Welcome

Legal and ADR Services Organizations

Telling Your Story
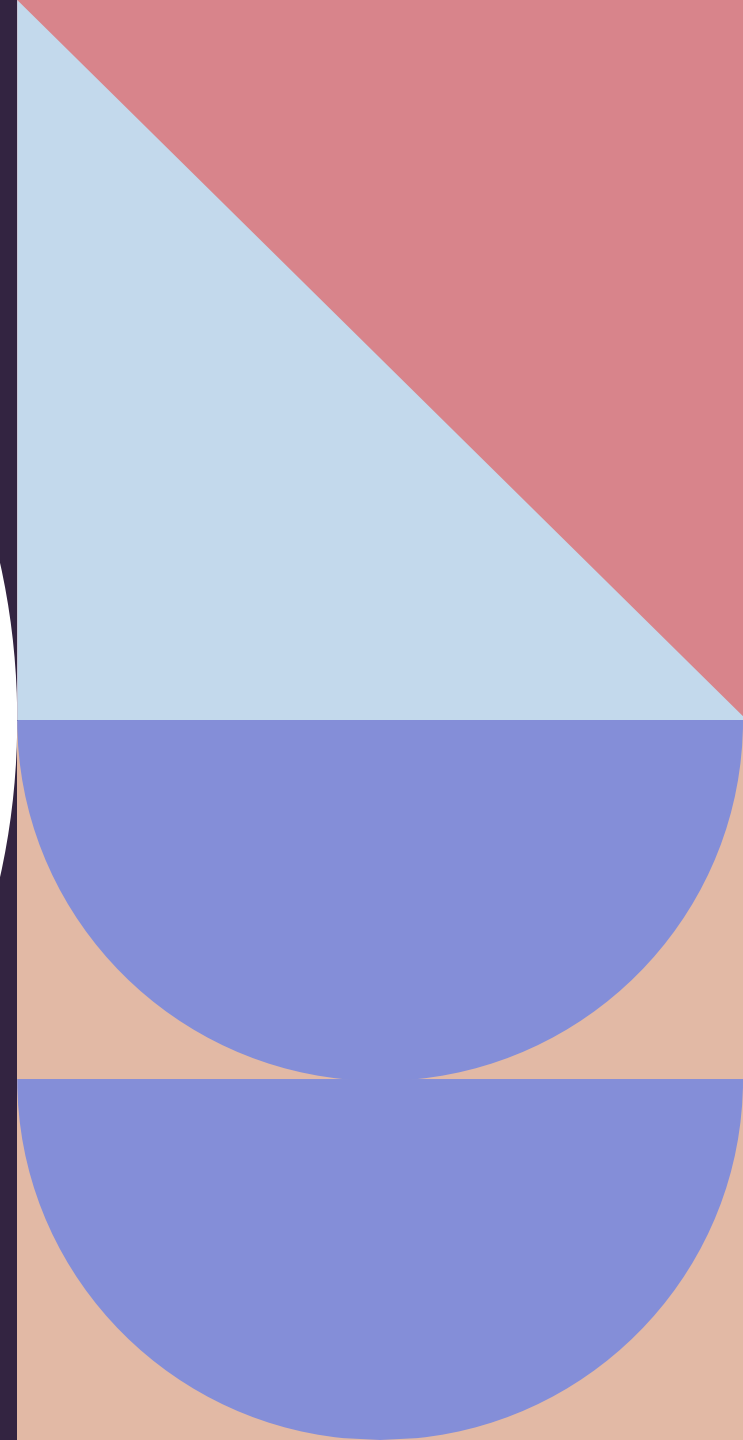
Alecia Parker

Maryland Judiciary's Mediation and Conflict Resolution Office (MACRO)
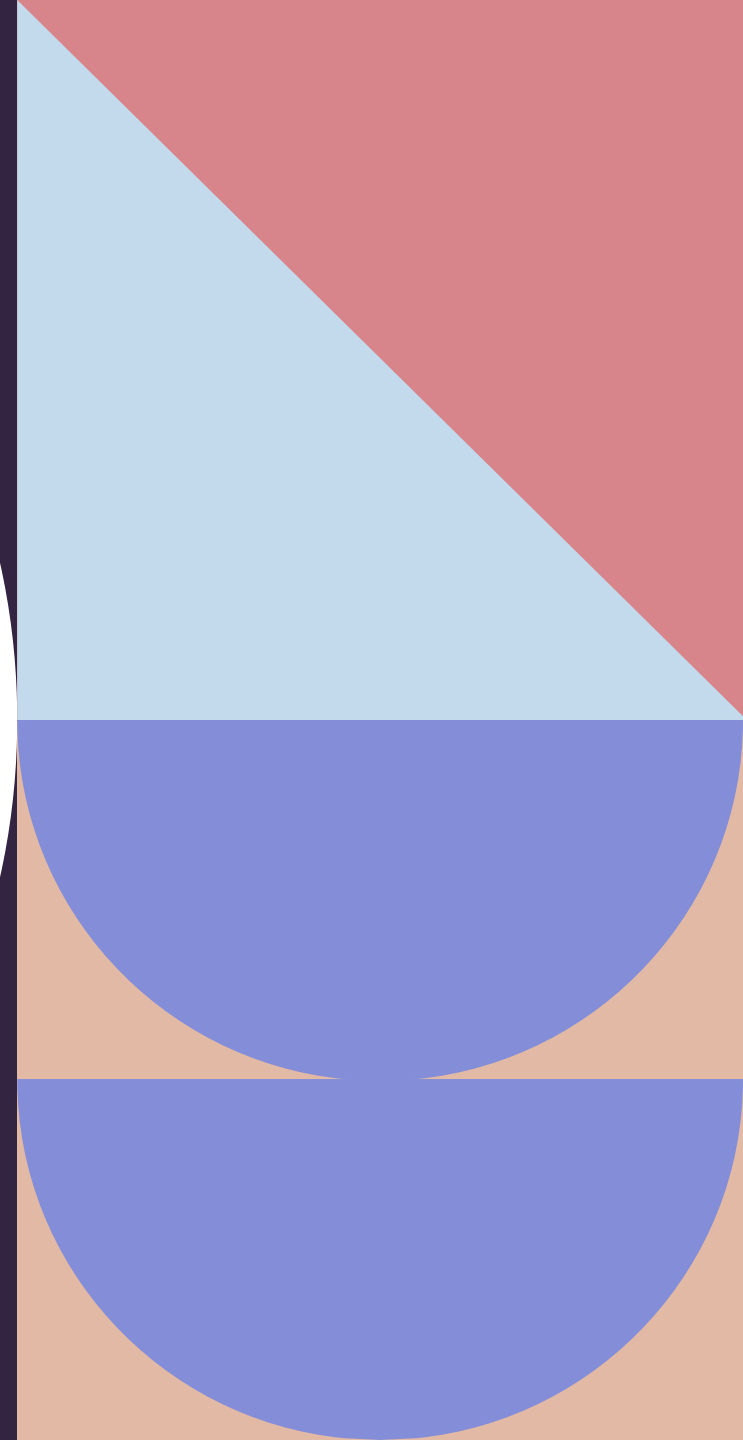
Budgeting and Indirect Costs

Pam Ortiz

Maryland Judiciary's Access to Justice Department

Data Collection, Sharing, and Reporting

Nick White

Maryland Judiciary's Mediation and Conflict Resolution Office (MACRO)

Data is critical to a successful grant application. It gives context to your work and further illustrates your success while recognizing there is still room to grow.

Use Data That Is Relevant To Your Goals

- Goals – short and long-term accomplishments that you hope to achieve with your project.

  ➢ Include a description of the <u>activities</u> you plan to do <u>to accomplish your goal</u>.

  ➢ Be <u>specific</u> and <u>measurable</u>.

  ➢ You may list as many goals as your project needs, but we recommend having <u>at least 2-3 goals</u>.

  ➢ If you receive an award, you will be asked to <u>report on </u>these <u>goals</u> over the grant year.
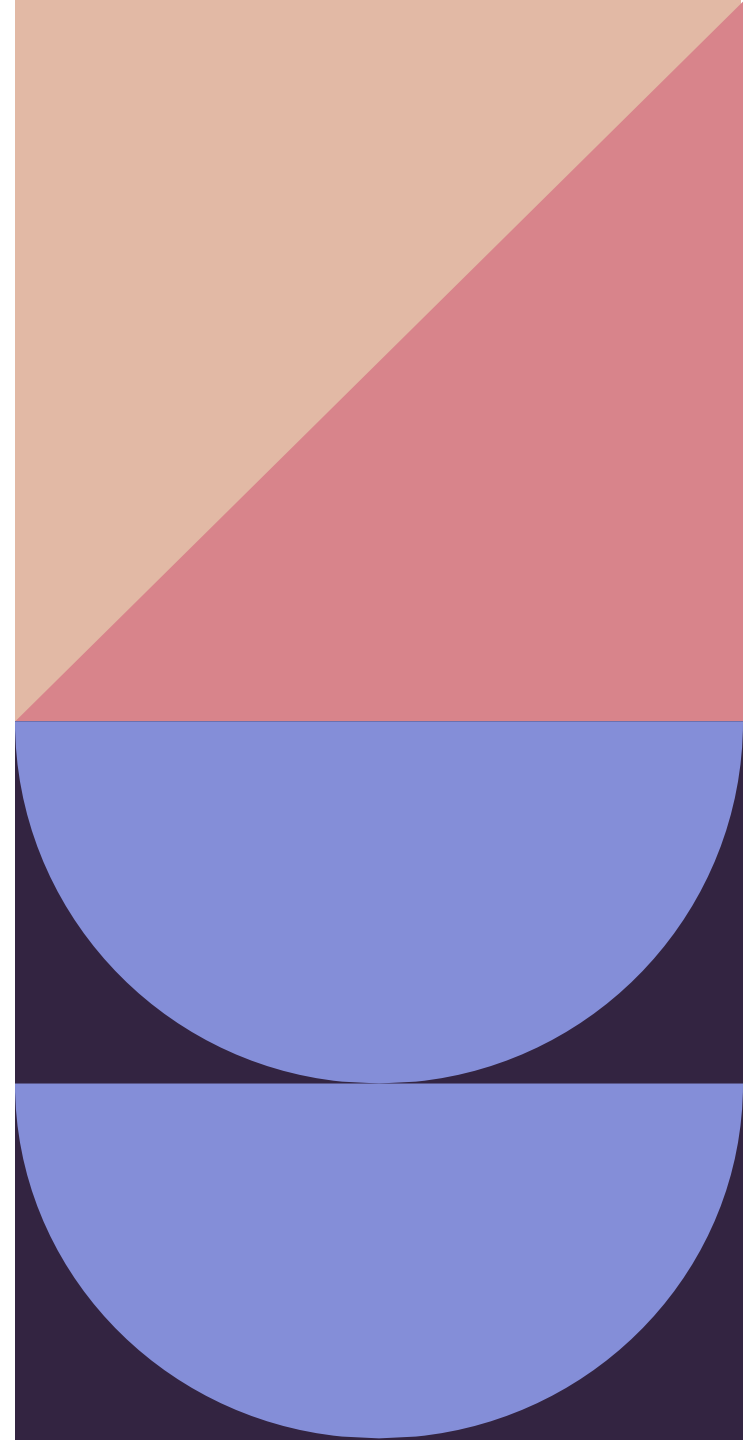
Using Data In Your Grant Applications

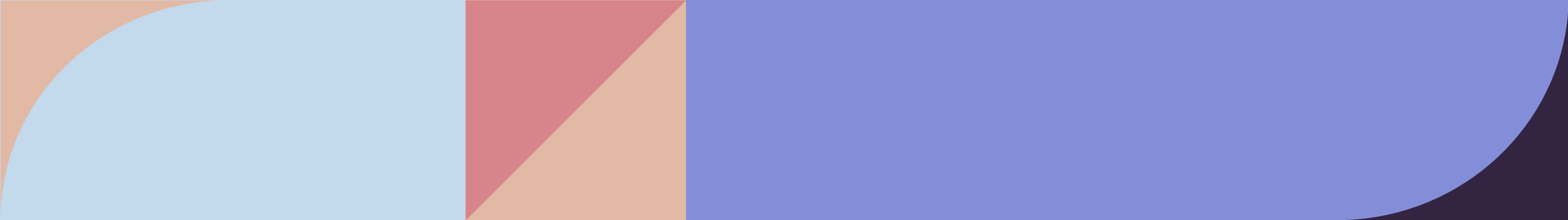## *Common Data Mistakes and Pitfalls*

Sources – Help Us Understand

"The county that we receive the most referrals from has an average household size of 2.22 people."

Year, County?

"There were 391,098 children/youth in foster care at the end of FY21."
*Federal? State?*

Sources

Use Footnotes and/or URL-Website Links

- https://www.census.gov/quickfacts/fact/table/worcestercountymaryland,baltimorecountymaryland,talbotcountymaryland/PST045223 (Date you visited)

- [1]Washington, D.C.: U.S. Dept. of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children's Bureau; 2021. https://www.acf.hhs.gov/cb/report/afcars-report-29

If you start with Calendar Year (or Fiscal Year)...Stick With It

Don't Mix Calendar and Fiscal Year Data.

If you must, make sure it is <u>Very Clear</u> which one, you're referring to.
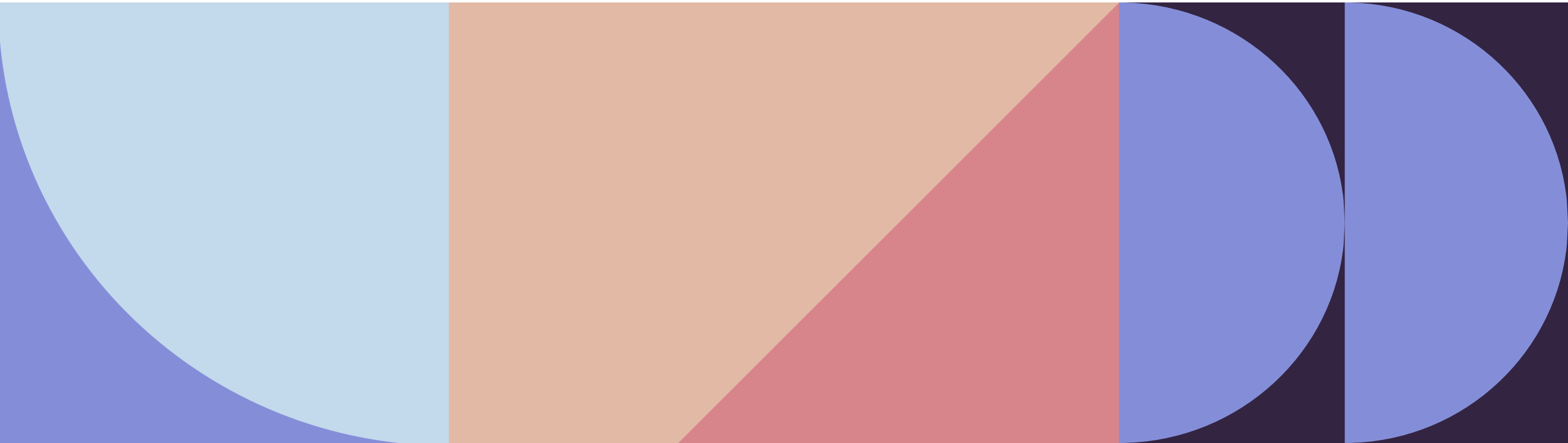
Summarize Your Data

Question Text	No.of Responses						
	1-Strongly Disagree	2-Disagree	3-Neither	4-Agree	5-Strongly	N/A	Total No.
I am glad ADR services are available.	258	81	505	3075	6347	125	10391
I felt pressured by the ADR practitioner to reach an agreement.	4383	2008	918	966	1727	142	10144
The ADR practitioner was respectful to me.	288	53	110	2510	7268	40	10269

Question Text	Percentage					
	1-Strongly Disagree	2-Disagree	3-Neither	4-Agree	5-Strongly	N/A
I am glad ADR services are available.	2.48%	0.78%	4.86%	29.59%	61.08%	1.20%
I felt pressured by the ADR practitioner to reach an agreement.	43.21%	19.79%	9.05%	9.52%	17.02%	1.40%
The ADR practitioner was respectful to me.	2.80%	0.52%	1.07%	24.44%	70.78%	0.39%

- Do not send all your surveys, instead summarize so we can see the data.

- Show all survey results. If you asked a question and had zero responses, show that too.

- Show numbers and percentages

Statistical Overview

Yellow cells are formula driven and are locked.	QTR 1	QTR 2	QTR 3	QTR 4	YTD
2. Number of parenting plan cases closed during the quarter.	68	47	0	0	115
3. Number that were not mediated.	4	6			10
4. Number of parenting plan cases that were mediated. (#2 - #3 = #4)	64	41	0	0	105
County: 0					0
County: 0					0
Outcome of mediated parenting plan cases.					
a. Full Agreement *(Agreement reached on all issues that brought the case to mediation.)*	31	18			49
b. Partial Agreement *(Agreement reached on at least one, but not all issues that brought the case to mediation.)*	27	14			41
Total Cases with Agreements:	58	32	0	0	90
c. No Agreement *(Mediated, but no agreement reached.)* (#2 - Total Agreements = # w/out Agreements)	6	9	0	0	15
Total Agreements & No Agreement *(equals #4 above)*:	64	41	0	0	105

"We have conducted and successfully closed 115 mediations in the first two quarters of this year."

It could say …. " We have conducted and successfully closed 90 mediations in the first two quarters of this year." or

We closed 115 cases, and 105 were mediated. Our agreement rate is 85.7% (90/105).

Your quarterly report should not contradict what you say in your grant application. Both are reviewed as a part of the Grant Review Process.
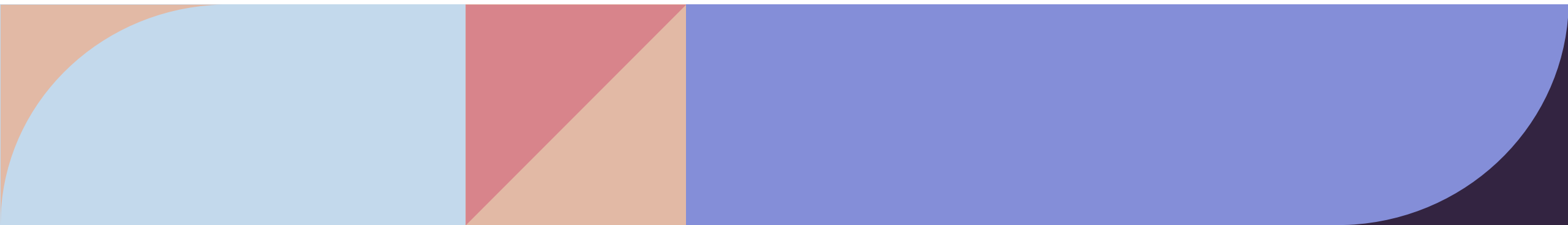
Do The Math/Check Your Work

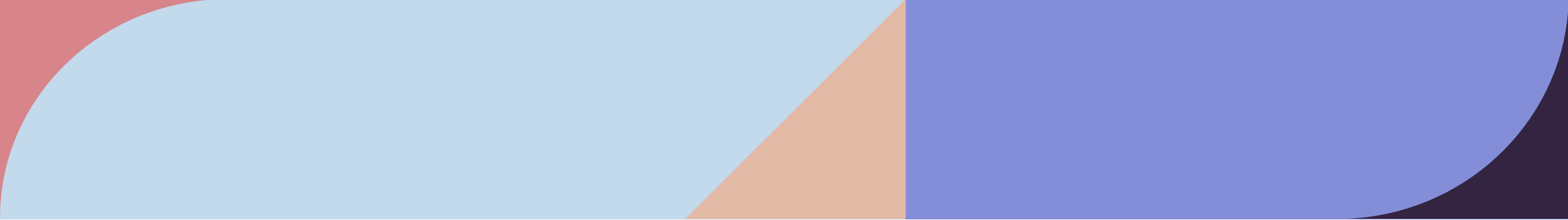"This year we served 90% of those who requested services"

"Our organization has had 1,500 new inquiries and was able to serve 1,210 clients."

1,210/1,500 = 80.6%
(should be 1350 if 90% is correct)

This is still great but make sure all your statements equal the same percentage and if they don't give an explanation.

- "Sometimes", "Often", "Occasionally", "Majority" – **<u>Avoid</u>**

- "We plan to review..", "research", "investigate", "look into" – **Why? How? Timeframe?**

- "Many", "Several", "a few " **– How many?**

Help us understand the importance of your work and the impact.

Bringing it all back to reality.

Applying the learning to your grant applications AND your grant awards.

1. **Purpose**. Activities are relevant to the purpose identified in the application.

2. **Consistency of language**. Refer to things in your reports using the same words used in your application.

3. **Data**. Collect data and include it in your reports.

4. **Partner support**. If your project involves partners, demonstrate how the partners are involved during the project.

5. **Appropriate budget and expenses**. Closely track your expenses against your grant budget. Use tags or codes in your financial system so you can cleanly identify which expenses have been applied to your grant, and which have not. Track and report indirect costs accurately. Reconcile your grant financial report against your own records.

6. **Document accuracy**. Make sure that all data and information included in your reports is accurate. Double check. Make sure all parts of the report have been completed. Submit the report on time.