

Appendix B: Email Invitation and Reminder Language

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Template 1: Review Panelist Survey Email Template

Survey Invitation

Dear **[insert name of ArtsHERE Review Panelist]**,

We request your participation in a survey about Phase 2 of the application review process. This survey is being conducted by **[Contractor]** on behalf of the National Endowment for the Arts (NEA). Your response will help us understand your experience as a panelist in the panel review process, and to identify areas for improvement.

It will take approximately 20 minutes to complete this one-time, voluntary survey. If you are unable to complete this survey in a single session, you have the option to save your responses, exit the survey, and resume later using the same browser. We would appreciate your completion of this survey by **[insert date]**.

If you have questions at any time during the survey or would like to discuss your participation with the study team, please call **[insert Contractor point of contact and phone number]** or email **[insert email address]**.

These data will be made available to the program Evaluator and will not be shared with the NEA, South Arts, and RAOs except as described below. Information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law. When results of the ArtsHERE evaluation are shared with the public via reports, presentations, and other materials, these results will only be shared in aggregate form (percentages, means, summaries) to protect the identity of participants. Any subject-identifiable information (including names, contact information, etc.) will not be released without a participant's explicit permission. The Evaluator may ask to identify a participant to attribute direct quotes or case studies to it in reports, presentations, or other materials, and the participant may choose to remain anonymous.

Your responses in this survey will not impact your current or future awards from the NEA or its partners. You will not receive any compensation for responding to the survey. You may decline to answer any question you wish. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is OMB No. 3135-**XXXX**, which expires **XX/XX/XXX**.

Click here **[hyperlink to survey]** to complete the survey.

Thank you for your time and participation,

[Contractorpoint of contact]

[Contractorcontact Information]

Reminder Email (for those who have not completed the survey)

Dear ArtsHERE Review Panelist,

This is a friendly reminder to complete the Review Panelist Survey by **[insert date]**. The voluntary survey should take approximately 20 minutes to complete, and information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law.

Click here **[hyperlink to survey]** to complete the survey.

Thank you for taking the time to provide us with your valuable input and feedback!

Have any questions? Contact **[Contractor]** study team:

[Contractor contact Information]

Thank you,

[Contractor point of contact]

Template 2: Grantee Baseline Survey Email Template

Survey Invitation

Dear ArtsHERE Grantee,

We request your participation in completing the Grantee Baseline Survey [\[hyperlink to survey\]](#). This survey is being conducted by [\[Contractor\]](#) on behalf of the National Endowment for the Arts (NEA). Your response will help inform the development of learning and information services tailored to meet the specific needs and interests of ArtsHERE-awarded organizations, particularly historically underfunded cultural organizations.

It will take approximately 30 minutes to complete this one-time, required survey. If you are unable to complete this survey in a single session, you have the option to save your responses, exit the survey, and resume later using the same browser. We would appreciate your completion of this survey by [\[insert date\]](#).

If you have questions at any time during the survey or would like to discuss your participation with the study team, please call [\[insert Contractor point of contact and phone number\]](#) or email [\[insert email address\]](#).

These data will be made available to the program Evaluator and will not be shared with the NEA, South Arts, and RAOs except as described below. Information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law. When results of the ArtsHERE evaluation are shared with the public via reports, presentations, and other materials, these results will only be shared in aggregate form (percentages, means, summaries) to protect the identity of participants. Any subject-identifiable information (including names, contact information, etc.) will not be released without a participant's explicit permission, to the extent permitted by law. The Evaluator may ask to identify a participant to attribute direct quotes or case studies to it in reports, presentations, or other materials, and the participant may choose to remain anonymous.

Reporting on grant activities, including annual progress and final reports, and completing forms or surveys intended to collect information or feedback that can inform ArtsHERE services is required of all grantees. Your responses in this survey will not impact your current or future awards from the NEA or its partners. You will not receive any compensation for responding to the survey. You may decline to answer any question you wish. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is OMB No. 3135-XXXX, which expires XX/XX/XXX.

Click here [\[hyperlink to survey\]](#) to complete the survey.

Thank you for your time and participation,

[\[Contractor point of contact\]](#)

[Contractor contact Information]

Reminder Email (for those who have not completed the survey)

Dear Grantee,

This is a friendly reminder to complete the Grantee Baseline Survey by **[insert date]**. The required survey should take approximately 30 minutes to complete, and information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous, to the extent permitted by law.

Click here **[hyperlink to survey]** to complete the survey.

Thank you for taking the time to provide us with your valuable input and feedback!

Have any questions? Contact **[Contractor]** study team:

[Contractor contact Information]

Thank you,

[Contractor point of contact]

Template 3: Grantee Learning Opportunities Quarterly Survey Email Template

Survey Invitation

Dear ArtsHERE Grantee,

We request your participation in the Grantee Learning Opportunities Quarterly Survey [\[hyperlink to survey\]](#). This survey is being conducted by [\[Contractor\]](#) on behalf of the National Endowment for the Arts (NEA). Your response will help us understand your organization's experiences with ArtsHERE learning opportunities and will help us to better respond to your needs.

This required survey will take up to 15 minutes to complete. If you are unable to complete this survey in a single session, you have the option to save your responses, exit the survey, and resume later using the same browser. We would appreciate your completion of this survey by [\[insert date\]](#).

If you have questions at any time during the survey or would like to discuss your participation with the study team, please call [\[insert Contractor point of contact and phone number\]](#) or email [\[insert email address\]](#).

These data will be made available to the program Evaluator and will not be shared with the NEA, South Arts, and RAOs except as described below. Information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law. When results of the ArtsHERE evaluation are shared with the public via reports, presentations, and other materials, these results will only be shared in aggregate form (percentages, means, summaries) to protect the identity of participants. Any subject-identifiable information (including names, contact information, etc.) will not be released without a participant's explicit permission. The Evaluator may ask to identify a participant to attribute direct quotes or case studies to it in reports, presentations, or other materials, and the participant may choose to remain anonymous.

Reporting on grant activities, including annual progress and final reports, and completing forms or surveys intended to collect information or feedback that can inform ArtsHERE services will be required of all grantees. Your responses in this survey will not impact your current or future awards from the NEA or its partners. You will not receive any compensation for responding to the survey. You may decline to answer any question you wish. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is OMB No. 3135-XXXX, which expires XX/XX/XXX.

Click here [\[hyperlink to survey\]](#) to complete the survey.

Thank you for your time and participation,

[\[Contractor point of contact\]](#)

[\[Contractor contact Information\]](#)

Reminder Email (for those who have not completed the survey)

Dear Grantee,

This is a friendly reminder to complete the Grantee Learning Opportunities Quarterly Survey by **[insert date]**. The required survey should take approximately 15 minutes to complete. Information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law.

Click here **[hyperlink to survey]** to complete the survey.

Thank you for taking the time to provide us with your valuable input and feedback!

Have any questions? Contact **[Contractor]** study team:

[Contractor contact Information]

Thank you,

[Contractor point of contact]

Template 4: Learning Opportunities Tracker Email Template

Tracker Invitation

Dear **[insert name of ArtsHERE Coach or Facilitator]**,

We request your participation in completing the monthly Learning Opportunities Tracker. This tracker is being administered by **[Contractor]** on behalf of the National Endowment for the Arts (NEA). Your response will help us capture the supportive services that are provided to grantees, including cohort convenings, one-on-one coaching, and topical expert workshops.

It will take approximately 10 minutes to complete this required monthly Learning Opportunities Tracker per entry. If you are unable to complete this tracker in a single session, you have the option to save your responses, exit the tracker, and resume later using the same browser. We would appreciate your completion of this tracker by **[insert date]**.

If you have questions at any time during the tracker or would like to discuss your participation with the study team, please call **[insert Contractor point of contact and phone numbers]** or email **[insert email address]**.

These data will be made available to the program Evaluator and will not be shared with the NEA, South Arts, and RAOs except as described below. Information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law. When results of the ArtsHERE evaluation are shared with the public via reports, presentations, and other materials, these results will only be shared in aggregate form (percentages, means, summaries) to protect the identity of participants. Any subject-identifiable information (including names, contact information, etc.) will not be released without a participant's explicit permission. The Evaluator may ask to identify a participant to attribute direct quotes or case studies to it in reports, presentations, or other materials, and the participant may choose to remain anonymous.

Reporting on grant activities, including annual progress and final reports, and completing forms or surveys intended to collect information or feedback that can inform ArtsHERE services is required of all grantees. Your responses in this form will not impact your current or future awards from the NEA or its partners. You will not receive any compensation for responding to the survey. You may decline to answer any question you wish. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is OMB No. 3135-XXXX, which expires XX/XX/XXX.

Click here **[hyperlink to tracker]** to complete the tracker.

Thank you for your time and participation,

[Contractor point of contact]

[Contractor contact Information]

Reminder Email (for those who have not completed the tracker)

Dear ArtsHERE Coaches and Facilitators,

This is a friendly reminder to complete this required monthly Learning Opportunities Tracker by **[insert date]**. This should take approximately 10 minutes, and information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law.

Click here **[hyperlink to tracker]** to complete the tracker.

Thank you for taking the time to provide us with your valuable input and feedback!

Have any questions? Contact **[Contractor]** study team:

[Contractor contact Information]

Thank you,

[Contractor point of contact]

Template 5: Learning Logs Email Template

Survey Invitation

Dear NEA, South Arts, and RAO ArtsHERE representatives,

We request your participation in completing the ArtsHERE planning group learning log on the topic of **[insert learning log topic]**. These logs are being administered by **[Contractor]** on behalf of the National Endowment for the Arts (NEA). Your response will help us capture the reflections of ArtsHERE planners on the processes and learning at key milestones of the initiative. Reflection results will also inform group discussions and monitoring, evaluation, and learning plan changes.

It will take approximately 30 minutes to complete this voluntary learning log. If you are unable to complete this survey in a single session, you have the option to save your responses, exit the survey, and resume later using the same browser. We would appreciate your completion of this survey by **[insert date]**.

If you have questions at any time during the survey or would like to discuss your participation with the study team, please call **[insert Contractor point of contact and phone number]** or email **[insert email address]**.

Your responses will be shared anonymously on a secure shared workspace accessible to other members of the ArtsHERE planning group. Information collected in the learning logs is not to be distributed outside of the planning group. Responses provided through this form will inform follow-up discussions with the planning group.

These data will be made available to the program Evaluator and will not be shared with the NEA, South Arts, and RAOs except as described above. Information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law. Your responses in this **log** will not impact your current or future awards from the NEA or its partners. You will not receive any compensation for responding to the survey. You may decline to answer any question you wish. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is OMB No. 3135-**XXXX**, which expires **XX/XX/XXX**.

Click here **[hyperlink to survey]** to complete the survey.

Thank you for your time and participation,

[Contractor point of contact]

[Contractor contact information]

Reminder Email (for those who have not completed the survey)

Dear NEA, South Arts, and RAO ArtsHERE representatives,

This is a friendly reminder to complete the voluntary learning log on the topic of **[insert learning log topic]** by **[insert date]**. This should take approximately 30 minutes, and information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous, to the extent permitted by law.

Click here **[hyperlink to survey]** to complete the survey.

Thank you for taking the time to provide us with your valuable input and feedback!

Have any questions? Contact **[Contractor]** study team:

[Contractor contact Information]

Thank you,

[Contractor point of contact]