



Grant Evaluation Instructions 2019/2020

Evaluations typically include three types of information. One type of evaluation is known as “inputs” and they primarily represent what goes into a project. Typically, the spending for a program would be considered an input. Our requirement for **input** evaluation is simple and mostly covered by your budget, and invoices. You should submit a simple paragraph and tables (if appropriate) explaining where and how you spent the funds. Another type of evaluation measures “outputs.” We require **output** data in the form of the number of participants in the programs and some idea about what they did. The gold standard in evaluation would be “outcome” information, or how the program changed lives. We also require an attempt to measure **outcomes**, but it may be far less formal than the other two forms of evaluation we require. Simple testimonials and stories about the impact of your program on the lives of participants work well. Your outcomes should be tied to our program goals.

It is important to include a summary paragraph that explains what you think you accomplished with the funding you received from Sublette BOCES.

Much of what we want from the evaluation is simple to collect and report. In most cases, a simple evaluation tool that asks participants what they learned from the program is enough to provide you with the information you need to write your evaluation report. Most often, having questions for participants that tie the experience to our goals will work best if you give them closed responses, or responses with boxes by the responses (e.g., strongly agree). In almost every case, you will need to write and submit an evaluation report at the end of your grant. Future funding is closely linked to the timely completion of a quality evaluation. In general, the format of your evaluation should have three sections—one for each kind of evaluation.

Your evaluations are reported to the Board at the end of each fiscal year.

Sample Evaluation

Camp Inspire 2017 Evaluation Report

June, 2017

Camp Inspire received a generous grant to assist young people who live in Sublette County School District #1 attend our summer camp. The grant was given to provide campers with a scholarship to offset their fees by \$500. Because of the **input** of funds, we were able to help six kids attend our camp. As a side note, we were able to match the grant funds with other grant funds to help two kids who were on free and reduced lunch to attend camp free. We are certain that at least two of the kids who became our campers were people we don't normally reach and the money thereby helped us provide educational enrichment for a wider range of young people (Goal #1).

Overall, our **outputs** from the Sublette BOCES grant meant that the six campers who received scholarships were able to learn many new skills and that they had chances to learn how to be stewards and citizens of the wild (Goal #1). Each camper was assigned to a team of eight who was supervised by a counselor who led them through a variety of enriching outdoor education opportunities. They each learned skills related to archery, fishing, dutch oven cooking and orienteering. We tested each student with a skills assessment and we had an 85% pass rate overall, with every camper achieving a 100% passing score for the cooking and fishing skills. In addition to the skills they learned, we also exposed campers to activities designed to teach them about outdoor survival, plant identification and low-impact camping. The U.S. Forest Service also presented the campers with a special talk on fire safety and the effect of wildland fires on forests and rangelands.

We always hope we change the lives of our campers but it is hard to tell if that is an actual **outcome** of the work we do. We do ask our campers to journal about their experiences and share that with us. One camper's journal entry was very interesting, so one of our counselors asked if she could share it with us. We got a "yes" from both the camper and the parent. Here is what she wrote:

"I had an awesome time at camp and hope to come again so I can learn more about outdoor living. We never camped before. Now I can't wait to get outdoors and learn more about trees and animals. If I ever can I want to become a camp director. BEST SUMMER EVER!!"

Other campers told us about their great experiences but this one ties directly to your First Goal of providing enriching activities. Our staff liked what one parent said to the Director one day in Riddleys: *"You know, you really changed the whole way our son acts, he is so much more helpful and happy with life since he went to camp."*

[Appended material (spreadsheets, survey results, photos) added here.]