

Year-End Report

In addition to collecting quarterly updates to guide funding decisions, we also collect data each year to get an overview of the populations served and services provided through our partner programs.

This report will look similar to the Metrics & Evaluation section of last year's interim reporting, with impact statistics, outcomes, and indicators being reported. Unlike the quarterly reports, the data reported here will refer to either the past 12 months or your agency's most recent completed fiscal year.

A year-end report should be completed for each of an agency's funded programs.

Note that once you have started the survey, you will not be able to save it and finish it later; you must complete it in one session. A downloadable copy is available on our website so that you can prepare if you wish to do so.

*Please use the buttons on the bottom of the form to navigate instead of your browser buttons. If you navigate using the back arrow on your browser, your previous progress will be erased.

* Required

1. Email *

2. Your Name: *

Name of the staff member or representative completing this report.

3. Organization Name *

4. Program *

Name of program.

5. What impact area does your grant address? *

Mark only one oval.

- Education
- Health
- Income & Basic Needs

6. Which time period are you reporting data from? *

If you're reporting data for a period of time other than United Way's fiscal year and grant cycle (July 2020 - June 2021), please select "Other" and indicate the time period of your agency's fiscal year.

Mark only one oval.

- The past 12 months (July 2020 - June 2021)
- Other: _____

**Section II:
Outcomes &
Indicator
Reporting**

Outcomes and indicators align with the impact area, target goal, and primary purpose of your request. Below, please report on your progress toward the impact goals outlined in your grant application in 2019 and reviewed in June's interim report.

KEY TERMS

Indicator: Specific, observable, and measurable characteristics, actions, or conditions that demonstrate whether the desired change has happened within the intended outcome domain.
Outcome: Broad areas of desired change, generally defined in terms of knowledge, skills, attitudes, behavior, condition, or status.

Example of impact goals, outcomes, and indicators:

Impact Goal	Outcome:	Indicator:
<i>Education: Foster parent and family engagement</i>	Clients gain positive parenting knowledge	75% (175) of Parenting Program clients will achieve 90% or higher score on the Positive Parenting Assessment
<i>Income: Increase self-sufficiency</i>	Clients obtain job skills	90% (90) of Operation Work clients receive an average or above mock interview score
<i>Health: Promoting independence</i>	New clients will enroll and become engaged in volunteer activities	38% (57) of newly enrolled clients became actively engaged in volunteer activities.

7. Impact Goals *

8. Outcomes *

Please list three (3) outcomes that best reflect the primary purpose of your request.

9. Indicators *

Provide up to four (4) indicators per each outcome discussed above.

10. How are the results you're seeing informing your work? What are you learning? *

11. Which qualitative data collection methods do you utilize? *

Select all that apply.

Check all that apply.

- One-on-one interviews
- Paper surveys or questionnaires
- Focus groups
- Direct observation

Other: _____

**Section III:
Program
Client
Statistics**

Number of unduplicated client characteristics (Clients/Patients/Recipients/Other)* over the 12-month period reported above. Only submit the number of clients relevant to United Way's service area, which includes all of Itasca County as well as Hill City.

Your answers should be numerical, but you may add context if necessary (for instance, specifying services). There will be space at the end of the report to further expand.

For data you do not track, type N/A.

1. Program Beneficiaries

Indicate a number for each.

12. Individuals Served *

13. Families Served *

14. Services Provided *

Services Provided refers to the number of times clients have received services from your program.

2. Gender

Indicate a number for amount of individuals in each gender served. If you do not track this demographic data, type N/A.

15. Male *

16. Female *

17. Transgender *

18. Other *

3. Age Group

Indicate a number for amount of individuals in each age group served. If you do not track this demographic data, type N/A.

19. Child (Birth - 5) *

20. School-Aged (6 -18) *

21. Young Adult (19 - 24) *

22. Adult (25 - 64) *

23. Senior (65+) *

4. Race/Ethnicity

Indicate a number for amount of individuals of each race/ethnicity served. If you do not track this demographic data, type N/A.

24. African/African-American *

25. American Indian *

26. Asian/Pacific Islander *

27. White *

28. Latino/Hispanic *

29. Multiracial *

30. Race/Ethnicity Unknown *

5. Residence by Zip code

Indicate a number for amount of individuals residing in each zip code served. If you do not track this demographic data, type N/A.

31. 55709 (Bovey); 55722 (Coleraine) *

32. 55716 (Calumet) *

33. 55721 (Cohasset) *

34. 55744 (Grand Rapids) *

35. 55742 (Goodland) *

36. 55753 (Keewatin) *

37. 55764 (Marble) *

38. 55769 (Nashwauk) *

39. 55775 (Pengilly) *

40. 55784 (Swan River & Wawina Township) *

41. 55786 (Taconite) *

42. 55793 (Warba) *

43. 56628 (Bigfork) *

44. 56631 (Bowstring) *

45. 56636 (Deer River) *

46. 56637 (Talmoon); 56657 (Marcell); 56659 (Max); 56680 (Spring Lake) *

47. 56639 (Effie) *

48. 56681 (Squaw Lake) *

49. 56688 (Wirt) *

50. 55748 (Hill City) *

51. 55752 (Jacobson) *

52. 56626 (Bena) *

53. 56641 (Federal Dam) *

6. Income

Based on Households Served. Indicate a number for amount of households served at each income level. If you do not track this demographic data, type N/A.

54. Below 100% of Federal Poverty Guidelines *

55. Between 100%-200% of Federal Poverty Guidelines *

56. Above 200% of Federal Poverty Guidelines *

57. Income Unknown *

7. Optional Demographics

United Way can often benefit from knowing other details about the individuals served in the programs we fund. The following information would help us in our work. It is optional, however, and intended for programs that are already collecting this information.

58. How many veterans and their families do you serve?

59. How many do you serve that identify as LGBTQ?

60. How many people do you serve with a criminal background?

61. How many persons do you serve with a disability?

62. How many immigrants or refugees do you serve?

63. 8. Summarize any changes that have occurred regarding program beneficiaries. *

Compare last year's reported statistics (July - September 2020) to this year's. What has changed, and what is driving those changes?

Section IV:
Program
Service
Statistics

Select one of the areas indicated below. If your program addresses more than one area, you will have the opportunity to add that information later. Use "Other" spaces for units of service that you measure for this program.

64. Does your program provide or address: *

Mark only one oval.

- Food Programs *Skip to question 65*
- Safety *Skip to question 70*
- Legal Assistance *Skip to question 80*
- Social Services *Skip to question 90*
- Educational, Recreational, and Social Activities *Skip to question 106*

Section IV a: Food Programs

65. Number of meals distributed

66. Pounds of food distributed

67. Number of referrals made

68. Other:

If there are other impact statistics you wish to share, please describe and report them here.

69. Does your program also provide or address: *

Mark only one oval.

- Safety *Skip to question 70*
- Legal Assistance *Skip to question 80*
- Social Services *Skip to question 90*
- Educational, Recreational, and Social Activities *Skip to question 106*
- None of the above *Skip to question 120*

Section IV b: Safety

2. Includes domestic violence, sexual assault, crisis shelter, etc.

70. Number of shelter/safe housing nights

If relevant, note how this is computed

71. Number of times provided legal advocacy or court assistance

72. Number of times provided legal advocacy or court assistance

73. Number of crisis calls handled

74. Number of Orders of Protection

75. Number of Restraining Orders

76. Number of clients transitioned out of an unsafe environment

77. Number or clients received crisis counseling

78. Other:

If there are other impact statistics you wish to share, please describe and report them here.

79. Does your program also provide or address: *

Mark only one oval.

- Legal Assistance *Skip to question 80*
- Social Services *Skip to question 90*
- Educational, Recreational, and Social Activities *Skip to question 106*
- Food Programs *Skip to question 65*
- None of the above *Skip to question 120*

Section IV c: Legal Assistance Programs

80. Number of housing cases handled

81. Number of benefits cases handled

82. Number of domestic violence-related cases handled

83. Number of family law cases handled

84. Number of mediation or alternative dispute resolution cases handled

85. Number of parental education seminars conducted

86. Number of cases with positive outcome for clients

87. Number of drug/DWI cases handled

88. Other:

If there are other impact statistics you wish to share, please describe and report them here.

89. Does your program also provide or address: *

Mark only one oval.

- Social Services *Skip to question 90*
- Educational, Recreational, and Social Activities *Skip to question 106*
- Food Programs *Skip to question 65*
- Safety (Domestic Violence/Sexual Assault/Crisis Shelter) *Skip to question 70*
- None of the above *Skip to question 120*

Section IV d: Social Services

Includes case management, resource assistance, etc.

90. Number of referrals made

91. Number of case management or counseling sessions

Includes in-person, phone, and virtual sessions

92. Number of clients connected to housing options

93. Number of clients connected to educational options

94. Number of clients connected to employment options

95. Number of clients received financial assistance for food and/or clothing

96. Number of clients received financial assistance for rent and/or utilities

97. Number of clients received assistance for transportation

98. Number of clients received assistance for daily living/chores

99. Number of clients able to stay connected to the community

If relevant, note how this is computed

100. Caregiver support provided

If relevant, note how this is computed

101. Number of Healthcare Directives provided

102. Number of wellness checks performed

103. Insurance support provided

If relevant, note how this is computed

104. Other:

If there are other impact statistics you wish to share, please describe and report them here.

105. Does your program also provide or address: *

Mark only one oval.

Educational, Recreational, and Social Activities *Skip to question 106*

Food Programs *Skip to question 65*

Safety (Domestic Violence/Sexual Assault/Crisis Shelter) *Skip to question 70*

Legal Assistance *Skip to question 80*

None of the above *Skip to question 120*

Section IV e: Educational, Recreational, and Social Activities

106. Number of clients participated in educational mentored outings

107. Number of clients participated in recreational mentored outings

108. Number of clients participated in social activity events/outings

109. Number of clients participated educational tutoring/mentoring

110. Number of youth participated in scouting

111. Number of adults trained to work with, mentor, and/or tutor youth

112. Number of adults worked with youth

113. Number attending reading summit

114. Approx. number of books distributed at community events

115. Approx. number of books donated by individuals

116. Approx. number of books collected from book drive(s)

117. Number of volunteer-led exercise sessions

118. Other:

If there are other impact statistics you wish to share, please describe and report them here.

119. Does your program also provide or address: *

Mark only one oval.

- Food Programs *Skip to question 65*
- Safety (Domestic Violence/Sexual Assault/Crisis Shelter) *Skip to question 70*
- Legal Assistance *Skip to question 80*
- Social Services *Skip to question 90*
- None of the above *Skip to question 120*

Section V: Volunteer Engagement

120. How many volunteers did you engage in the 12-month period referred to above? *

121. How many volunteer hours were served during the 12-month period referred to above?? *

122. Is your program or agency currently using Bonfire, United Way's online volunteer portal? *

Mark only one oval.

- Yes
- No, but I plan to or would like to
- I'm not sure - I need more information first
- No, and I don't plan to
- Other: _____

123. Which volunteer recruitment methods do you utilize? *

Check all that apply.

- Targeted: small groups, events, trade booths, volunteer sites
- Warm Body: newspaper, social media, print materials
- Social Circles: donors, clients, former board members
- Other: _____

Additional Information

124. If there's anything else you'd like to share - feedback, concerns, additional information - let us know here.

This content is neither created nor endorsed by Google.

Google Forms