Setting Research Questions
Preparing to Collect Data
Sample Interview Protocol
Goal of Study:

Identify and confirm funding information on federal, state, local and private funding streams that alleviate poverty and create economic opportunity for low-income residents of West Philadelphia.

The interview protocol is designed for community organizations and private foundations.
Organizations to Engage

- Universities
- Key Philanthropic Foundations
- School Districts
- Non-profit and community entities
- Municipal Agencies such as:
  - Police Department
  - Department of Public Health
  - Housing Authority
Interview Protocol Questions

Questions about each funding stream:

- What are the intended purposes of those funds?
- What is the primary programmatic focus?
- What are the target ages for these funds?
- Which types of services can be provided through these funds?
- Which entities are eligible for these funds?
- What are the total resources available in this funding stream?
Best Practices for Data Collection
Designing the Data Collection Tool

Don’t short-circuit the pre-data collection process

- Ensure your tool actually collects the data that answers your community’s questions.
- Identify pre-defined coding terms to make data collection and analysis easier.
- If multiple individuals are collecting data, provide a brief training or a coding guide to ensure collection is as consistent and reliable as possible.
Determine Data Collection Methods

Methods used will depend on:

- Staffing capacity and resources
- Access to and quality of budget reporting documents
- Nature of the questions addressed in the scan
Typical Data Methods

• Online survey tool
• Excel spreadsheet
• Interviews of budget holders
• Review of existing state and local budgets
• Federal and state databases
• Private funder grant making reports
Following a funding stream from one level of government to another is not always straightforward

- Funds may be blended once administered at the local level
- Public budget documents vary in format and detail from one department to another
- Local entities may impose new restrictions on use of the original funds
If selecting a self-reporting method of data collection, different individuals may report *differently*

- If time and resources allow, a combination of data collection methods may yield more reliable data
Potential Limitations

• Limited data from municipalities & private foundations

• Limited time for states to coordinate and provide data depending on the time of year

• Subjective interpretations & perceptions of the information request
Next Steps and Additional Resources
Fiscal Mapping Timeline

• Now that you’ve identified your stakeholders, established the scope of your fiscal map, and outlined your data collection protocol, it is time to chart out your fiscal mapping process.

• We have included a project planning template that will help your site scope out the fiscal mapping process, identifying key milestones for collection, analysis, and presentations.

• Check out our resource here: [include link to toolkit once it is live]
Topics Discussed in Session 3:

- Data analysis
- Writing the report
- Disseminating findings to your community
Questions?

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