caring
forDenver
FOUNDATION

EVALUATION
and **LEARNING**
Touchpoints

A guide and resources for Caring for
Denver Foundation grantee partners.

WE DO EVALUATION DIFFERENTLY.

We are on a mission to measure what matters to communities and provide meaningful data for the City of Denver.

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Our evaluation approach prioritizes shared understanding and collaborative learning. This approach helps put community insights and experiences at the center of our grant making.

We support each grantee in co-designing a unique evaluation and learning plan that reflects what they feel is most important for telling the story of their work in alignment with Caring for Denver's Shared Impact Plan.

We recognize the time and expertise of our grantees is a valuable resource. We provide Learning Partnership Compensation funds and tailored evaluation support as a way to respect grantees' investment in this work with us.

The following pages explain our evaluation and learning requirements, with links to resources so grantees know what is expected each year.

The resources in this document are regularly updated using the same URLs. When you are ready to use templates or examples, ensure you have the most accurate information by re-clicking the links.

Touchpoint 1: Start of grant call & project framework building

Each grant begins with a start of grant call with your program officer and evaluation associate.

We'll review and refine the **project framework** so everyone understands and feels confident about the project strategies and intended outcomes.

We'll also confirm your budget, finalize grant objectives, review the terms of the grant, and the logistics of our partnership.

This call typically lasts 1.5 hours, and you may need a follow-up call with your evaluation associate to finalize your reporting plan.

Your Action Items

☐ Complete your project framework, including the evaluation metrics in Section 3, by the 2nd month of your grant.

☐ Make sure you and your evaluation associate have agreed on your final metrics and that you both have a final copy of your project framework.

Note: You will review and update your **project framework** annually with your program officer.

PROJECT FRAMEWORK
Template | Example

The **project framework** is drafted by your program officer from your application and site visit. It is used as a learning and reporting guide for each grant year, and summarizes your grant-funded strategies, intended results, and evaluation metrics for reporting at the end of the grant year.

It takes 1-3 hours to finalize the **project framework** with your evaluation associate after the start of grant call. Collaborations, complex grants, and grants without evaluations already in place typically take more time.

SHARED IMPACT PLAN (SIP)
SIP Visual | Video

The Shared Impact Plan is the Foundation's visual guide for grantmaking and demonstrating results.

You will work with your program officer and evaluation associate to align the intended outcomes in your **project framework** with Caring for Denver's Shared Impact Plan.

GRANTEE METRICS
Examples

This document provides example metrics from previous grantees' **project frameworks** as reported in their End of Grant Year Report in the grantee portal.

These examples are intended to help you think through potential metrics, and what they may look like in relation to your specific grant-funded work.

Your program officer will schedule a check-in with you mid-way through each grant year.

The goal of the check-in is to review program progress and expenditures, discuss goals for next 6 months, and establish a plan moving forward.

This call is about 1 hour and preparing for the check-in typically takes grantees less than 1 hour.

Your Action Items

☐ Prepare for the check in by reviewing your **project framework** and budget.

☐ Think through your responses to the mid-year check-in questions. Your program officer will complete your mid-year check-in report in the grantee portal with notes from the meeting.

☐ Complete the check in by the end of month 7 of your grant year.
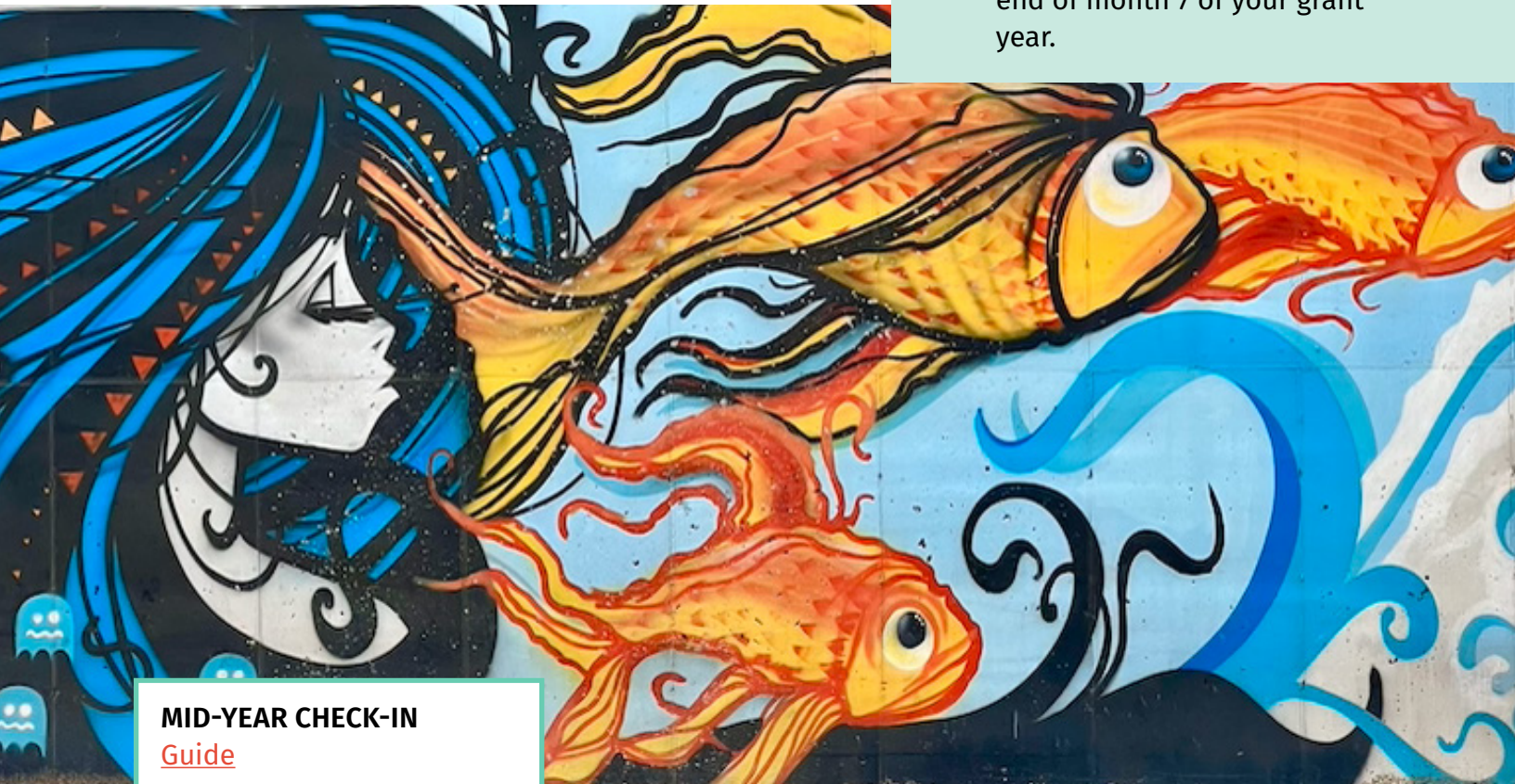
MID-YEAR CHECK-IN
Guide

These questions are provided as a guide to help you and your team reflect on your grant progress to date and prepare for your call.

Touchpoint 3: End of Grant Year Report and learning call

At the end of each grant year, you will complete a data report in the grantee portal, and participate in a learning call with your program officer and evaluation associate. Both of these must be completed and approved before your next payment will be released.

During the learning call, we'll review your End of Grant Year Report and get your perspective on what the data tells you about your grant's progress and challenges for the year. You'll also use this call to share stories and insights beyond the numbers in the report.

If you have another year in your grant, we'll update your **project framework** and review any budgeting or operational needs for the next year. If this is the last year of your grant, we hope to hear about your future plans and next steps for this work.

This call typically lasts 1.5 hours, and you may need a follow-up call with your evaluation associate to finalize your reporting plan.

END OF GRANT YEAR REPORT
2-Page Summary |
Grantee Metrics Examples

These documents walk you through the Fluxx report step by step. This report must be completed, reviewed, and approved by Caring for Denver before any additional funds can be released—either for the next year of this grant or any new grant for which you apply.

LEARNING CALL
Guide

These questions are similar to those from the mid-year check-in and serve as a guide to help you and your team reflect on your grant progress to date and prepare for your call. You do not need to write your responses—we'll take progress notes when we meet and upload these for you in Fluxx.

Your Action Items

☐ Complete your End of Grant Year Report using Section 3 of your **project framework** as a guide. With a complete framework and ready data, this typically takes less than an hour.

▶ Ensure whoever is completing the report understands our process and uses this guide.

▶ Reach out to your evaluation associate if you need additional help. Just email them at least three weeks before your report due date.

▶ Schedule your learning call for five days after your End of Grant Year Report will be submitted.

☐ Prepare for the learning call by reviewing your **project framework** and thinking through your responses to the learning call questions.

☐ If you have a another year in your grant, update your **project framework** for the upcoming year within a month of the start of the new grant year.

☐ Make sure you and your evaluation associate have agreed on your final metrics and that you both have a final copy of your project framework.

Connect with us.

*It is our honor and privilege to work with you.
Don't hesitate to reach out any time!*

Programs Team

Crystal Ayala-Goldstein
crystal@caring4denver.org

Jacquie Esquibel
jacquie@caring4denver.org

Juan Escobedo
juan@caring4denver.org

Raymael Blackwell
raymael@caring4denver.org

Tim Cortez
tim@caring4denver.org

caring for Denver
FOUNDATION

www.caring4denver.org

Mailing Address:
Caring for Denver Foundation
Kaleidoscope Collaborative Center
1035 Osage Street, 8th Floor
Denver, CO 80204
MAIN NUMBER: 720.647.6380

Evaluation and Learning Team

Haley Sammen
haley@caring4denver.org

Rebecca Ochtera
rebecca@caring4denver.org

Sydney Chaves
sydney@caring4denver.org

For help accessing the grantee
portal, contact Tish Gonzales,
grants and operations manager
at tish@caring4denver.org.