

## APPENDIX B



# Listen for Good Grant Reporting Requirements<sup>1</sup>

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## Report Timing

Grantees will report on their Listen for Good grant funding and project work at the end of the 18-month grant period. These reports will represent the work over the course of the grant.

### ***There are four required sections of this grant report:***

1. A brief **narrative** report (Section 1);
2. A report on your actual **feedback collection and implementation relative to your plan** (Section 2);
3. **Sample copies of any visualizations or reflections of the data** prepared for your organization that may be relevant for us (Section 3);
4. A **financial report** (Section 4).

In addition to implementing your feedback plan and reporting to us on the grant, you agree to share synthesized results of your feedback collection (not the raw data necessarily) with your nominating co-funder and discuss the interpretation of the data and application to your work.

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<sup>1</sup> We reserve the right to make changes to this grant report and will give grantees ample notice of any changes before their reports are due. That said, we wanted to provide a reporting template from the beginning of the proposal process so that prospective grantees would understand what we hope to learn and what would be involved in the grant proposal/reporting process. Note that ORS Impact, Shared Insight's independent evaluation partner, may also want to interview grantees about their experiences with Listen for Good.

## Section 1: Narrative Report

We view this narrative report as an opportunity both for you to reflect on how your experience with Listen for Good and collecting/using feedback from the people you seek to help has gone and to think about plans for the future. Please note that, truly, we are much more interested in your insights, lessons and reflections than we are in how “perfectly” things went. Please keep answers brief and aim for a narrative of no more than two pages.

1. What have been the best aspects of collecting and using feedback as a part of L4G?
2. What have been the most challenging aspects of collecting and using feedback as a part of L4G?
3. a) What technical assistance was most helpful to you and why? (Consider, for example, the L4G website, 1:1 with your TA provider, webinars, and the grantee gathering.)  
  
b) What technical assistance was the least helpful and why?
4. In Section 4 below, you share with us your project budget. Please use this space to share any notes about the budget. Were there any costs over-and-above the \$30,000 grant funding? If so, what were they? We are committed to understanding the real/full cost of implementing high quality feedback loops and appreciate your candor on this topic.
5. Please tell us about talking with your L4G-nominating funder about your data collection and feedback implementation.
  - a. How have those conversation been going, or how do you anticipate they will go?
  
  - b. Do you see information or lessons from the feedback you collected informing the work of any of your funders? If so, tell us more about how. If not, why do you think that is the case?
6. Do you plan to continue to implement feedback loops after the L4G grant ends? Why or why not? If you plan to continue with feedback loops, please describe any changes and adaptations you plan to make to the structure and/or content of the L4G program.
7. Do you have any advice that would help us continue to learn and improve?

## Section 2: Report on Actual Feedback Collection and Implementation Relative to Your Plan

**LOOKING BACK:** In the left column, please describe the data collection and feedback implementation plan that you and the Listen for Good team settled on and that you planned to execute during the grant period. (Note: This may not match the plan you originally described in your proposal.) In the right column, please share your actual experience over the course of the grant period. We are eager to see where the program was implemented as planned, where it was not, and to explore the differences.

#	Plan Components	The Plan You Created to Implement	Actual Experience with Implementation Relative to Plan
1	When in 2018 do you want to begin collecting feedback as part of Listen for Good?		
2	On what kind of cycle/interval might you regularly collect feedback? Why? How does this dovetail with your program cycles?		
3	What will be your technological method(s) for administering surveys to beneficiaries (e.g. web, phone, tablets)?		
4	Will feedback be collected in English only or other languages as well? Please share any language- or literacy-related details here.		
5	When you receive feedback data, how will you share it within your organization? Do you anticipate that both staff and volunteers will be involved in this process? If so, how?		
6	How will you close the loop with the people who gave feedback?		

### **Section 3: Data Collected**

Please send sample copies of any visualizations or reflections of the data that you prepared for your organization that may be relevant for us.

### **Section 4: Financial Report**

#### **1. Financial information**

*Required documentation for all reports:*

- Project budget
  - A. Report on budget-vs-actual spending, using the Excel template that you completed with your proposal. Variations between budgeted and actual spending are okay. Please include in your narrative report (pursuant to Section 1, question No. 4, above) any details that will help us better understand your budget-to-actual report.