

## Results Reporting | Charity Report Form

Organization Name: .....

Organization Contact Person: .....

Contact Person Email Address: .....

Contact Person Phone Number: .....

Date Report Completed: .....

**Instructions:** Use one form for each program identified in the accompanying email. Enter the program name below that this form pertains to.

### Program



## Results Reporting | Charity Report Form



### Element One: Alignment of Mission, Solicitations and Resources

#### **Solicitations:**

Please direct us to relevant pages on your web site or other solicitation materials that refer to the program area indicated on page 1 of this form.

Web Site URL(s):

Name of Scanned Document Attached to Email Response:

If there is no specific solicitation material for a particular program area listed above, please explain below the reason for this and, if available, attach evidence for the lack of solicitations (ex. financial reports showing the program is entirely grant funded or reliant upon earned income):



### Element Two: Results Logic and Measures

**Please answer and provide URL(s) and/or attach documents that provide evidence that the organization proves the following:**

**1 The Causal Logic is Plausible.**

- Does the organization define what it is trying to accomplish?
- Does the organization define how its specific approach leads to intended results?
- Does the organization define what success looks like?

**2 The Causal Logic based on reasonable evidence.**

- Does the organization have evidence that substantiates their approach?
- Does the organization research if there are approaches that have been proven to work in its cause area? (i.e. results from past internal activities and/or results from other organizations performing similar work.)
- If other approaches do exist, does the organization explain why it chooses not to use those existing approaches?



### Element Two: Results Logic and Measures (Continued)

**Please answer and provide URL(s) and/or attach documents that provide evidence that the organization proves the following:**

- 3 There are specified measures (indicators) to be collected and a plan to do so.
  - Does the organization have indicators that measure progress towards achieving its intended results and a plan to collect and track those indicators?
  
- 4 There is an indication of how much of the action is required to produce the pre-defined outputs and outcomes.
  - Is there a clearly defined amount of time and/or action required to accomplish its intended results? If this question does not apply to the organization, please explain why.

### Element Three: Validators

Please provide URL(s) and/or attach documents that indicate evidence that your organization is a member in good standing of any standards, codes of conduct, or certification mechanisms or bodies that consider outcome measurement and reporting as a part of their process for your membership. We collectively call these organizations “validators”. Please make certain to highlight (a) evidence of your membership and (b) the standards, codes or certifications that relate to outcomes.



### Element Four: Constituent Voice

**Please answer and provide URL(s) and/or attach documents that provide evidence that the organization proves the following:**

- 1 The organization collects and publishes feedback from the people meant to benefit from their work – your primary constituents.
- 2 The feedback is representative of all primary constituents.
- 3 The feedback is collected anonymously.
- 4 The feedback is collected with multiple methods – e.g., anonymous surveys, non-anonymous surveys, focus groups, interviews, independent third-party validation).
- 5 The frequency with which the organization utilizes these feedback mechanisms.
- 6 The feedback shows changes over time going back at least one year.
- 7 The feedback includes questions that speak to the organization's effectiveness.
- 8 The organization reports back to its primary constituents what it heard from them.

NOTE: Please identify which page or pages and specific paragraphs contain the relevant information.



### Element Five: Published Evaluation Reports

**Please answer and provide URL(s) and/or attach documents that provide evidence that the organization publishes:**

(NOTE: Please identify which page or pages and specific paragraphs contain the relevant information.)

- 1 Evaluations at least once every five years for the program area identified on page 1 of this form.
  
- 2 Evidence that the evaluation(s) use recognized techniques (see [CN 3.0 concept note](#) for a current list and suggest others if appropriate).
  
- 3 Evidence that your organization makes operational changes as a result of the findings of the aforementioned evaluations.

### General Feedback:

- 1 Is there any other information you recommend we review in analyzing the results of your organization and those with a similar mission?
  
- 2 Is there any information about your organization's results that we have requested from you here, that you think requires clarification or modification?
  
- 3 Any other general reactions, advice or questions you have for us as we move forward with this new rating dimension?