

# Attachment A: Instruments

## Instrument 6. Learning Logs

The National Endowment for the Arts (NEA) is conducting an evaluation of ArtsHERE to better understand the project activities supported through this program. As part of the evaluation, this voluntary learning log will provide important feedback about key lessons learned throughout the implementation of ArtsHERE from the perspective of the ArtsHERE planning group (the NEA, South Arts, Regional Arts Organizations (RAOs), and evaluation contractors) for the purposes of program improvement.

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 log. 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.

Learning logs will be administered at various time points throughout ArtsHERE implementation and will cover four topics. We realize how limited your time is; the log should take an average of 30 minutes to complete.

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

**Learning Log Topic 1:** ArtsHERE panel/selection process

**Log Date:** May 2024

**Instructions:** Learning log questions are designed to prompt thoughtful reflection and capture valuable insights into your experiences and lessons learned throughout the planning and implementation of ArtsHERE. Please fill out this learning log based on what you recently learned regarding the **panel/selection process**.

1. What went well regarding the **panel/selection process**?

2. What challenges or obstacles are you experiencing or observing in the implementation of ArtsHERE regarding the **panel/selection process**?

3. What strategies or approaches do you recommend to address any challenges regarding the **panel/selection process**?

4. What insights are you learning from the **panel/selection process** that could guide future work for NEA and RAOs?

**Learning Log Topic 2:** ArtsHERE application and award data

**Log Date:** June 2024

**Instructions:** Learning log questions are designed to prompt thoughtful reflection and capture valuable insights into your experiences and lessons learned throughout the planning and implementation of ArtsHERE. Please fill out this learning log based on what you recently learned regarding the **summary of application and award data**.

- 1. What went well regarding the **summary of application and award data**?

- 2. What challenges or obstacles are you experiencing or observing in the implementation of ArtsHERE regarding the **summary of application and award data**?

- 3. What strategies or approaches do you recommend to address any challenges faced regarding the **summary of application and award data**?

- 4. What insights are you learning from the **summary of application and award data** that could guide future work for NEA and RAOs?

**Learning Log Topic 3:** Grantee Learning Opportunities Quarterly Survey Results

**Log Date:** Every 3 months from January 2025 through January 2026

**Instructions:** Learning log questions are designed to prompt thoughtful reflection and capture valuable insights into your experiences and lessons learned throughout the planning and implementation of ArtsHERE. Please fill out this learning log based on what you learned from the information that has recently been shared with you regarding recent Grantee Learning Opportunities Quarterly Survey results. 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.

1. What is going well regarding to **learning opportunities**?

2. What challenges or obstacles are you experiencing or observing in the implementation of ArtsHERE regarding **learning opportunities**?

3. What strategies or approaches do you recommend to address any challenges regarding **learning opportunities**?

4. What insights are you learning from the most recent **Grantee Learning Opportunities Survey results** that could guide future work for NEA and RAOs?

**Learning Log Topic 4:** Grantee Annual Progress Report Data

**Log Date:** December 2025

**Instructions:** Learning log questions are designed to prompt thoughtful reflection and capture valuable insights into your experiences and lessons learned throughout the planning and implementation of ArtsHERE. Please fill out this learning log based on what you recently learned regarding the **summary of Annual Progress Report data**.

- 1. What *is going well* regarding the **summary of Annual Progress Report data**?

- 2. What *challenges or obstacles* are you experiencing or observing in the implementation of ArtsHERE regarding the **summary of Annual Progress Report data**?

- 3. What strategies or approaches do you recommend to *address any challenges* regarding the **summary of Annual Progress Report data**?

- 4. What insights are you learning from the **summary of Annual Progress Report data** that could guide future work for NEA and RAOs?