

Staunton Farm Foundation Addendum to the Common Grant Application

We are including the following evaluation guidelines and questions to assist you in clearly identifying your evaluative component. We hope that you find this outline helpful and ask that you keep the application of this model limited to two pages.

Planning for Evaluation

1. Write the intended outcomes of the program related to client needs.
 - Who or what is expected to change as a result of the grant? (Identify and Describe)
 - What do you want your program to accomplish?
 - What are realistic/achievable expected rates or amount of change?

2. Write the chosen strategy and identify the related underlying assumptions impacting the intended outcomes.
 - What is your overall strategy in achieving the identified outcomes?
 - What assumptions have you identified in formulating your strategy?

3. Write the activities needed to achieve the outcome
 - What things do the program staff plan to do?
 - What existing and new resources will you be using?

4. Describe what information will be collected to demonstrate if intended outcomes occurred.
 - What indicators have you identified as demonstrative of success?
 - What indicators will demonstrate a need for adjustment in the planned program?

5. Choose methods for gathering information.
 - What is practical for the agency?
 - For whom do I need to collect the information?
 - What costs are associated in gathering the information?
 - Examples of methods include: Tracking, case studies, checklists, existing records, focus groups, interviews, observations, produced materials, questionnaires/surveys, tests.

Sample Evaluation Plan:

Intended Outcomes	Strategy and Related Assumptions	Activities to Achieve Outcome	Information Needed	Data Collection Methods
1. To increase access to social work services within this rural community.	To provide behavioral health services to rural community members by employing Social Worker to work within primary care center. 1. Licensed Masters Social Workers are best equipped to provide individual, family, group and community interventions directed to the multi-faceted behavioral health needs of the rural community members.	1. Social work services will be provided in established Primary Care Office 40 hrs week.	1. Number of clients serviced by social worker.	1. Client count
2. To improve quality of life of clients accessing social work services.	2. Rural community members have limited access to behavioral health services, related to transportation, present centralization of services, affordability and stigma 3. Stigma to accessing services will be reduced if services are provided within Primary Care Center.	2. Therapeutic interventions will be provided to referred clients.	2. Increase in quality of life.	2. Pre and Post Quality of Life Scale.
3. Primary Care Staff will increase their knowledge and understanding of mental health and substance abuse issues and its impact on the patient and patient's family.	4. Accessibility of services will be enhanced due to community location of Primary Care Center and by incorporating outreach component. 5. Rural community member's quality of life will be improved by availability of behavioral health care services. 6. Integrating social work service into the Primary Care office will enhance Primary Care Staff knowledge, identification and comfort in providing the most appropriate treatment interventions.	3. Social worker will provide monthly hour workshops and weekly consultation of primary care staff.	3. List of workshop dates and topics presented. Number of primary care staff attending. Primary care staff increased knowledge base.	3. Produced materials Workshop Agendas Workshop sign up sheets. Pre & Post tests.