

## Instrument 3 – Grantee Interview Protocol

### GRANTEE INTERVIEW PROTOCOL

Thank you for participating in this interview for the Creative Forces Community Engagement Grant Program Evaluation. This study is funded by the National Endowment for the Arts.

We are conducting a study of the program and want to learn more about how the programs are serving the military-connected through arts and cultural activities. We are studying the grant program overall. This is not an evaluation of any individual program or of the people providing or participating in the program. Instead, we are interested in learning what is going well, what challenges there are, and how these programs can be supported. I will be asking questions about the program, partnerships, what is going well, what challenges there are, and recommendations for strengthening programs.

Our conversation is confidential. The information you share with me will be integrated with interviews across all programs and your name will not be shared outside of our conversation. Participation in this interview is voluntary, and you can skip any question or quit at any time. Participation in the study will not impact your current or future awards from the NEA. The interview will take approximately 30 minutes.

If you have any questions about this interview, information can be obtained from Shawn Bachtler, Ph.D., of ProgramWorks ([shawnbachtler@gmail.com](mailto:shawnbachtler@gmail.com) or 206-595-5878) or the National Endowment for the Arts at [research@arts.gov](mailto:research@arts.gov) if you have any questions regarding the estimated time burden or any other aspect of this data collection. If you have any questions about your rights as a participant in the study, you may contact IRB Service (the body that oversees our protection of study participants) at (855) 226-4472 or [participants@solutionsirb.com](mailto:participants@solutionsirb.com).

Do you consent to continue with the interview?

### GRANTEE INTERVIEW

Interviewee (Title and Name): \_\_\_\_\_

Interviewer: \_\_\_\_\_

Grantee Organization: \_\_\_\_\_

Name of CFCE Program: \_\_\_\_\_

Date: \_\_\_\_\_

Email for eGift card: \_\_\_\_\_

Selection of questions will depend on the nature of the project and the interviewee's role.

1. Please describe your role in [organization].
2. Briefly describe the Creative Forces Community Engagement project. Prompt for:
  - a. Population served
  - b. Implementation strategies and activities
  - c. Timeline
  - d. Location/site
3. What prompted your organization to implement this project?
4. What needs does it address, and how were those needs identified?
5. What participant outcomes does your project address and in what ways?
6. Who are your key partners for the project? How were the partnerships developed? What roles do the partner(s) serve in the project?
7. What are the strengths of your partnerships? What challenges are there?
8. To what extent has the grant program helped your organization build networks and partnerships? In what ways has that supported your organization and the CFCE project? In what ways can the grant program continue to assist grantees in building networks and partnerships?
9. In what ways has the grant program enabled your organization and/or your partners to build capacity to understand and engage members of the local military-connected community?
10. In what ways has the grant program helped your organization build capacity to design, implement, and evaluate your program(s) for military-connected individuals?
11. In what ways has the grant program increased an understanding of the value and impact of the arts in your local networks and community?
12. In what ways are you documenting and collecting data on implementation and impact?
13. What challenges have you encountered with this project? How have you addressed them?
14. What has gone well? What is one example of success achieved through this grant?
15. To what extent will the practices, tools, partnerships, and/or new understandings be sustained after the grant period?
16. What conditions or resources are essential for developing a program like this?
17. The grant program provides technical assistance. What technical assistance have you participated in? In what ways was it beneficial? In what ways can the technical assistance be further strengthened to meet your organization's needs?
18. Like many evaluations, this evaluation uses data collected through interviews, surveys, and reporting forms. In what ways could an evaluation incorporate experiential or arts-based approaches to demonstrate outcomes?
19. To what extent would it be possible to gather participants' attendance data in future evaluations? Why? What approaches might make it feasible?
20. What recommendations do you have for other organizations interested in offering arts or cultural programs to military-connected populations?
21. What recommendations do you have about the grant program, overall, for M-AAA and the NEA?
22. Is there anything else you would like to add?