

COMMON GRANT APPLICATION TERMS & DEFINITIONS

COLLABORATION

Collaboration is a process where two or more people or organizations work together in an intersection of common goals – by sharing knowledge, learning and building consensus. Collaboration does not require leadership and can sometimes bring results through decentralization and, in particular, teams that work collaboratively can obtain greater resources, recognition and reward when facing competition for finite resources. These methods specifically aim to increase the success of teams as they engage in collaborative problem solving. Things to consider:

1. In what partnerships or collaborations are you involved?
2. What role do you play?
3. How do you approach and develop partnerships or collaborative relationships with others?
4. Who is your “competition”?
5. How do you work with them?

PROBLEM OR NEEDS STATEMENT

The Problem of Needs Statement should be a well-documented description of the problem or need to be addressed and its significance to the community; sometimes called a Case Statement or Statement for Support. A Case Statement is the detailed written rationale for a fundraising campaign, designed for both internal and external supporters and stakeholders. Questions to ask:

1. Does it tell how the Foundation’s support will make a difference?
2. Does it offer proof that your plan will work?
3. Does it evoke a sense of the history and long-term importance of your organization and its work?
4. Is the problem or need clearly defined, compelling, and a solution plan logically sequenced?
5. Are the beneficiaries identified as well as the expected outcomes?
6. Does it include convincing data, case studies, interviews, focus group results, media attention, etc. to qualify the need?

GOALS

Goals are broad statements that directly relate to the general purpose of a program, NOT what a program will do. Well-written goals help to establish the overall direction for and focus of a program, define the scope of what the program should achieve, and serve as the foundation for developing program objectives.

Keys to Creating Effective Goals:

- *Declarative Statement* – provide a complete sentence that describes a program outcome.
- *Jargon-free* – use language that most of the people in the field outside your own agency are likely to understand.

- *Short* – use few words to make a statement.
- *Concise* – get the complete idea of your goal across as simply and briefly as possible leaving out unnecessary detail.
- *Easily Understood* – provide a goal in which the language is clear and for which there is a clear rationale.
- *Positive Terms* – frame the outcomes in positive terms or in terms of a decrease in risk behaviors.
- Effective goals will also *Specify* a risk or behavior and *Identify* the target population that will be changed as a result of a successful project.

OBJECTIVES

Objectives describe results to be achieved and the manner in which they will be achieved. Objectives are the basis for monitoring implementation of your strategies and progress toward achieving your program goals. Objectives also help set targets for accountability and are a source for program evaluation questions. Effective objectives should have the following five components:

SPECIFIC – objectives should answer the five “W” questions: Who is involved? What do you want to accomplish? Where – identify the location. Which – identify requirements and constraints. Why – specific reasons, purpose or benefits of accomplishing the goal.

MEASURABLE – objectives include how much change is expected, specifically enough that achievement of the objective can be measured through counting or documenting the change.

ACHIEVABLE – objectives should be attainable within a given time frame and with available program resources and constraints.

REALISTIC – objectives address the scope of the problem and propose reasonable programmatic steps that can be implemented within a specific time frame.

TIME-PHASED – objectives should provide a time frame indicating when the objective will be measured or a time by which the objective will be met. This helps in planning and evaluating the program.

Here is an example of a program goal and related objectives:

Goal: Develop an increased understanding of the health related needs of school age children in the local community:

Objectives:

- Interview 20 different local medical providers within the first six months
- Conduct a survey with at least 75% participation of school administrators/nurses within the ASID region
- Identify and meet with 5 local organizations that currently address children’s health needs



METHODS

Methods are a series of processes, activities and tasks or a set of procedures. The term is typified by the outline who, what, where, when and why. Method is a particular way of doing something or carrying something out, especially according to a plan.

1. Describe the basis for your approach to this project.
2. What research did you rely upon for your proposed approach?
3. Describe the resources needed to accomplish your goals and objectives, and how you plan to obtain them.
4. Is the project able to be scaled up or down?
5. Can you replicate the project?
6. Is there a potential for broad impact?
7. How innovative or unique is the approach you have chosen?

IMPACT AND OUTCOMES

Impact is generally considered the broad, long-term effects of your organizations work, or the changes it brings about. You can also think of it as the outcomes achieved in service of your constituents, whether they occur in the short or long term. The crucial distinction to make is between what you do (such as services offered) and what you achieve (the changes that result from what you do).

Intended outcomes are specific changes that are direct results of program activities. Outcome looks at impacts/benefits/changes to your clients as a result of your program or efforts during and/or after their participation in your programs. These can include changes in knowledge, attitudes, skills and behaviors. Outcomes must be clear, measurable and tangible. These can be considered in three time clocks: short-term, intermediate and long-term effects.

1. What are the outcomes identified for the project?
2. What was the process for developing the outcomes?
3. How do you use lessons learned from previous years/projects?
4. Describe your organization's greatest strengths in terms of your capacity to achieve your intended outcomes.
5. What significant challenges exist in your capacity to achieve your intended outcomes?

EVALUATION

Evaluation is the process of determining the merit, worth and value of things, and evaluations are the products of that process. There are two parts to evaluation: 1) Data gathering and 2) collecting, clarifying and verifying relevant values and standards. Evaluation helps ensure that your organization is always focused on the most appropriate, current needs of your clients.

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1. How well were the methods or processes to achieve the goals planned and how well were they conducted?
2. Were you able to determine the impact of the program on the intended beneficiaries?
3. Did you effect the changes ascribed in your program goals?
4. Did you collect and analyze data to determine who, what, when, where and how much of the program activities were conducted and how well the program was implemented?
5. Describe your process of data collection: What data is collected? Who collects it? How? When? What do they do with it?
6. Qualitative data provides information in the form of text rather than numbers (i.e. open-ended survey items, focus groups, in-depth interviews, observations, etc.). Look for common themes.
7. Quantitative data provides information in the form of numbers rather than text (i.e. surveys, logs, attendance records, ratings, number of participants, individual ratings on satisfaction surveys with trainings, calculating percentages, proportions, etc.).
8. What resources are allocated for evaluation in the project budget?