CCI Project Team Interview Protocol

The purpose of the project team interviews is to build deeper understanding about how CCI is being implemented in local projects, what successes and challenges they are facing, and the conditions that contribute to those successes and challenges. To minimize burden and to maximize the potential for emergent learning from project teams, we will tailor the interview protocol for each project based on what we learn from reviewing administrative data and from survey findings. This tailoring of the protocol will reduce burden by not asking questions that we already have answers to and by focusing the interview on filling gaps in or deepening understanding.

Therefore, the interview protocol includes "question sets" for the key topics we will cove, as well as estimated times for each set. We have also designated which Cohort group (Cohort 1 retrospective or Cohort 2) and which administration time (for Cohort 2 only, baseline or follow-up) for each set of questions.

We will communicate the following stipulations when we schedule the interviews:
- Interview participants will be asked to provide written informed consent after being apprised of the potential risks and benefits of the study. We anticipate any potential risks to be minimal.
- We will not identify any individual responses who participate in interviews to the grant team, IMLS or in reporting.
- Data, including demographic characteristics will be reported only in aggregate by Grantee.
- All focus group recruitment information will be kept in an encrypted secure folder and will be destroyed at the end of the evaluation.
- We will not collect data from individuals under the age of 18. We will not collect data from anyone else classified as a member of a vulnerable population without IRB approval.

Project Team Background Question (Cohort 1 Retrospective and Cohort 2 Baseline only)

The purpose of this set of questions is to understand the different roles project partners play, the contexts of the different institutions involved, and the history of the partnership.

1. Please tell us about your project team
   a. What are/were your roles on the project?
   b. How long have you been at your institutions?
   c. Is this the first project your organizations have worked on together? If no, what other efforts have you worked on together?
   d. What resources/assets do each of the lead partners bring to the project?
2. What motivated you to apply for the Community Catalyst Initiative grant?

a. How does it fit in/ complement other efforts to engage your community?

Project Aims and Goals (Cohort 1 Retrospective, Cohort 2 Baseline and Follow-up)

The purposes of this set of questions are to deepen understanding about what projects are aiming to accomplish and to assess project team perceptions about successes, challenges, factors contributing to success and challenge, and potential solutions to identified challenges.

3. What are/were you aiming to accomplish with this project?

4. What are/were the project goals?
   a. To what degree do you feel project partners agree on the goals and approach to the project?
   b. How have/did those goals and buy-in to them changed and evolved over the course of the project (Cohort 1 retrospective and Cohort 2 follow-up only)

5. Toward which aims or goals have you seen/did you see most success?
   a. What factors contributed to or made it easier to achieve this success?
   b. What unanticipated successes have you seen?
   c. To what degree do you think your efforts were responsible for the success you experienced in the project so far? Factors outside your efforts?

6. Where did you see less traction or success?
   a. What barriers or factors made it difficult to achieve success?
   b. What, if any unintended consequences have you seen?
   c. What solutions have you tried or anticipate trying to address these challenges?

Project Strategy and Implementation (Cohort 1 Retrospective, Cohort 2 Baseline and Follow-up)

The purpose of this set of questions is to understand more deeply HOW the project achieved its goals. It is also an opportunity to assess the degree to which projects are adhering to key CCI principles and approaches.

7. How did you go about achieving these goals?

8. What assets did you identify in your community?
   a. How did you identify these assets?
   b. How did you build on these?

    c. How did the process of asset development change over time? (Cohort 1 retrospective, Cohort 2 follow-up only)?

9. How did you engage community members and partners in the project?

    a. Who were your community partners (non-institutional)? Did these change over time? (Cohort 1 retrospective, Cohort 2 follow-up only)

    b. Who were your institutional partners? How did these partnerships change over the course of the project? (Cohort 1 retrospective, Cohort 2 follow-up only)

    c. What role did community members play? Institutional partners? (Probe on degree to which community led setting priorities, co-creating agenda, decision-making, joint implementation)

    d. How are institutional partners collaborating and aligning activities and resources?

    e. Could you please identify 1-2 stories of:

        i. Engagement/ partnership success and what you think contributed to that success?

        ii. Engagement/ partnership challenges and any solutions you generated/applied?

    f. How are/were your engagement efforts different from previous projects?

    g. How did this engagement change over the course of the project? (Cohort 1 retrospective, Cohort 2 follow-up only)?

10. What specific project activities are you implementing/ did you implement?

    a. What factors supported or impede your implementation? (Cohort 1 retrospective, Cohort 2 follow-up only)?

    b. How did those activities change over the course of the project(Cohort 1 retrospective, Cohort 2 follow-up only)?

    c. What would you change about your implementation if you were to expand or do the project again? (Cohort 1 retrospective, Cohort 2 follow-up only)?

11. Prior to implementing the project, what additional capacities or resources did you need to develop to implement an assets-focused, community-driven approach?

Changes as a Result of the Project (Cohort 1 Retrospective and Cohort 2 Follow-up only)

The goal of this section is to explore what changes have emerged because of the project. These changes include capacity changes, practice changes, system

changes, and changes in their community. For this section, we will create a change memo from administrative data, surveys, and third-party TA provider interviews. This change memo will provide the foundation for the questions below.

12. What capacities has the project team newly developed or strengthened as a result of your CCI work?

    a. What helped the project team develop or strengthen those capacities?

    b. Where do you feel the project team needs additional capacity, skills, or resources to be successful?

13. What specific practice changes has the museum/library and other institutional partners made with respect to asset-focused, community-driven work? How do they work differently?

14. What organizational changes have the museum/ libraries and other institutional partners made to support an asset-focused, community-driven approach? (Probe for leadership support, mission, hiring practices, policies)

15. What systems changes has the project partnership realized in the community? (Probe for early and intermediate systems changes)

16. What if any benefits to the community have you begun to see because of your CCI project?

CCI Support (Cohort 1 Retrospective and Cohort 2 Baseline and Follow-up)

17. What aspects of the support provided have been most useful to your project? (Probe on coaching, webinars, convening, resources)

18. What value have you found from your peer grantees?

19. What changes in support would you suggest? What additional supports or different delivery methods would you like to see?

Contribution and Impact (Cohort 1 Retrospective and Cohort 2 Follow-up only)

20. To what degree do you think your CCI efforts have contributed to the changes we talked about above?

21. What other context factors do you think have contributed to your progress and success to this point?

22. What are your plans for integrating an asset-focused, community-driven approach to your work moving forward?

23. What lessons would you share with other museums and libraries embarking on this approach?