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Nazarene Compassionate Ministries
Compassion as a lifestyle

July 2014

In This Issue

About NCM USA/Canada

Nazarene Compassionate Ministries seeks to live and act compassionately in the world following Christ's own life and ministry. We seek to be incarnations of the same gospel that Christ lived and preached and to be witnesses to the same love and compassion God has for our world.
In the United States and Canada, NCM works closely with Compassionate Ministry Centers (CMCs) to bring compassion and healing to communities that need the love and presence of Christ.

Mission

Nazarene Compassionate Ministries USA/Canada partners with Nazarene interests to facilitate ministries which address the temporal as well as the spiritual needs of the economically disadvantaged.

Churches

Local churches are the primary avenue for Nazarenes to reach

Forward to a Friend

As we read the news, we see more and more the need for the Church to live out compassion - a calling to help those in need, no matter their circumstance. This is exactly what God has created us for. Thank you for all your work.

Journey well,

Jay Height
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Coordinator, Nazarene Compassionate Ministries USA/Canada

Current Funding Opportunities

William G. McGowan Charitable Fund supports projects that address the needs of homeless individuals. Programs should focus on education, job training and placement, self-sufficiency, mental health and substance abuse support, life skills, parenting, and financial literacy. Eligible geographic areas: Denver, CO; Chicago, IL; Kansas City, KS; Reno, NV; Rochester, NY; PA.
Request for Proposals
Deadlines: July 15, November 15, and March 15
Amount: $50,000

American Honda supports youth education programs that emphasize science, technology, engineering and math (STEM) and the environment.
Learn More
Deadline: August 1, 2014

out to those in their communities. Nazarene Compassionate Ministries seeks to support churches in starting and maintaining ministry to the under-served and marginalized. We believe every church, no matter size or budget, can find ways to meet needs in their community with compassion, creative, and the firm foundation and life-changing power of the Gospel message.

CMCs- Compassionate Ministry Centers
A Compassionate Ministry Center is a non-profit organization dedicated to meeting the needs of the under-resourced in the community. While these organizations are often affiliated with a specific local church, they are in a strategic position to unite others in their community around a high-needs cause.

NDR- Nazarene Disaster Response
Nazarene Disaster Response is Nazarenes mobilizing for disaster through Readiness, Response, and Recovery. Local Nazarenes are in a unique position to understand, serve, and remain with disaster victims in their own neighborhoods. In large-scale events the denomination can come alongside local efforts with the support of volunteers and donors from across the country and through our strong partnerships with other disaster relief agencies. NDR serves victims regardless of race, creed, or economic status by concentrating on assistance to the poor, elderly, and handicapped.

W&W- Work & Witness
Work & Witness provides opportunities for Nazarenes to serve together in support of existing ministries such as churches, CMCs, and Nazarene Disaster Response. Work & Witness can be any type of project, from construction to evangelism to compassionate outreach.

Amount: $20,000-70,000

Moyer Foundation funds programs that provide bereavement and grief support and substance abuse treatment for children and teens in Pennsylvania and Washington State. Eligible organizations may not generate more than 50% of their revenue from government contracts. **For more information**
Deadline: August 14, 2014
Amount: $10,000

21st Century Community Learning Centers
program funds creation of community learning centers that provide academic enrichment opportunities during non-school hours for children who attend high-poverty and low-performing schools. After school activities may include tutoring, mentoring, recreation, character education, etc. Local non-profit organizations may apply to states for sub-grants. **Links to State websites, contacts and recent RFPs**

Department of Education Investing in Innovation Fund (I3) supports nonprofits in partnership with local educational agencies to implement innovations that have demonstrated success in improving academic achievement for students K-12. **Application Information**
Deadline: August 11, 2014
Amount: up to $3 million

Family and Youth Services Bureau Competitive Abstinence Education Grant Program is accepting applications for abstinence education programming that aims to reduce teen pregnancies through focusing on the social, psychological, and health gains to be realized by delaying initiation of sexual activity and engaging in healthy relationships. **Grant Program Detail**
Deadline: August 7, 2014
Amount: $200,000 - 700,000 (24 months)

Monitoring and Evaluation: Monitoring Process

Practical Tools and Process for Common Non-Profit Functions

Monitoring and Evaluation is the process of collecting, managing, analyzing, and reporting information about a program.

Why should compassionate ministries centers do monitoring and evaluation?

- To meet donors requirements
- To demonstrate accountability and good stewardship to donors
- To market the organization's work to potential funders and partners
- To help the organization plan future projects
- To guide programmatic decisions
- To identify what is working and what needs to change

Too often monitoring and evaluation are done solely for the donor. While it is necessary to demonstrate accountability and good stewardship, monitoring and evaluation should primarily be a continuous learning process for both practitioners and program participants.

Monitoring: Routine tracking of information that shows what has and has not been accomplished over a specified period of time. Monitoring information is used to adjust program plans, budgets, and time lines.

Evaluation: Analyzing data to determine the relevance, effectiveness, efficiency, impact, and sustainability of a program. Evaluation is used to demonstrate the impact of a program on the community and allow agencies to learn from experience.

Reflection: Learning what aspects of a program contributed the most to positive change and are deserving of more money, time, and energy. Reflection can be transformational if participants are empowered to make and act on common discoveries. Reflection enables adaptation of programs to effectively meet the changing needs of the community.

The initial stages of project design, monitoring, and evaluation include (1) **identifying community needs** (2) **defining program goals and activities** (3) **creating SMART objectives** and (4) **selecting relevant, measurable indicators**

The next step to obtaining useful monitoring and evaluation data is to identify practical data sources for selected measures and determine the who, when, and how of data collection, management, and analysis.

Components of a Monitoring and Evaluation System

1) Logical Framework (M&E Framework) is a planning tool for showing the cause-effect relationships among the different expected changes or objectives **identified during project design**. It describes how assumptions influence each level of the output chain and contains the indicators that will be used to measure progress and the means of verifying results. The Logical Framework is the backbone of the Monitoring and Evaluation (M&E) system and serves as a reference when building the other components.

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Structure of the Project *Identifies what the project wants to achieve and how*	Indicators *Show progress toward the intended objectives*	Means of Verification *Precise information source that will verify performance*	Key Assumptions *External factors that may affect project success*
Development objective What is the intended long-term impact of the project on the ultimate beneficiaries?	What are the quantitative or qualitative indicators by which achievement of the development objective can be measured?	What information sources enable the measurement of the indicators?	What external factors are necessary to sustain the overall goals in the long run?
Immediate objective What are the intended benefits and outcomes of the project for the target group? *Achieved by providing direct recipients with certain outputs*	What are the quantitative or qualitative indicators by which the achievement of the immediate objectives can be measured?	What information sources enable measurement of the indicators? Do they exist or do they need to be developed?	What external factors are necessary if the immediate objectives are to be achieved?
Outputs What are the tangible products or services delivered by the project to achieve the immediate objectives? *Produced by a set of activities*	What are the quantitative or qualitative indicators by which the achievement of outputs can be measured?	What information sources enable measurement of the indicators? Do they exist or do they need to be developed?	What external factors are necessary if the outputs are to be achieved?
Activities What must be carried out to generate each intended output?	Inputs (raw materials, equipment, human resources, etc)	Costs (of each input)	

Development Objective
- consistent with strategic development policy
- expressed as a desired end and not as a means
- long-term objective to which the project will contribute

Immediate Objective
- describes desired, sustainable changes in behavior, systems, or performance for the target group as a result of the project
- contributes to achieving the development objective
- medium-term objective to be achieved within life of project

Outputs
- are delivered by the project
- necessary to achieve the immediate objective
- demand-driven
- feasible with available budget

Activities
- action strategy of the project
- can be accomplished with available inputs and capacity

Indicators
- objective measures that show how much progress is made
- Specific, Measurable, Achievable, Realistic, Time-bound
**See Indicators Worksheet

Means of Verification
- What information sources will enable measurement of indicators?
- How will the information be collected?
- Who will collect the information?
- When/How often will it be collected?

Key Assumptions
- Conditions required for success
- Assess importance of risks
- Re-design the project to internalize more important and risky assumptions

2) Indicator Definitions clarify what will be measured and how to ensure that the meaning of the indicator will not change depending on who is reporting or reviewing it. Indicator Definitions describe the methods for collecting and documenting data including:

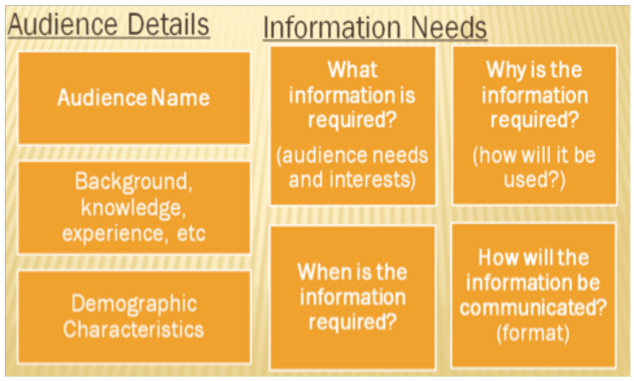
Name	• Describe the indicator in brief, simple terms
Overview	• What is the indicator designed to measure? • Why is the measure important for the program?
Means of Verification	• List specific data tools tools • Who will complete these tools and how often? • What are the calculation methods?
Methods	• Criteria to be counted in the numerator • Criteria for being counted in the denominator • Stratification categories (gender, age group, etc)

3) Data Collection Tools ensure that the same data is collected the same way, regardless of where the program is being implemented, and that data is detailed enough to provide for information needs. Data collection tools should be organized so that the data and person are known for each data point; simply, logically arrange, and easily understood by those expected to complete them; and accompanied by instructions that outline when and how the form is to be used, who completes it, and how to answer any potentially confusing questions.

Data Tools Effectiveness Checklist		(√)
1. Date	Allows aggregated activities to be reported in the correct period	
2. Unique Identifiers (name or ID Number)	Ensure that individuals are not double counted Facilitate linkage of all records and data about the same person	

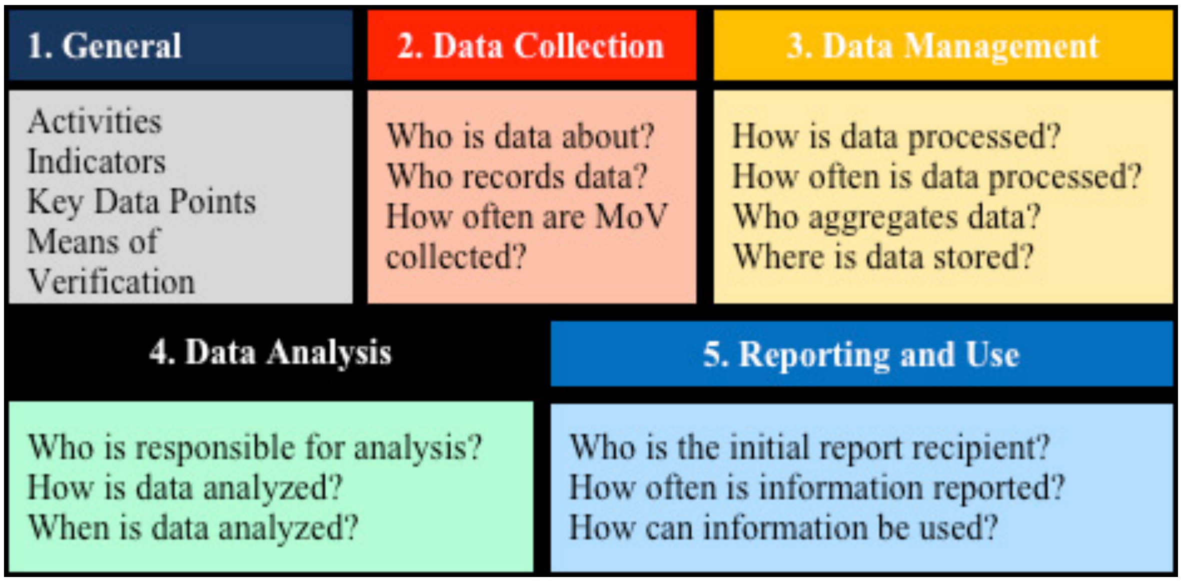
3. **Location**	Attributes aggregated activities to the correct geographic area	
4. **Name** of person completing the form	Allows follow-up for corrections and clarifications	
5. **Activity Completed** (YES/NO)	Indicates whether an activity was accomplished according to definition and should be reported	
6.**Stratification characteristics**	Allows for reporting the appropriate level of precision (Sex, Age group, Role, SES, Ethnicity, Program, etc.)	
7.**Demonstrates adherence to program definition for each activity**	Tracks program quality **All standards parameters are included** (contact frequency, minimum package, attendance policy, other requirements)	
8. Uses **nested fields** to record multiple services provided to the same individual	Prevents double counting of individuals	

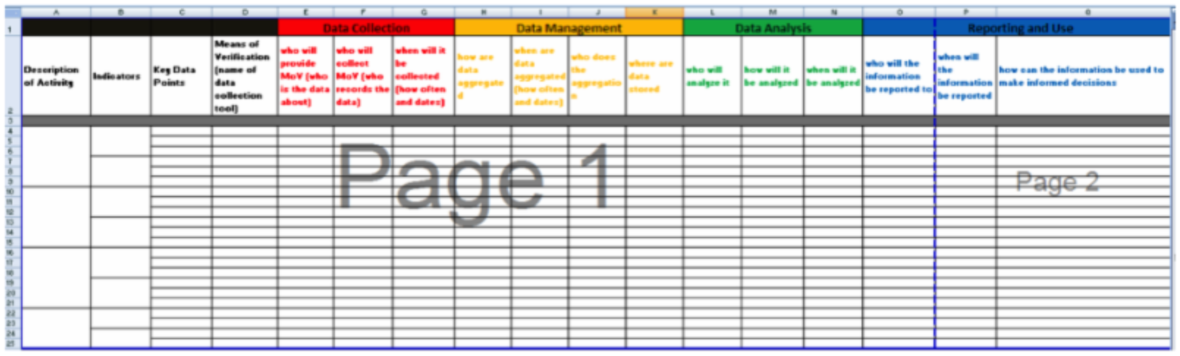
4) Audience Analysis identifies internal and external stakeholders who will need information about the program, what data are need, and when the data are needed to ensure timeliness and usefulness of information.



5) Reporting Templates facilitate consistent organization of content about project progress that will be shared with the project management team and donors. Templates should be standardized, clearly identify the time frame being reported, and include sections for reporting both numbers and narrative related to each objective and planned activity. Reporting templates should be accompanied by a schedule that outlines the reporting periods and report deadlines to encourage timely information sharing.

6) Data Flow and Use Plan assigns roles and responsibilities for each step in the data process as well as establishing acceptable time frames for collecting, processing, analyzing, and reporting data. Data Flow and Use Plans identify all key data points and corresponding tool that will be used to collect or record the data; who the data is about, who completes the form and when; how, when, and where data is stored and processed, and who is responsible; how and when the data is analyzed, and who is responsible; audience, time frame, and use of reported data.





7) Data Management Plan describes how data quality will be maintained and verified.

Document Retention Policy	• How long documents will be kept?	
Data Storage Plan	• Where are source documents and reports kept? • How and how often are data backed up? • Who has access to data and documents? • Who can manipulate data?	
Data Verification Plan	Level 1: Self-Verification	Person completing the form or report checks their own work for common errors *Errors: transposing, copying, calculation, inconsistency, under-/over-reporting, incomplete reports, wrong period, etc.*
	Level 2: Second Handler	Calculations and analysis steps are verified by a second handler prior to submission *The second handler is trained to use the forms they are expected to verify.*
	Level 3: Periodic Internal Assessment	Audit a random sample of forms for completeness, timeliness, and accuracy *A team that was not involved in initial data collection and document completion should conduct the internal audit.*
	• Assign second handlers • Who will conduct the internal data audit? • How often will the internal data audit be completed? • How will the random sample of documents be selected? • How will audit findings be documented and shared?	

Data Quality

Confidence in the data quality and its reflection of reality is needed to make programmatic decisions and allocate resources based on the data. Properly designed monitoring and evaluation system components each contribute to an essential parameter of data quality. Confidence in data quality can be improved through reviewing system design against the data quality parameters and regularly checking to confirm that the system is being implemented as designed.

Signature Themes Updates & Tips

Food Security and Nutrition	**Cooking Matters** trains volunteers, church groups, and community leaders to provide cooking courses and grocery store tours that empower low-income families with skills to stretch their food budgets and cook healthy meals so their children get nutritious food at home. **More information**
Youth Development	**My Brother's Keeper** is a new initiative to recruit mentors for boys and young men of color across the country, aiming to raise the public's awareness about successful, evidence-based mentoring programs, and build resilience, empower, and foster community engagement and participation. **Register your mentoring program**.
Human Trafficking	**Polaris Project** provides information resources on human trafficking, operates the National Human Trafficking Hotline, responds to client emergencies, and provides training and technical assistance related to human trafficking.
Disaster Response	New SAMHSA Disaster App allows responders to access to critical, disaster-related behavioral health resources by phone. **Learn More**
Appalachian Poverty	Local Foods, Local Places Federal Assistance for Sustainable Communities invites Letters of Interest from Appalachian communities for programs that boost economic opportunities for local farmers and businesses, improve access to healthy local food, and revitalize downtowns, main street districts, and traditional neighborhoods. **More information**

Addiction	**Family Checkup tool** coaches parents on how to prevent drug abuse through positive parenting skills such as communication, encouragement, negotiation, setting limits, and supervision. **National Institute on Drug Abuse teen website**
Strengthen Families	**The National Responsible Fatherhood Clearinghouse** supports practitioners working to strengthen fathers and families. Responsible Fatherhood Toolkit, webinars, and other resources can be accesses at the **NRFC website**

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