



Partnership for the Bay's Future Policy Grant: Evaluation Site Participation - CBOs

Over the course of the Partnership for the Bay's Future Fellowship, [Informing Change](#) will engage site teams (Fellow, Government lead partner, CBO lead partner) in different phases of the evaluation process. We anticipate coordination of site team evaluation activities to happen through the Fellows but expect some individual participation from CBO partners throughout the course of the evaluation. Specific dates and a calendar of activities will be shared ahead of time.

Participation in Data Collection Efforts

- **Support Fellows in ongoing “metrics” tracking and data collection –**
 - Fellows will be asked to track a limited number of “metrics” on an ongoing basis. We will develop the metrics in collaboration with Coro, Enterprise, and the San Francisco Foundation, and with input from sites to ensure the data collected is valuable and practical. We may also want to hear from lead and additional CBO partners via short questionnaires. While the responsibility of tracking and sharing metrics and data lies with the Fellows, CBO partners should expect to provide some data around community participation.
 - *Time commitment: ~½ hr x 3 times throughout the duration of the Policy Grant*
- **Direct participation –**
 - Site team members will be asked to participate in individual interviews or focus groups at three points during the evaluation. We might also request additional information at a couple of interim points through short questionnaires or surveys.
 - *Time commitment: ~1.5 hours X 3 times throughout the duration of the Policy Grant*

Participation in Meaning-making Efforts

- At certain times during the grant cycle—possibly leveraging previously scheduled meetings—, site team members will be invited to engage with the evaluation team in making meaning of the data and insights generated through the evaluation efforts. This could mean participating in interactive presentations, small group discussions, rapid feedback sessions, or other activities.
 - *Time commitment: ~1-2 hours X 3 times throughout the duration of the Policy Grant*

Participation in Reporting Efforts

- **Reviewing site descriptions & references –**
 - Site team members will be asked to provide feedback and input on the descriptions of their Policy Grant work and efforts described in evaluation reports and materials. We want to capture your process and experience accurately and may ask you to review materials specific to your site during our reporting process.
 - *Time commitment: ~1-2 hours X 3 times throughout the duration of the Policy Grant*

Total Expected Commitment: ~4-6 hrs x 3 times throughout the duration of the Policy Grant