NETLab: Evaluation Capacity Building: How to Rock Your Data- Agency Application

1. Name of person filling this application
2. Title
3. Organization
4. Email
5. Phone number
6. Please rate your agreement with the following statements:

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree
Our organization has the data and analysis skills we need to answer the questions we have about our work (e.g., staff has the data to help serve participants or to inform program improvement, leadership has data they need to determine strategic direction etc.)					
Our organization has a department or individual dedicated to evaluation, assessment, data collection, and/or data analysis					
Our organization has an established process for collecting data					
Our organization *routinely* uses data to make decisions about how we can improve our work					
Our organization gathers most of our data in excel or google spreadsheets					
Our organization gathers a lot of data but rarely uses it for purposes other than reporting to funders					

7. Why is your organization interested in applying to the Evaluation Capacity Building Initiative
8. How do you think our Evaluation Capacity Building NETLab will help you in reaching your organization's mission?
9. Can you identify a specific program that you can focus on for the purposes of this NETLab? Yes/No
    a. If yes, please describe the program and why you would like to focus on it
10. We recommend identifying a core team that will represent different perspectives and experiences within your selected program. Consider how lived experience, gender, race, and age contribute to using data and evaluation as important drivers for change, as well as how diverse staff roles, tenures, and expertise areas can be represented. Ideally, the team should include a senior-level leader from the selected program, program staff members, and a data and/or communication staff member (if relevant) . Can you identify a team of 2-3 staff from your organization that will commit to participating in this program? Yes/No

    a. IF YES- Please identify your members and provide their title and contact information.
        i. Team Member #1
        ii. Team Member #2
        iii. Team Member #3

11. Below you will find a set of potential priorities for your organization's evaluation and learning activities. We ask that as a group (the individuals who will be a part of your ECBI team) you review the key practices and identify which of the following would be most impactful for your program to make progress on in the Evaluation Capacity Building Initiative. This is not an exhaustive list - please add any additional priorities in the spaces provided.

There are 2 columns where you can rank the items:

- **Definitely a priority**: The most critical needs
- **A strength**: The key strengths you can build on

Strive to mark no more than 6 as "definitely a priority"!

EVALUATION SKILLS & PRACTICES	Definitely a Priority	This is a strength!
EVALUATION PLANNING **Identifying current evaluation and learning goals and needs within your program. Creating or refining a plan that includes key questions, indicators, and methods to inform learning.**		
Evaluation Planning — Developing an evaluation plan that identifies specific evaluation questions and methods that are meaningful to staff, leadership, and constituents.		
Additional Priorities (fill in your own!)		
DATA COLLECTION & ANALYSIS **Developing data collection tools (e.g., surveys, focus group protocols) to capture information on implementation and impact for a selected program. Building your data analysis skill set and learning how to make meaning from results.**		
Data Collection & Analysis — Developing new or refining existing data collection tools (e.g., surveys, interview or focus group questions, etc.) to gather data that is meaningful to our staff, leadership and constituents and reflects our constituents' cultures.		
Strategizing about how we can use existing data to answer key questions about our program.		

	Aligning data collection and analysis methods with key elements of our programmatic road map and/or organizational theory.		
	Building or strengthening processes by which data is acquired, validated, stored, protected, and processed, and by which its quality (accessibility, reliability, and timeliness) is ensured.		
	Building skills in qualitative (data that is non-numerical that is used to deepen understanding) or quantitative (numerical data) data analysis.		
	Building skills in analyzing data to understand differences among participants.		
	Building skills in interpreting findings from data analysis.		
Additional Priorities (fill in your own!)			
DATA USE **Learning strategies for using data to inform programmatic improvement. Developing an approach for sharing your learning with both internal and external stakeholders.**		
Data Use	Developing and implementing plans to use data to inform program design and improvement.		
	Developing strategies for sharing data with multiple stakeholders (e.g., front-line staff, funders, constituents).		
	Identifying meaningful targets against which we can gauge our performance.		
Additional Priorities (fill in your own!)			

12. From the table above, please provide examples of your program's TOP 3 STRENGTHS related to evaluation planning, data collection and data use.
From the table above, please describe your program's TOP 3 priorities related to evaluation planning, data collection and data use.
13. This NETLab involves attendance for the following activities and dates:
    a. Program Launch: December 8, 2022, 1:00pm - 2:30pm ET

    b. Planning for Data Collection. January 11, 2023, 1:00pm - 4:00pm ET

    c. Data Use (I Love Data Day). February 14, 2023, 1:00pm - 4:00pm ET

    d. Culminating Event: April 19, 2023, 1:00pm - 4:00pm ET

Between sessions, office hours will be available to your team. Will your team be able to attend these sessions? Yes/No/Unsure

14. NJHSA covers the bulk of the cost of this program; a subsidized rate of $250 per agency (not per person) will be required. Will your agency be able to cover this cost? Yes/No

    a. IF NO- please explain below.