

A stylized graphic featuring a yellow silhouette of a person with arms raised, holding a banner. The banner is orange and white, with the text 'YIP MATTERS!' written on it. Below the person is a green wavy shape, and at the bottom is a blue wavy shape.

YIP MATTERS!

USING WHAT WE'VE LEARNED:
AN ANALYSIS AND DISCUSSION
GUIDE FOCUSED ON GRANTMAKING

AN EVALUATION TOOLKIT FOR YOUTH PHILANTHROPY

www.yipcanada.org

ACKNOWLEDGEMENTS

Youth in Philanthropy Evaluation Tool Kit

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We are grateful to many individuals and community foundation youth advisory councils for their constructive participation in reviewing and piloting the evaluation tools for YIP Matters. A special thank you to the Evaluation Tools reference group:

- David Sadler, YAC Advisor, Squamish Community Foundation, founding member, Vancouver Foundation's Youth Philanthropy Council
- Melissa Oakley, YAC member, Central Okanagan Foundation for Youth
- Megan Tait, YAC Advisor, Winnipeg Foundation

This Toolkit was produced with the support of the Canada Volunteerism Initiative-BC Network and an anonymous donor.

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YOUTH IN
PHILANTHROPY
CANADA



PROGRAMME DE
JEUNESSE ET PHILANTHROPIE
CANADA

YIP MATTERS!



AN ANALYSIS AND DISCUSSION GUIDE FOCUSED ON GRANTMAKING

YIP Matters! is a package of tools designed to help Youth in Philanthropy Programs across the country learn from their experiences and learn from each other. Through **YIP Matters!**, our YAC is getting feedback from grant recipients, from our individual council members, our Adult Advisor(s), our foundation board and staff, and we are examining our own ways of working.

Using What We've Learned goes hand in hand with **Listening to Our Projects: A Questionnaire for Grant Recipients**. It helps your YAC look at the information your grant recipients reported to you, and make observations, recommendations and set priorities for future grantmaking.

Using What We've Learned is designed to be completed by the full YAC. But, before you get started, some helpful suggestions...

- ❖ Summarize the big picture: Ask someone from your group to prepare a mini report that gives the big picture on the grants program you're analyzing. Include:
 - ♦The objectives, goals and guidelines for the granting period
 - ♦The number of grants made during the period
 - ♦The total number of dollars allocated and
 - ♦If possible a comparison of this information to previous years
- ❖ Set aside two hours (of quality time!) for **Using What We've Learned**, ideally after grant recipients have completed their projects and before you begin the next grantmaking cycle.
- ❖ Check that your grant recipients have each completed the questionnaire for grant recipients called **Listening to Our Projects** either in paper format or on the YIP Canada website. You will then need to collate the information by creating a summary sheet of all of the answers.
- ❖ Identify a facilitator from your YAC who can help you work through the **Using What We've Learned** tool, or take turns asking a different YAC member to facilitate each part of the guide
- ❖ Group hug... To encourage participation you may want to begin with a team building exercise

OUTLINE OR AGENDA

Here's A Suggested Outline or Agenda for your Discussion – it's not foolproof, but it will get the job done, especially if you've got a great facilitator! Feel free to adapt it to your situation.

Facilitator reviews the objectives

- ❖ To review the data compiled from the completed questionnaires
- ❖ To learn from our grantmaking experience
- ❖ To consider recommendations for strengthening our grantmaking activities

- ❖ To develop an action plan for taking priorities forward

Everyone agrees on objectives

Facilitator reviews the agenda:

- ❖ Begin with a 10 minute team building exercise
- ❖ Work through the discussion guide
- ❖ Set priorities
- ❖ Build an action plan

Everyone agrees on agenda

Facilitator lays out some possible ground rules for the meeting. Everyone is expected to:

- ❖ Examine the data
- ❖ Voice their views
- ❖ Listen to others
- ❖ Be respectful of others
- ❖ Protect the principle of anonymity

Everyone participates in determining the “ground rules” – these or others.



Facilitator leads the group through each part of the Discussion Guide, as follows:

DISCUSSION GUIDE: PART ONE

Before beginning, please note the title of each section of the discussion guide relates directly to the titles in the grant recipient questionnaire.

PROFILE

Spend a few minutes individually looking at the data in **Profile** (only!)

Facilitator asks: what does the data tell us:

- ❖ About the type of grants we made?
- ❖ About the kinds of activities we funded?
- ❖ About other sources of project funding?
- ❖ About community partnerships?

Facilitator asks: given our observations and comments, is there anything we should strengthen or change about the kinds of projects and activities we fund?

What are our recommendations? (Record recommendations on a flip chart)

REFLECTIONS ON EXPERIENCE

Spend a few minutes individually looking at the data in **Reflections on Experience**

Facilitator asks: what does the data tell us:

- ❖ About the ability of projects to meet their objectives
- ❖ About how grant recipients felt about their projects
- ❖ About what grant recipients learned through their projects

Facilitator asks: given our observations and comments, and other knowledge gained through our site visits and our own general awareness, is there anything we should strengthen or change about the way we fund or work with grant recipients?

What are our recommendations? (Record recommendations on flip chart)

Facilitator asks: based on our knowledge about the projects and their performance, are there any groups that we should encourage (or discourage) to apply again ? If so, which groups and why?

What are our recommendations for future funding? (Record recommendations on flip chart)

YOUTH ENGAGEMENT

Spend a few minutes individually looking at the data in **Youth Engagement**

Facilitator asks: what does the data tell us:

- ❖ About the number of projects that involved youth
- ❖ About the background of youth involved in projects
- ❖ About the kind of tasks youth performed on the projects
- ❖ About the amount of time youth contributed to projects

Facilitator asks: given our observations and comments about youth engagement, should we use these insights to strengthen or change our grantmaking or our own YAC activities in the future?

What are our recommendations? (Record recommendations on flip chart)

EXPERIENCE WITH YAC

Spend a few minutes individually looking at the data in **Experience With YAC**

Facilitator asks: what does the data and information tell us :

- ❖ About how grant recipients find out about YAC funding
- ❖ About how they feel about our YAC's grantmaking process

Facilitator asks: given our observations and comments regarding grant recipient experiences with YAC what should we strengthen or change?



What are our recommendations? (Record recommendations on flip chart)

DISCUSSION GUIDE: PART TWO

Spend a few minutes individually looking at the data in **PART TWO**, the section completed by youth involved in projects. (Grant recipients who did not have youth directly involved in their projects will not have completed this portion of their questionnaire.)

Facilitator asks: what does the data and information tell us:

- ❖ About the skills developed by youth involved in the project
- ❖ About how they felt about their involvement in the project
- ❖ About their ongoing commitment to volunteer
- ❖ About their interest in participating in similar projects in the future?
- ❖ About the impact of the project on youth involved in the project
- ❖ About the number of projects that did or did not have youth directly involved?

Facilitator asks: given our observations and comments regarding youth experience in YAC funded projects, what should we strengthen or change?

What are our recommendations? (Record recommendations on flip chart)



QUESTIONNAIRE PART FIVE: YOUR STORY

Grant recipients were asked for impact stories.

Facilitator asks YAC members to each read one grant recipient story out loud until all stories have been read.

Facilitator asks: what do these stories tell us about the impact the projects we funded had on the people involved?

Facilitator asks: what media and recognition did our YAC get and how can we build on this in the future?

Facilitator asks: are there any stories we should share with our community foundation, CFC or the media? If so, which ones? (Record names on flip chart)

*Privacy Rules!!! Remember you will need to get permission from the grant recipient to share their story with others.

SUMMARY

Spend a few minutes individually looking at the recommendations posted on the flip chart and thinking about the group's discussion.

Facilitator asks: which recommendations are our top priorities (Be realistic! Don't take on too many priorities!)

Facilitator guides group through creating their priority plan, and records it something like this:

Priority Recommendations	Who is responsible	When will we implement	How will we monitor	What is success

Append your list of stories to your priority plan

Another Group Hug...Closing team building activity

Facilitator asks the group to reflect back on the goals and objectives of this granting cycle and the stories grant recipients have told of how their programs are changing people's lives. If we had to choose one story that represents the most significant impact of our YAC's grantmaking, which story would it be? Why? (Record story name on flip chart)

Congratulations - Celebrate the impact that your YAC has had on the community!

Oh yeah...and just one more thing:

Please tell CFC how you felt about this process through the Contact page of YIP Canada (http://www.yipcanada.org/contact_e.cfm). CFC is also learning how to better measure effectiveness and appreciates hearing your comments.

