**Name of Your Organization and Program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Focus Area:** \_\_\_\_ Older Adults \_\_\_\_ Immigrants & Refugees \_\_\_\_ Veterans \_\_\_\_ Human Trafficking Prevention \_\_\_\_ Advocacy & Coalition-Building

Please review the indicators you selected on your MMF application. You have selected one indicator for each of the two MMF Outcomes. Each table below asks a series of questions about how you plan to measure each selected indicator. ***Be sure to upload a copy of each tool you plan to use in tracking each indicator (i.e. surveys, reports, grids etc.) in the application Section A, Q12.*** If further clarification is needed to complete this form, please review the **MMF** [**User’s Guide for Evaluation**](https://marillacmissionfund.org/download_file/75/240) at [Resources for Applicants & Grantees](https://marillacmissionfund.org/resources) or contact MMF staff at (314) 733-6500.

**OUTCOME 1 (name here)**: Please type/write in the indicator you chose for this outcome on the line below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **What tool will you use to measure this indicator**  **(your own or one of the samples on the website)?** | **When will this tool be used with your clients?** | **How will you analyze the results to show the change (increase, improvement, maintain, etc.) defined by the indicator?** | **What system do you use to manage and analyze your evaluation data?** | **How will you determine that a client has achieved this indicator?**  (Ex: “Clients will achieve this indicator if they have lower post-test scores than pre-test scores on the ABC Depression Index.” or name specific questions on the tool) | **Anticipated Outcome**  (include # of clients to achieve indicator, and any other quantifiable results expected) | **Actual Outcome (to be completed at the time of Final Status Report)** |
| --- | --- | --- | --- | --- | --- | --- |
|  | \_\_\_Pre/post  \_\_\_ Post-only  \_\_\_ Weekly  \_\_\_ Monthly  \_\_\_Quarterly  \_\_\_Annually  \_\_\_\_ Other (please explain): | \_\_\_ Compare post results to pre results  \_\_\_ Analyze changes (decreases/increases/ maintenance) each time the data is collected  \_\_\_Retrospective pre/post (comparison) questions on post-only surveys  \_\_\_ Staff verified with clients or providers that all services were received by clients.  \_\_\_Other (please explain): | \_\_\_ Excel/Sheets/ Airtable  \_\_\_ Survey Monkey  \_\_\_ Social Solutions/ Efforts to Outcomes/ Apricot  \_\_\_ Salesforce/other database  \_\_\_ Hand tabulation  \_\_\_ External Evaluator  \_\_\_ SPSS  \_\_\_ Other (please explain): |  |  |  |

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**OUTCOME 2 (name here)**: Please type/write in the indicator you chose for this outcome on the line below.

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| **What tool will you use to measure this indicator**  **(your own or one of the samples on the website)?** | **When will this tool be used with your clients?** | **How will you analyze the results to show the change (increase, improvement, maintain, etc.) defined by the indicator?** | **What system do you use to manage and analyze your evaluation data?** | **How will you determine that a client has achieved this indicator?**  (Ex: “Clients will achieve this indicator if they have lower post-test scores than pre-test scores on the ABC Depression Index.” or name specific questions on the tool) | **Anticipated Outcome**  (include # of clients to achieve indicator, and any other quantifiable results expected) | **Actual Outcome (to be completed at the time of Final Status Report)** |
| --- | --- | --- | --- | --- | --- | --- |
|  | \_\_\_Pre/post  \_\_\_ Post-only  \_\_\_ Weekly  \_\_\_ Monthly  \_\_\_Quarterly  \_\_\_Annually  \_\_\_\_ Other (please explain): | \_\_\_ Compare post results to pre results  \_\_\_ Analyze changes (decreases/increases/ maintenance) each time the data is collected  \_\_\_Retrospective pre/post (comparison) questions on post-only surveys  \_\_\_ Staff verified with clients or providers that all services were received by clients.  \_\_\_Other (please explain): | \_\_\_ Excel/Sheets/ Airtable  \_\_\_ Survey Monkey  \_\_\_ Social Solutions/ Efforts to Outcomes/ Apricot  \_\_\_ Salesforce/other database  \_\_\_ Hand tabulation  \_\_\_ External Evaluator  \_\_\_ SPSS  \_\_\_ Other (please explain): |  |  |  |