

### **Small Grants and Community Partners Products**

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## Small Agency Program

### Small Agency Grant Program Information Sessions: July 24 & 25, 2018 Summary of Feedback Forms

**Participation:**

- 39 of 48 participants (81%) completed feedback forms

**Responses:**

Please indicate whether you <u>disagree</u> or <u>agree</u> with the following statements.	<b><u>STRONGLY DISAGREE</u></b> (1)	<b><u>DISAGREE</u></b> (2)	<b><u>AGREE</u></b> (3)	<b><u>STRONGLY AGREE</u></b> (4)	<b><u>Average</u></b>
1. The grantmaking guidelines were communicated clearly and effectively	0	0	7	32	3.8
2. The grant-seeking process was outlined clearly and effectively	0	0	10	29	3.7
3. I feel comfortable calling the Foundation with additional questions about the Small Agency Grants program	0	0	3	36	3.9
4. The Foundation supports small agencies in greater Hartford	0	3	10	26	3.6
5. The Small Agency Program addresses the diverse needs of small agencies in greater Hartford	0	0	14	25	3.6

*Page 2 includes all open-ended responses, categorized by theme. Note that responses fitting under more than one theme are listed more than once, with the relevant portion underlined.*

**6. What additional questions do you have about the Small Agency Grants program? (7 responses)*****Info-session feedback / thanks:***

- Great presentation –
- Thank you for providing these info sessions.
- Very informative

***Request for more information:***

- Clarification on the diversity details
- I would like specifics about governance diversity to determine eligibility
- Can an organization apply for the General Operating Support Grants and the Small Project Grants?

***Other:***

- Continue to support small agencies w/ small grants – maybe \$7,500 – three times / year

**7. What additional questions do you have about the overall Small Agency Program? (5 responses)*****Requests for more information / follow-up:***

- This implies that there are opportunities for larger grants, correct?
- Are organizations offered / able to submit appreciation each grant round? I.e., if receiving grant for \$10,000 can organization apply after the 2<sup>nd</sup> year for another round?
- Will there be an opportunity for data sharing / doc library among participants?
- Are you able to email today's PowerPoint presentation to: [rcmitchell8394@sbcglobal.net](mailto:rcmitchell8394@sbcglobal.net) please

***Info-session feedback:***

- Great job overall!

***Other:***

- Hoping that our organization receives assistance. Been operating independent for several years.

**Other Written Comments (4 responses)*****Info-session feedback:***

- Well done! Quite effective and informative presentation.
- Excellent, clear cut information!

***Other:***

- *In response to Question #2 – “The grant-seeking process was outlined clearly and effectively”* – Is there a checklist on the Foundation's website? (I'll check)
- *In response to Question #4 – “The Foundation supports small agencies in greater Hartford”* – No start-ups

## Small Agency Grants Process Survey August 2018

### Response Rate / Notes on the Survey:

- 33 individuals representing 30 agencies that inquired about and/or applied for small grants were surveyed.
- 29 individuals responded (88%). Of these respondents, 27 (82%) answered most or all of the questions. Two (2) individuals answered questions only on the first screen.
- It appears that three individuals started the survey, and then later completed a second survey (based on IP address). We eliminated the three incomplete surveys from the analysis, and they are not included in the 29 responses reported.
- It was clear from the open-ended comments that one respondent who received a grant meant to answer “strongly agree”, but accidentally selected “strongly disagree” on all the items. We changed these responses to reflect this.

### Survey Results:

#### 1. What year did you inquire about the Small Agency Grant program?

Year Inquired	Number	Percentage
2017	21	72%
2018	7	24%
Other – 2016	1	3%
<b>Total</b>	<b>29</b>	<b>100%</b>

#### 2. What was the outcome of your inquiry about the Small Agency Grant program?

Outcome of your inquiry	# Responses	Percentage
I submitted a grant application and did receive funding	19	66%
I discussed the grant with Foundation staff but did not submit an application	7	24%
I submitted a grant application but did not receive funding*	2	7%
No response	1	3%
<b>Total</b>	<b>29</b>	<b>100%</b>

\* Note that to date, all agencies that completed an application were funded, so these respondents may actually be agencies that discussed the grant but did not submit an application. We included this response option so the same survey could be used in the future (when some applications may not be funded).

***Respondents who discussed grant with Foundation staff but did not submit an application:*****3. Please rate the effectiveness of the various components of the Foundation's grantseeking process.**

<b>Grantseeking Process</b>	<b>Strongly Disagree (1)</b>	<b>Disagree (2)</b>	<b>Agree (3)</b>	<b>Strongly Agree (4)</b>	<b>Average</b>
Relevant grantmaking policies and guidelines were communicated clearly and effectively.	0	0	3	3	3.5
The grantseeking process was outlined clearly and effectively.	0	0	4	2	3.3
Foundation staff communicated with my organization in a timely manner.	0	0	3	3	3.5
The questions asked and information requested were appropriate to my grant inquiry.	0	0	4	1	3.2
The outcome of my grant inquiry was articulated clearly and effectively.	0	0	4	0	3.0
The Foundation's Small Grant Program meets the needs of our organization.	0	2	2	1	2.8
My organization was referred to relevant and helpful resources within the Foundation and/or the community.	0	1	4	0	2.8
I would feel comfortable calling the Foundation with additional questions or if I think my organization may be eligible for grants in the future.	0	0	4	2	3.3

***Additional comments / suggested improvements on grantseeking process:***

- Would like support in meeting board diversity requirements (2 responses)

**4. Select the main reason you did not to complete a grant application.**

<b>Main reason you did not complete a grant application</b>	<b># Responses</b>
We did not meet the Foundation's board diversity guidelines.	3
We were not able to complete the application prior to the deadline.	1
We did not meet the Small Agency Grant criteria (e.g., under \$200,000 annual budget).	0
The application required more time to complete than was appropriate to the request.	0
We did not have an organizational or project plan.	0
Other (board is incompetent, board not interested in diversifying)	2
<b>Total</b>	<b>6</b>

***Respondents who reported submitting a grant application but did not receive funding:*****3. Please rate the effectiveness of the various components of the Foundation's grantseeking process.**

Grantseeking Process	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)	Average
Relevant grantmaking policies and guidelines were communicated clearly and effectively.	1	1	0	0	1.5
The grantseeking process was outlined clearly and effectively.	1	1	0	0	1.5
Foundation staff communicated with my organization in a timely manner.	1	0	1	0	2.0
The questions asked and information requested were appropriate to my grant inquiry.	2	0	0	0	1.0
The outcome of my grant inquiry was articulated clearly and effectively.	1	1	0	0	1.5
The Foundation's Small Grant Program meets the needs of our organization.	1	0	1	0	2.0

***Additional comments / suggested improvements on grantseeking process:***

- The Foundation appears from our experience to be narrowly focused and partisan in its views.

**4. Please rate the effectiveness of the Foundation's grant application process.**

Grant Application Process	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)	Average
The application required information that was appropriate for my request.	2	0	0	0	1.0
The amount of time needed to complete the application was appropriate for my request.	1	0	1	0	2.0
The attachments requested in the application were readily available to my organization.	1	0	1	0	2.0
My questions regarding the application were answered clearly and effectively.	1	1	0	0	1.5
The rationale for not funding my agency was communicated clearly and effectively.	2	0	0	0	1.0
My organization was referred to relevant and helpful resources within the Foundation and/or the community.	2	0	0	0	1.0
I would feel comfortable calling the Foundation with additional questions or if I think my organization may be eligible for grants in the future.	2	0	0	0	1.0

*Respondents who submitted a grant application and received funding:***5. Please rate the effectiveness of the various components of the Foundation's grantseeking process.**

Grantseeking Process	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)	Average
Relevant grantmaking policies and guidelines were communicated clearly and effectively.	2	1	7	9	3.2
The grantseeking process was outlined clearly and effectively.	2	1	6	10	3.3
Foundation staff communicated with my organization in a timely manner.	2	0	6	11	3.4
The questions asked and information requested were appropriate to my grant inquiry.	2	0	6	10	3.3
The outcome of my grant inquiry was articulated clearly and effectively.	2	0	7	10	3.3
The Foundation's Small Grant Program meets the needs of our organization.	2	1	5	11	3.3

*Additional comments / suggested improvements on grantseeking process:*

- Positive experience with staff and with the process (4 responses)
- Longer term grants would be even more wonderful to help with sustainability of small nonprofits.
- The amount of funding was helpful but not enough to have a significant impact on the development of the organization.

**6. Please rate the effectiveness of the Foundation's grant application process.**

Grant Application Process	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)	Average
The application required information that was appropriate for my request.	2	0	9	8	3.2
The amount of time needed to complete the application was appropriate for my request.	2	0	8	9	3.3
The attachments requested in the application were readily available to my organization.	2	0	11	6	3.1
My questions regarding the application were answered clearly and effectively.	2	0	7	10	3.3
The outcome of our application was communicated in a timely manner.	2	0	5	12	3.4

*Additional comments / suggested improvements on grant application process:*

- Initially told first check would arrive in 2017, but did not arrive until early 2018.
- The whole grant process was straight forward and easy to complete.
- The attachments requested were not available only because of my organization's lack of organization. Needing the information available made organization necessary, and it got done.

**7. Please rate the grant award and reporting information provided by the Foundation.**

<b>Grant Award and Reporting</b>	<b>Strongly Disagree (1)</b>	<b>Disagree (2)</b>	<b>Agree (3)</b>	<b>Strongly Agree (4)</b>	<b>Average</b>
Instructions provided with the Grant Award letter were easy to understand.	2	0	10	7	3.2
Instructions for grant reporting are easy to understand.	2	0	10	7	3.2
The grant reporting process appears to be appropriate for my grant.	2	1	9	7	3.1

*Other feedback on the process:*

- Challenges with evaluation / reporting (3 responses)
  - The initial process for planning the evaluation was a bit cumbersome but the consultant was very helpful.
  - Initial reporting format requested was somewhat confusing for our particular non-profit. Given each non-profit has different missions and outcomes. Understanding that amount or level of outcome attainment that is expected or required is the performance measure. However the Quality Measure usually always has a goal of 100% and it was unclear how to differentiate from performance.
  - The goals we identified on the grant reporting form are accurate but unrelated to the actual funds received from the foundation.
- Thank you for all you do to help small organizations like ourselves in the Greater Hartford area.

*Other notes on responses:*

- The same two respondents selected “strongly disagree” on all the items but did not respond to the open-ended questions. It’s possible that they selected “strongly disagree” by accident, since they did receive a grant from the Foundation and could reasonably be expected to provide details on the reasons for their negative experiences.

## Hartford Foundation for Public Giving – Small Agency - General Operating Support Grant Report Form

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Type of Report (check one):**   ☐ Initial Completed Template (due within 30 days of receiving grant award letter)  
    ☐ Interim (Due at the end of Year One, with request for second payment)  
    ☐ Final (Due at end of Year Two, as Grant Close-Out Report)

1. Domain	2. Result(s)	3. Measure(s)	4. Data Collection	5. Target / Goal	6. Actual
Program Effectiveness	•	•			
		•			
	•	•			
		•			
Organizational Development	•	•			
		•			
	•	•			
		•			

**Optional Narrative: Challenges, Lesson Learned, and/or Unanticipated Outcomes (Box will expand to fit narrative):**



## Small Agency Project Community Partners Survey, May 2018

### Response Rate:

- 15 agencies surveyed, 12 surveys completed
- 80% response rate, assuming one survey completed per agency

### Survey Responses:

<b>1. How have you been involved in the Community Partners group?</b>	<b>Number</b>	<b>Percentage</b>
Attended Community Partners full-group meetings	11	92%
Attended Community Partners work group meetings (i.e., consultation, training, information sharing)	11	92%
Shared the “Nonprofit Resources in Greater Hartford” listing with nonprofits	8	67%
Used the “Google Groups” email listserv to share information with other community partners	7	58%
Used the “Nonprofit Resources in Greater Hartford” listing to refer nonprofits to other community partners	6	50%
Forwarded information on events / services from the “Google Groups” email listserv to nonprofits	5	42%
Collaborated with other community partners to deliver services to nonprofits (e.g., training, consultation)	5	42%

<b>2. Through our participation in the Community Partners group, my organization has...</b>	<b>Agree or Strongly Agree</b>	
	<b>Number</b>	<b>Percentage</b>
Learned new information about the services that Community Partners provide	12	100%
Used information from the Community Partners group in our work with nonprofits	12	100%
Learned new information about the needs of small agencies	9	75%
Tailored our existing services for small agencies	5	42%
Developed new services specifically for small agencies	4	33%

<b>3. Since the start of the Community Partners group in May 2016...</b>	<b>Agree or Strongly Agree</b>	
	<b>Number</b>	<b>Percentage</b>
Our organization is receiving more requests from small agencies	5	42%
Our organization is providing services to more small agencies	5	42%

**4. What have been the most important accomplishments of the Community Partners group? (8 responses)**

*Networking (4)*

- Networking
- The networking and information sharing among all the Partners. We know each other and our services better and can therefore better help our audiences.
- Connection to other organizations offering services to small agencies.
- Getting capacity builders together to discuss the issues of small nonprofits.

*Other*

- Expanding the understanding of providers of needs for small agencies. Coordinating services.
- Coming together and combining resources to better serve the local nonprofit sector
- Developing the list serv and doing the [Information] Fair this week.
- Not sure - we'll see after the Info Fair!

**5. What have been the main benefits of the Community Partners group for your organization? For you personally? (8 responses)**

*Networking/ Partnership Opportunities (3)*

- Networking and finding partnership opportunities.
- Connection with other Partners and their organizations.
- Networking with other agencies. Opening channels for the future.

*Cross-Referrals / Sharing Information on Services (3)*

- Getting to know more about the other agencies has widened our pool of resources for technical assistance.
- Cross-referrals, although I have not yet seen a significant change (in requests).
- Ability to share information about other services with our constituents.

*Other*

- Hearing what other service agencies experiences in serving their constituencies. also learning about specific needs and how we, as a group, can address them.
- Evolving shared commitment to smaller community-driven nonprofits.

**6. Are there additional actions the Community Partners group should take to support small agencies?**

*Yes (5 responses):*

- Ongoing roundtables.
- Just continue to meet and chip away at our list of potential projects together.
- [Having the] Resources List be available at a link somewhere, so I do not have to send as an attachment.
- The very small seed grants to all-volunteer agencies help to establish best habits, higher success rates as they grow.
- Feel a stronger strategic initiative is needed to be developed to sustainably support small agencies within partner group. This has been a start, yet informal. Should consider more strategic commitments by partners.