

# Attachment A: Instruments

## Instrument 4. Grantee Learning Opportunities Quarterly Survey

The National Endowment for the Arts 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 required quarterly survey is an opportunity to learn about your organization's experiences with ArtsHERE learning opportunities.

The term "learning opportunities" refers to any type of topic-based workshop, one-on-one coaching, or consultation with ArtsHERE coaches, and peer cohort convenings provided to increase the knowledge, skills, connections, and/or capacity of grantee organizations to work toward their project and organizational goals.

**As an ArtsHERE grantee organization, your participation in this quarterly survey is required.** Your organization's feedback will be used to help ArtsHERE funders (Regional Arts Organizations and the NEA) better respond to grantees' needs and improve the ArtsHERE program.

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.

We realize how limited your time is; the survey should take an average of 15 minutes to complete.

If you have any questions, please contact Dr. Patricia Moore Shaffer, lead for the evaluation, at [shafferp@arts.gov](mailto:shafferp@arts.gov).

**Instructions:** Please complete the following information about the ArtsHERE learning opportunities you have received in the past 3 months.

## Learning Opportunity Participation

[Text box to appear at the top of each survey page that reads: “Learning opportunities” include monthly cohort sessions, one-on-one meetings with your assigned coach, and workshops with topic-based experts.]

1. Grant award number: [Text box]
2. [ONLY IF grantee received learning opportunities in the past three months- evaluation contractor will provide a pre-filled summary of service types and topics from organizational tracking data. Text to read: “Please indicate the type(s) and topic(s) of learning opportunity activities you participated in during the past three months”]

Based on our records in the past three months (between [start date] and [end date], your organization participated in learning opportunities in the following areas: **Please confirm whether you participated in the following learning opportunities.**

- a. [Type/topic of learning opportunity to be pre-filled based on provider data ]
  - Yes, my organization participated in this activity.
  - No, my organization did not participate in this activity.
- b. [Type/topic of learning opportunity to be pre-filled based on provider data]
  - Yes, my organization participated in this activity.
  - No, my organization did not participate in this activity.
- c. [Type/topic of learning opportunity to be pre-filled based on provider data]
  - Yes, my organization participated in this activity.
  - No, my organization did not participate in this activity.
    - If No, [if none of the above are accurate], Please indicate the type(s) and topic(s) of learning opportunity activities you participated in during the past three months:
      - Topic based workshop
        - If checked, list the topic(s): [open box]
      - One-on-One with workshop facilitator
        - If checked, list the topic(s): [open box]
      - One-on-one consultation with coach
        - If checked, list the topic(s): [open box]
      - Cohort Meeting
        - If checked, list the topic(s): [open box]
      - My organization did not participate in any ArtsHERE learning opportunities during the past three months. [Selection of this option will prompt the thank you screen, and survey participation is complete.]
- d. Did your organization participate in any other learning opportunities supported through ArtsHERE not specified?

- Yes
  - If yes, please specify type and topic of learning opportunities received: *[open box]*
- No
  - If no, please specify type and topic of learning opportunities received: *[open box]*

3. *[ONLY IF grantee did NOT receive learning opportunities in the past three months]* Based on our records in the past three months (between *[start date]* and *[end date]*), your organization did not receive learning opportunities. Is this accurate?

- Yes
    - If yes, please provide additional information regarding why your organization did not receive learning opportunities: *[open box]*
  - No
    - If no, please specify type and topic of learning opportunities received: *[open box]*
- [If no is selected, skip to Question 11 and end survey there]*

### Perspectives on Learning Opportunity Activities in the Past Three Months

*Learning opportunities include monthly cohort sessions, one-on-one meetings with your assigned coach, and workshops with topic-based experts.*

*[Q4-Q8 will only be asked if respondent indicated that they received organizational services in Q1-Q3 above]* Please provide your perspective on all the learning opportunities supported through ArtsHERE you participated in the past three months by indicating your level of agreement with the following statements.

#### 4. Relevance

Statement:	Strongly agree	Agree	Neither Agree nor Disagree	Disagree	Strongly disagree
Overall, the learning opportunities I received in the past three months met the needs of my organization (e.g., applicability of services and/or topics addressed to my interests, services align with project’s and/or community’s context, and overall usefulness).					

4.a. Please provide any additional feedback you have on the relevance of learning opportunities you participated in over the past three months. *[Open comment box]*

#### 5. Engagement

Statement	Strongly agree	Agree	Neither Agree nor Disagree	Disagree	Strongly disagree

Overall, the learning opportunities I received in the past three months were <b>engaging</b> (e.g., services were interesting, participatory, active role in planning).					
---	--	--	--	--	--

5.a. Please provide any additional feedback you have about how engaging the learning opportunities you received during the past three months were for you: *[Open comment box]*

### 6. Quality/Satisfaction

Statement	Strongly agree	Agree	Neither Agree nor Disagree	Disagree	strongly disagree
Overall, I was satisfied with the quality of the learning opportunities (e.g., services are timely, clear, present information in an effective manner).					

6.a. Please provide any additional feedback you have on the quality of learning opportunities you participated in over the past three months: *[Open comment box]*

### 7. Responsiveness of Coach/Facilitator

Statement	Not responsive	Somewhat responsive	Neutral	Responsive	Highly responsive
Please rate how responsive your coach and/or facilitator(s) were to your needs over the past three months (e.g., coach/facilitator engaged in active listening, acknowledged and was sensitive to the project's needs and interests; was open to addressing topics requested by the project; and was aware of the project's unique organizational and/or community context):					
ArtsHERE Coach (as applicable): <i>[pre-filled text about which organization provided coaching will be piped here]</i>					
Topic-based workshop facilitator (as applicable): <i>[pre-filled text about which organization led the workshop will be piped here]</i>					
Other service provider, specify: <i>[open text box]</i>					

7.a. Please provide any additional feedback you have on the responsiveness of your learning opportunities coach and/or workshop facilitator(s) over the past three months: *[Open comment box]*

**8. Effectiveness of Learning Opportunities by Type**

Statement	Extremely effective	Very effective	Moderately effective	Slightly effective	Not at all effective	N/A; Did not use
What best describes the effectiveness of each of the following (e.g., did services meet their intended objectives/purpose, producing the intended result)?						
Monthly cohort convening with your coach						
Individual session(s) with your coach						
Topic based workshop with a facilitator						
Optional 1:1 with workshop facilitator						

8.a. Please provide any additional feedback you have on the effectiveness of learning opportunities you participated in over the past three months: *[Open comment box]*

**Overall Reflections (Narrative)**

*Learning opportunities include monthly cohort sessions, one-on-one meetings with your assigned coach, and workshops with topic-based experts.*

9. Were there ways the learning opportunities in which you participated over the past three months could be improved?

Yes

- If yes, please describe how the learning opportunities could have been improved. *[Open comments box]*

No

10. What other types of learning opportunities would you find valuable for enhancing your knowledge, skills, connections, or capacity? *[Open comments box]*

11. What, if any, additional feedback would you like to share about the learning opportunities and support you received in the past three months? *[Open comments box]*