



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

Over the course of the Partnership for the Bay's Future Fellowship, the evaluation team ([Informing Change](#)) will engage site teams (Fellow, Government lead partner, CBO lead partner) in different phases of the evaluation process. Below, we highlight some of the ways that PBF teams will participate in the evaluation.

Participation in Data Collection Efforts

- **Ongoing data monitoring –**
 - Fellows will be asked to track a limited number of “metrics” on an ongoing basis (quarterly). 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. Examples might include tracking the number of community engagement meetings, community members attending meetings, official government committee presentations, new partner organizations engaged, and/or policies proposed or amended.
 - *Time commitment: ~0.5 - 1 hours x 6 times throughout the duration of the Fellowship (2x per cycle)*
- **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 Fellowship*
- **Data collection from additional partners –**
 - As needed, Fellows will be asked to support the evaluation team with contact lists, outreach efforts, and reminders to gather feedback from additional partners (other CBOs or community groups).
 - *Time commitment: ~1 hour throughout the duration of Fellowship*

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 Fellowship*

Participation in Reporting Efforts

- **Reviewing site descriptions & references –**
 - Site team members will be asked to provide feedback and input on descriptions of policies and policy 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 Fellowship*

Total Expected Commitment: ~5-8 hrs x 3 times throughout the duration of the Fellowship