

**Activities:**

**Inputs:**

# **Appendix C. Indicator Table**

Transfer your outcome and output statements from your logic model into the table below. Then follow the instructions in Step 3 to write indicators for your goal and your outcome and output statements. Note that you may have more than one indicator per outcome/output statement.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **LOGIC MODEL STATEMENT** | **INDICATOR** | **DEFINITION**How is it calculated? | **BASELINE**What is the current value? | **TARGET**What is the target value? | **DATA SOURCE**How will it be measured? | **FREQUENCY**How often will it be measured? |
| **Goal** |   |   |   |   |   |   |   |
| **Outcome 1** |   |   |   |   |   |   |   |
| **Outcome 2** |   |   |   |   |   |   |   |
| **Outcome 3** |   |   |   |   |   |   |   |
| **Output 1** |   |   |   |   |   |   |   |
| **Output 2** |   |   |   |   |   |   |   |
| **Output 3** |   |   |   |   |   |   |   |

#

# **Appendix D. Evaluation Plan**

Grant proposals often request an evaluation plan. This is a template that can be used to develop an evaluation plan for your grant proposal. Evaluation plans do not have to follow this format, but it can be used if helpful.

**Background/Introduction**

*Provide a brief summary of the initiative that is being evaluated. Include information about the timeline, activities, target population, and goals of the initiative. In this section, describe your logic model (Appendix B) in narrative form.*

**Evaluation Questions**

*Use this space to articulate your evaluation questions. As described in Step 4, these evaluation questions should be developed considering the goals and outcomes articulated in your Logic Model.*

**Methods**

*Insert the Indicator Table developed in Appendix C. Also include information on the tools, as well as roles and responsibilities for carrying out data collection.*

**Use, dissemination, and sharing plan**

*Describe how the results will be shared with program staff, participants, and the donor. This can be done by identifying the audience(s) for your evaluation findings, their want/need, and the best way to engage each audience or stakeholder group. Consider a combination of stakeholder groups that could benefit from knowing about the evaluation findings. Communication products may include the full narrative report, summary reports (1 or 2 pages), presentations/slide decks, or facilitated discussions. Consider developing a dissemination plan as follows:*

|  |  |  |
| --- | --- | --- |
| **Audience** | **Information Needs** | **Engagement Strategy** |
|  |  |  |
|  |  |  |
|  |  |  |