

Educational Services and Support Committee  
 Proposed Format for SCFF-Seeded Projects, Fall 2019 Awards, Spring 2020 Awards

ESS Role with the 2019-20 SCFF-Seeded Projects.

Working with Project Implementers on:

- **Request and review** of regular progress reports;
- **Active support** to mediate barriers to success;

**Timelines**

| Project Application Date | Quarterly Progress Reports Due 2020 |                                     |                                     |                                     | In-person updates to ESS “Consultation Sessions” |            |            |                | 2nd Consultation Session, as needed |
|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|------------|------------|----------------|-------------------------------------|
|                          | Mar/Apr 2020                        | Jun 2020                            | Sep 2020                            | Dec 2020                            | March 20 group                                   | April 17   | May 20     | Sept tbd       |                                     |
| Fall 2019                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4 projects                                       | 4 projects | 4 projects |                |                                     |
| Spring 2020              |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |            |            | # projects TBD |                                     |

**Progress Reports & Final Report**

|   |  |
|---|--|
| <p>First Progress Report<br/> <i>purpose: establish baseline and main point of contact, determine any support needs at outset of project.</i></p>     | <ol style="list-style-type: none"> <li>1. When does the project start?</li> <li>2. Who will serve as contact for providing reports?</li> <li>3. What is the estimated timeline for completion?</li> <li>4. What metrics will be used to define success?</li> <li>5. How often will data be collected?</li> <li>6. How long after project completion will data be available to support the project’s stated proposal outcomes?</li> </ol> |
| <p>Progress Report<br/> <i>purpose: monitor progress toward goal, support to overcome barriers, signal indicators of success or stalling out.</i></p> | <ol style="list-style-type: none"> <li>1. Estimate how far along the project is toward goal, i.e. % of completion.</li> <li>2. What have the achievements been to date?</li> <li>3. What lessons have been learned?</li> <li>4. Funding -- progress report on expenses;</li> <li>5. Is anything getting in the way of your expected milestones? (e.g. human resources, budget, etc...)</li> </ol>  |
| <p>Final Report/Analysis<br/> <i>purpose: gather final outcomes compared to proposal, determine feasibility for moving forward.</i></p>               | <ol style="list-style-type: none"> <li>1. Total monies spent on project.</li> <li>2. Final metrics and narrative on project’s stated proposal outcomes.</li> <li>3. Recommendations for sustainable practice.</li> </ol>   |