

# Attachment A: Instruments

## Instrument 5. Learning Opportunities Tracker

The National Endowment for the Arts (NEA) is conducting an evaluation of ArtsHERE to better understand the project activities supported through this program and how grantees approached the work. As part of the evaluation, this tracking form will be used to provide information to ArtsHERE funders (Regional Arts Organizations and the NEA) about the learning opportunities and organizational services provided to ArtsHERE grantees on an ongoing basis. The evaluator will also share a summary of findings about grantees and providers' experiences with learning opportunities with providers on an ongoing basis.

**This form is required and should be completed within 48 hours of every learning opportunity session you hold with an ArtsHERE grantee.** The term "learning opportunities" refers to any type of topic-based workshop, one-on-one coaching or consultations, and peer cohort convenings provided to increase the knowledge, skills, connections, and/or capacity of grantee organizations to work toward their own project and organizational goals.

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 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.

We realize how limited your time is; the form should take an average of 10 minutes to complete per entry.

If you have any questions about completing this form or how the information will be used, please contact Dr. Patricia Moore Shaffer, lead for the evaluation, at shafferp@arts.gov.

**Instructions:** Please complete this form within 48 hours from the ArtsHERE learning opportunity session you recently provided. Enter a single learning session/interaction at a time (one per form).

### Provider Information

### Summary of Service Provided

**1. Type of Learning Opportunity Provided (Select one)**

- Topic-based expert workshop (quarterly)
- Workshop facilitator one-on-one meeting with grantee (optional for grantees, as provided)
- One-on-one coaching or consultation (monthly)
- Cohort sessions (monthly)
- Other, specify: \_\_\_\_\_

**[Skip logic:** Q3 and Q3a will only show for one-on-one coaching/consultation and one-on-ones with workshop facilitator service entries (i.e., selected in Q1.) [Note that MAAA will provide the evaluator with registration and participation rates for workshops and convenings.]

**2. Date of Service for the learning opportunity provided** (please use MM/DD/YYYY format in your response).

- [Open box]

**3. ArtsHERE grantee organizations that participated in this coaching/consultation session** (Select one)

- List of all grantees [organized by region for ease of navigating]
- Other, please specify: \_\_\_\_\_

**3.a. [Number of participants in this coaching/consultation session (please enter whole number in these fields, or enter “don’t know” if you did not track the number of participants)**

- # Board members: [Open box]
- # Paid staff: [Open box]
- #Volunteer staff: [Open box]
- #Other volunteers (non-staff, non-paid): [Open box]
- #Others: [Open box]

[end skip logic]

**4. How many total hours of direct service were provided on the date of service? (please enter to the closest 30-minute increment, e.g., 1.5 hours, 2 hours)**

- [Open box]

**5. Primary mode of communication for this learning session (select one)**

- Conference Call (voice only)
- Videoconference call (audio/video)
- In-Person meeting
- Hybrid meeting
- Other, specify: \_\_\_\_\_

**6. Primary topic area of learning opportunity offered (select one)**

- Finance

- Fundraising
- Governance
- Community Engagement
- Other, Specify \_\_\_\_\_

**7a. Were any other topic area(s) addressed during the learning opportunity offered (Y/N)**

- No, move on to Q8
- Yes, [follow-up question pops up]
  - What other topics were addressed? (check all that apply)[
    - Finance
    - Fundraising
    - Governance
    - Community Engagement
    - Other, Specify \_\_\_\_\_

**Overall Service Description**

**7. Please provide a brief summary of the learning opportunity session provided, including:**

- Purpose and/or objectives for the session.

What were you trying to achieve?

- What did the session entail (e.g., discussion, materials used, etc.)? **(open comment)**

**Overall Service Reflections**

**8. How successful was the learning opportunity session? Please rate your level of agreement with the statement below.**

The session I provided was:

- Very successful
- Successful
- Somewhat successful
- Not at all successful

**9. What factors contributed to the session's level of success? (open comment)**

**10. Is there anything you would want to either repeat or do differently for future sessions? (open comment)**

**Next Steps (optional)**

**11. In what ways, if any, are you noticing—as a result of the session—changes in your behavior, values, ways of thinking, experience of power and relational dynamics, and/or expectations as you provide learning opportunities? (open comment)**

**12. As a result of this learning opportunity session, what are the next action steps for you, if any?**  
(open comment)

**13. As a result of this learning opportunity session, what are the next action steps for grantee organization participants?** (open comment)

**Anything else (optional)**

**15. Is there anything else you would like to share about your experience providing this learning opportunity session?** (open comment)