

CCI Evaluation Survey Link Messages (5) and Reminder Messages (3)

Initial email invite to CCI Evaluation Survey for Museums Libs Other Grantees Associated with Cohort 1 (Spring 2019)

Subject: ACTION NEEDED: Please complete this survey related to your experience with [project name]

Dear [first name] [last name],

For more than one year, [grantee name] has been engaged in [project name] as part of the Community Catalyst Initiative (CCI), a grant program of the Institute for Museum and Library Services (IMLS). IMLS contracted with ORS Impact, an independent consulting firm, to lead a cross-grantee evaluation of CCI, of which this survey is an important part. You are receiving this survey (linked below) because you were identified by members of [project name]'s CCI project team as a person in your organization who knows the project well. The survey asks for information about your organization's practices, systems, and local networks/partnerships related to the project and other community change efforts. It should take about 20 minutes to complete.

Here is the survey link: [personalized link here]

We hope you will complete this survey by [date 2 weeks after this message is sent] and you feel you can respond with candor about your experience to best support learning by IMLS, its CCI grantees, and other investors in museums, libraries, and community change. We will protect any potentially identifiable information in the following ways. In all results summaries based on this survey, responses will not be linked with any identifying information, such as names of organizations. Only summaries of combined results will be shared outside of ORS Impact, including with IMLS, ABCD Institute, the ABCD site consultants who are providing support and coaching to grantees as part of this initiative, and other audiences who may be interested in the results. Identified information will be shared beyond ORS Impact only if it is required by law, based on a specific request.

Thank you for your time, consideration, and all that you do in your community. If you have any questions or concerns, please contact me at nandrlien@orsimpact.com or 206.728.0474 x273.

Initial email invite to CCI Evaluation Survey for Museums Libs Other Grantees Associated with Cohort 2 at Baseline (Spring 2019)

Subject: ACTION NEEDED: Please complete this survey related to your experience with [project name]

Dear [first name] [last name],

Since this fall, [grantee name] has been engaged in [project name] as part of the Community Catalyst Initiative (CCI), a grant program of the Institute for Museum and Library Services (IMLS). IMLS contracted with ORS Impact, an independent consulting firm, to lead a cross-grantee evaluation of CCI, of which this survey is an important part. You are receiving this survey (linked below) because you were identified by members of [project name]'s CCI project team as a person in your organization who knows the project well. The survey asks for information about your organization's practices, systems, and local networks/partnerships related to the project and other community change efforts. It should take about 20 minutes to complete.

Here is the survey link: [personalized link here]

We hope you will complete this survey by [date 2 weeks after this message is sent] and you feel you can respond with candor about your experience to best support learning by IMLS, its CCI grantees, and other investors in museums, libraries, and community change. We will protect any potentially identifiable information in the following ways. In all results summaries based on this survey, responses will not be linked with any identifying information, such as names of organizations. Only summaries of combined results will be shared outside of ORS Impact, including with IMLS, ABCD Institute, the ABCD site consultants who are providing support and coaching to grantees as part of this initiative, and other audiences who may be interested in the results. Identified information will be shared beyond ORS Impact only if it is required by law, based on a specific request.

Thank you for your time, consideration, and all that you do in your community. If you have any questions or concerns, please contact me at nandrlien@orsimpact.com or 206.728.0474 x273.

Initial email invite to CCI Evaluation Survey for Museums Libs Other Grantees Associated with Cohort 2 at Follow-up (Spring 2020)

Subject: ACTION NEEDED: Please complete this final survey related to your experience with [project name]

Dear [first name] [last name],

This is the final survey in the evaluation of the Community Catalyst Initiative (CCI), the grant program of the Institute for Museum and Library Services (IMLS), through which [project name] was funded. You are receiving this survey (linked below) because you completed a comparable survey last year, or you were identified by members of [project name]'s CCI project team as another person in your organization who knows the project well. In follow-up to last year's survey, this survey asks for information about your organization's practices, systems, and local networks/partnerships related to the project and other community change efforts. It should take about 20 minutes to complete.

Here is the survey link: [personalized link here]

We hope you will complete this survey by [date 2 weeks after this message is sent] and you feel you can respond with candor about your experience to best support learning by IMLS, its CCI grantees, and other investors in museums, libraries, and community change. We will protect any potentially identifiable information in the following ways. In all results summaries based on this survey, responses will not be linked with any identifying information, such as names of organizations. Only summaries of combined results will be shared outside of ORS Impact, including with IMLS, ABCD Institute, the ABCD site consultants who are providing support and coaching to grantees as part of this initiative, and other audiences who may be interested in the results. Identified information will be shared beyond ORS Impact only if it is required by law, based on a specific request.

Thank you for your time, consideration, and all that you do in your efforts to support community change. If you have any questions or concerns, please contact me at nandrlien@orsimpact.com or 206.728.0474 x273.

Initial email invite to CCI Evaluation Survey for Local Partners Associated with Cohort 1 and Cohort 2 at Baseline (Spring 2019)

Subject: ACTION NEEDED: Please complete this survey related to your experience with [project name]

Dear [first name] [last name],

For more than one year, [grantee name] has been engaged in [project name] as part of the Community Catalyst Initiative (CCI), a grant program of the Institute for Museum and Library Services (IMLS). IMLS contracted with ORS Impact, an independent consulting firm, to lead a cross-grantee evaluation of CCI, of which this survey is an important part. You are receiving this survey (linked below) because you were identified by members of [project name]'s CCI project team as a person in your organization who knows the project well. The survey asks for information about your organization's partnerships related to the project and your perspectives on participating museums and libraries. It should take about 10 minutes to complete.

Here is the survey link: [personalized link here]

We hope you will complete this survey by [date 2 weeks after this message is sent] and you feel you can respond with candor about your experience to best support learning by IMLS, its CCI grantees, and other investors in museums, libraries, and community change. We will protect any potentially identifiable information in the following ways. In all results summaries based on this survey, responses will not be linked with any identifying information, such as names of organizations. Only summaries of combined results will be shared outside of ORS Impact, including with IMLS, ABCD Institute, the ABCD site consultants who are providing support and coaching to grantees as part of this initiative, and other audiences who may be interested in the results. Identified information will be shared beyond ORS Impact only if it is required by law, based on a specific request.

Thank you for your time, consideration, and all that you do in your community. If you have any questions or concerns, please contact me at nandrlien@orsimpact.com or 206.728.0474 x273.

Initial email invite to CCI Evaluation Survey for Local Partners Associated with Cohort 2 at Follow-up (Spring 2020)

Subject: ACTION NEEDED: Please complete this survey related to your experience with [project name]

Dear [first name] [last name],

This is the final survey in the evaluation of the Community Catalyst Initiative (CCI), the grant program of the Institute for Museum and Library Services (IMLS), through which [project name] was funded. You are receiving this survey (linked below) because you completed a comparable survey last year, or you were identified by members of [project name]'s CCI project team as another person in your organization who knows the project well. In follow-up to last year's survey, this survey asks for information about your organization's partnerships related to the project and your perspectives on participating museums and libraries. It should take about 10 minutes to complete.

Here is the survey link: [personalized link here]

We hope you will complete this survey by [date 2 weeks after this message is sent] and you feel you can respond with candor about your experience to best support learning by IMLS, its CCI grantees, and other investors in museums, libraries, and community change. We will protect any potentially identifiable information in the following ways. In all results summaries based on this survey, responses will not be linked with any identifying information, such as names of organizations. Only summaries of combined results will be shared outside of ORS Impact, including with IMLS, ABCD Institute, the ABCD site consultants who are providing support and coaching to grantees as part of this initiative, and other audiences who may be interested in the results. Identified information will be shared beyond ORS Impact only if it is required by law, based on a specific request.

Thank you for your time, consideration, and all that you do in your community. If you have any questions or concerns, please contact me at nandrlenas@orsimpact.com or 206.728.0474 x273.

Reminder #1 to be sent 1 week from initial email

Subject: ACTION NEEDED: Survey related to [project name] to be completed by [date provided in initial email]

Dear [first name] [last name],

This is a reminder to please complete the survey that is part of the evaluation of the Institute for Museum and Library Services (IMLS) Community Catalyst Initiative (CCI) by [date provided in initial email]. Your contribution is such an important contribution to learning by IMLS, its CCI grantees, and other investors in museums, libraries, and community change.

Here is the survey link: [personalized link here]

We will protect any potentially identifiable information in the following ways. In all results summaries based on this survey, responses will not be linked with any identifying information, such as names of organizations. Only summaries of combined results will be shared outside of ORS Impact, including with IMLS, ABCD Institute, the ABCD site consultants who are providing support and coaching to grantees as part of this initiative, and other audiences who may be interested in the results. Identified information will be shared beyond ORS Impact only if it is required by law, based on a specific request.

Thank you! If you have any questions or concerns, please contact me at nandrlienas@orsimpact.com or 206.728.0474 x273.

Final Reminder to be sent TO GRANTEES 1 week + 3 days from initial email (2 days before end of administration period)

Subject: ACTION NEEDED/FINAL REMINDER: Survey related to [project name] to be completed by [date provided in initial email]

Dear [first name] [last name],

This is a final reminder to please complete the survey that is part of the evaluation of the Institute for Museum and Library Services (IMLS) Community Catalyst Initiative (CCI) by this [Xday, date provided in initial email]. Participating in this evaluation is a part of your organization's grant agreement with IMLS and such an important contribution to learning by IMLS, its CCI grantees, and other investors in museums, libraries, and community change.

Here is the survey link: [personalized link here]

We will protect any potentially identifiable information in the following ways. In all results summaries based on this survey, responses will not be linked with any identifying information, such as names of organizations. Only summaries of combined results will be shared outside of ORS Impact, including with IMLS, ABCD Institute, the ABCD site consultants who are providing support and coaching to grantees as part of this initiative, and other audiences who may be interested in the results. Identified information will be shared beyond ORS Impact only if it is required by law, based on a specific request.

Thank you! If you have any questions or concerns, please contact me at nandrienas@orsimpact.com or 206.728.0474 x273.

Final Reminder to be sent TO OTHERS 1 week + 3 days from initial email (2 days before end of administration period)

Subject: ACTION NEEDED/FINAL REMINDER: Survey related to [project name] to be completed by [date provided in initial email]

Dear [first name] [last name],

This is a final reminder to please complete the survey that is part of the evaluation of the Institute for Museum and Library Services (IMLS) Community Catalyst Initiative (CCI) by this [Xday, date provided in initial email]. Your contribution is such an important contribution to learning by IMLS, its CCI grantees, and other investors in museums, libraries, and community change.

Here is the survey link: [personalized link here]

We will protect any potentially identifiable information in the following ways. In all results summaries based on this survey, responses will not be linked with any identifying information, such as names of organizations. Only summaries of combined results will be shared outside of ORS Impact, including with IMLS, ABCD Institute, the ABCD site consultants who are providing support and coaching to grantees as part of this initiative, and other audiences who may be interested in the results. Identified information will be shared beyond ORS Impact only if it is required by law, based on a specific request.

Thank you! If you have any questions or concerns, please contact me at nandrlien@orsimpact.com or 206.728.0474 x273.