

# Example Stakeholder Outreach and Interview Protocols

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## OVERVIEW

A fiscal mapping project is first and foremost a research and data collection effort. To gather data efficiently, develop a set of research questions, identify the stakeholders who are best able to answer them, and create an interview protocol to guide data collection and analysis.

Hennepin County, Minnesota conducted a fiscal mapping process to identify federal, state, local, and private funding being used to prevent teen pregnancy, support teen parents, and support healthy youth development. This tool includes sample stakeholder outreach and interview protocols used to gather data for this effort.

## Sample Outreach Email to County and State Agencies

We are working with Hennepin County's Better Together Hennepin Initiative to identify and confirm funding information on federal, state, local and private funding streams that prevent teen pregnancy, support teen parents and support healthy youth development. Kathy Wick and her team are seeking your help in confirming budget items within your department from state, federal or local governments that relate to the parameters of our fiscal mapping project.

We ask for your department's help in confirming these line items, ensuring we didn't miss any significant sources of funding, highlighting any additional information that your department might have, and providing any basic context useful for understanding the identified line items.

We would appreciate the opportunity to schedule an interview to learn more about these funding streams. Please contact **INSERT STAFF PERSON** at [Insert Email] or [Insert Phone].

## Interview Protocol for County and State Agencies

1. As described in our introductory contact with you, we are interested in creating a funding map of the public dollars available to prevent teen pregnancy, support teen parents (Including delay of subsequent pregnancies), and support healthy youth development. We sent a spreadsheet with the relevant line items (Under the purview of your department) ahead of time. At the most basic level, we are hoping to confirm that we have indeed uncovered the appropriate line items—and/or clarify any additions or omissions that need to be made to the budget items themselves.
2. For each line item implicated in this funding stream, we want to confirm and/or fill in gaps on the following (We will address this individually for each department depending on the nature of the gaps within a given department):
  - a. What are the intended purposes of those funds? Can we find language stating that intent on your website or receive it through your department?
  - b. What is the primary programmatic focus? (Offered as a drop-down list)
  - c. What are the target ages for these funds?
  - d. Which types of services can be provided through these funds? (Offered as a drop-down list).
  - e. Which entities are eligible to receive funds?  
\*(If applicable) Are you able to share information on the percentage of governmental vs. non-governmental units that received funds in the most recent fiscal year?  
\*(If applicable) What type of flexibility, if any, do you or the recipient have in the use of funds? Please describe allowable flexibilities in use, implementation or reporting.
  - f. Do these dollars fund a local or state mandate or are they from a discretionary grant? If mandatory, can you summarize and provide a link to those mandates? If discretionary, what is the likelihood that the program will be continued?

## Sample Outreach Email to Private & Community Foundations

We are working with Hennepin County's Better Together Hennepin Initiative to identify and confirm funding information on federal, state, local and private funding streams to prevent teen pregnancy, support teen parents and support healthy youth development. We are seeking your help in confirming budget items within your foundation that relate to the parameters of our fiscal mapping project.

We ask for your organization's help in confirming these line items, ensuring we didn't miss any significant sources of funding, highlighting any additional information that you may have, and providing any basic context useful for understanding the identified line items.

We would appreciate the opportunity to schedule an interview to learn more about these funding streams. Please contact **INSERT STAFF PERSON** at [Insert Email] or [Insert Phone].

## Private and Community Foundation Interview Protocol

We have provided a table of funding streams with the most comprehensive information we could find to date on budget lines relevant to your organization. We want to confirm and/or fill in any gaps for each line item included in this scan. (We will address this individually for each department depending on the nature of the gaps within a given department):

- a. What are the intended purposes of those funds? Can we find language stating that intent on your website or receive it through your organization?
- b. What is the primary programmatic focus?  
(This will be offered as a drop-down list)
- c. What are the target ages for these funds?
- d. Which types of services can be provided through these funds?  
(This will be offered as a drop-down list)
- e. Which entities are eligible to receive funds?  
\*(If applicable) Are you able to share information on the percentage of governmental vs. non-governmental units that received funds in the most recent fiscal year?  
\*(If applicable) What type of flexibility, if any, do you or the recipient have in the use of funds? Please describe.

## General Sample Email (for all audiences)

We are working with Hennepin County's Better Together Hennepin Initiative to identify and confirm funding available to prevent teen pregnancy, support teen parents and support healthy youth development. We would like to know if your foundation provides funding for these purposes. If so, is funding available for these services within Hennepin County?

We would appreciate the opportunity to schedule an interview to learn more about these funding streams. Please contact **INSERT STAFF PERSON** at [Insert Email] or [Insert Phone].

## General Interview Protocol

1. In reviewing the parameters of this particular fiscal map (See attached parameters), are there any funding streams you support and/or manage that should be included here?
2. For each funding stream, please provide the following information:
  - a. What are the intended purposes of those funds? Can we find language stating that intent on your website or receive it through your department/organization?
  - b. What is the primary programmatic focus?  
(This will be offered as a drop-down list)
  - c. What are the target ages for these funds?
  - d. Which types of services can be provided through these funds?  
(This will be offered as a drop-down list)
  - e. Which entities are eligible to receive funds?  
\*(If applicable) Are you able to share information on the percentage of governmental vs. non-governmental units that received funds in the most recent fiscal year?  
\*(If applicable) What type of flexibility, if any, do you or the recipient have in the use of funds? Please describe.
  - f. What are the total resources available in this particular funding stream?
  - g. Are there some that do not fit the age/purpose parameters discussed, and thus, should not show up in this scan?