

Oregon Heritage Grant Evaluation and Impact Form - **EXAMPLE**

Thank you for completing this form. This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. To include additional detail, please use the comment boxes. Comments provided help us improve our programs and our processes so please include details that may help us do that in the future.

Use this example to understand the kinds of information we are seeking. The example comments might be what you would respond on depending on the type of project.

	Extremely	Good	Fair	Poor	Not At All
How manageable was the grant application?		X			
Comments: Generally it was manageable, but the budget section was confusing.					
How manageable was the grant reporting?		X			
Comments: It felt like I might have missed something, but it was easy.					
How manageable was the reimbursement process?	X				
Comments: Tracking the small dollar amounts was challenging, but it makes sense it is required.					
How timely was the grant application, review, and award process?		X			
Comments: It was as expected based on the guidelines.					
How timely was the grant report approval?		x			
Comments: The grant reviewer had additional questions, so it was slower than expected.					
How timely was the reimbursement process?			X		
Comments:					
How important was our staff expertise in the success of your project?			x		
Comments: After initial input to the plan, we didn't need further assistance.					
How responsive was our staff in assisting you?					
Comments: You know what this means, we will let you answer this on your own.					

Project Impact Form

	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		This grant was the seed for the matching grant we sought to complete this project.

		We would have completed the project anyway, but this grant allowed us to use our organizational cash in other ways.
Comments:		
Did the project increase your organization's capacity to carry out its mission (volunteer training, board development, facility improvement, matching funds, staff hire, ability to continue work)? If yes, list the ways capacity was increased.		Collections project included training for staff and volunteers. They will continue the work beyond this grant. Cemetery volunteers were trained to clean monuments. Increase our paid staff time.
Comments:		
Did the project result in new partnerships or strengthen existing partnerships (partner was engaged in at least 20% of the project)? If yes, provide details on partners engaged.		Made a new partner of the senior center through our oral history project. Continued our partnership with the city through our building rehabilitation project.
Comments:		
Did the project include any paid staff time? If yes, provide number of hours and whether the hours were funded by the grant or match to the grant.		One intern position. 210 hours Increased hours for our professional part-time staff. 85 hours
Comments:		
Did the project fund an Oregon independent contractor, consultant, and/or business? If yes, provide number of companies and amount of dollars paid for the total project including grant funds.		Interpretation planning consultant. One company, \$5000. One building contractor for \$42,000. One translator (\$4500) and one exhibit design (\$3000)
Comments:		
Did your organization promote the project? Provide type (newspaper, Facebook, tourism site, etc) and number.		We posted on Facebook for the grant award and the completion of the project. A story was in the newsletter of both our organization and our partner organization.
Comments:		
Did the project generate media? Provide type (newspaper, TV, tourism site, etc) and number.		One article in the local paper. The project was feature on our local tourism website.
Comments:		
Did the project document historical site(s), artifacts, histories, oral histories, etc.? If		Reconnaissance Level Survey of about 125 buildings. Recorded and transcribed 25 oral histories, we now

yes, provide the type and a measurable number.		have 115 oral histories in our labor collection.
Comments:		
Did the project preserve buildings, artifacts, histories, etc. If yes provide the type and a measurable number. If you have a collection include the new ratio of preserved objects to prior to the project.		<p>Digitized and made available online about 540 photographs. About 40% of our photo collection is now digitized and available online.</p> <p>Housed about 1030 items in archival quality boxes. About 20% of our object collection is now preserved.</p> <p>Preserved one historic library.</p>
Comments:		
Did the project engage your intended or primary audience? If yes, note your intended audience, the level of engagement and how it was measured.		<p>We were attempting to get more people from our city to visit the museum. By tracking zip codes of visitors prior to this exhibit and during this exhibit, we were able to see an increase of the 10% in local visitors compared to the out of town visitors.</p> <p>We were attempting to bring organizations that serve the Latino population in our community by having an exhibit including Latino history and sending direct invitations to the organizations. We had five of the 20 invited organizations visit.</p>
Comments:		
Did the project engage schools directly? This can include K-12 along with colleges and universities. If yes, how and what number of students and teachers.		<p>We created coloring sheets of historic places and worked with the local elementary to have a school-wide coloring contest along with a tour of the buildings.</p> <p>We worked with the local history teacher to create local history curriculum.</p>
Comments:		
Did the project increase tourist draw to your organization or community? If yes, in what ways (new venue, exhibit, program, etc.)? Explain how this was measured and the level of increase.		<p>We promoted our new historic information panels on the river path through the local tourism agency. Once a month during the grant cycle we surveyed people at the site, asking if it enhanced their visit. It did overall.</p> <p>We promoted our new food exhibit to tourists and tracked visitors using zip codes. There was a 15% increase in out of town visitors.</p> <p>The rehabilitated house was added to our walking tour to increase the interest in the tour. We did not track results.</p>
Comments:		