



Funded by

Principal
Charity Classic

Presented by WELLS FARGO

2016-17 END OF YEAR EVALUTAION

The 2016-17 Connecting Kids & Culture (CKC) End of Year Evaluation must be completed electronically by every school and district that received funding in the 2016-17 school year. **It is due by 3:00 p.m. on Friday, June 2.** Detailed instructions for completing the evaluation are below. With questions, please contact Rachel Woodhouse, program administrator, at rachel@bravogreaterdesmoines.org or (515) 243-0388.

Please note that late or incomplete reports or evaluations, and/or not expending all awarded funds, may result in a reduction of funding or suspension from the program for the 2017-18 school year.

RESOURCES FOR COMPLETING THE EVALUATION:

- More information is also available at connectingkidsandculture.org.
- A preview of the evaluation questions is available [here](#).

INSTRUCTIONS FOR COMPLETING THE EVALUTAION:

1. Click [here](#) or visit bravogreaterdesmoines.fluidreview.com.
2. Create an applicant account:
 - a. Select the "Sign Up" button.
 - b. Complete and submit the Registration Form.
 - c. You will receive a confirmation email. *If you do not immediately receive this communication, please check your Junk Mail folder.*
 - d. Follow the instructions in the confirmation email to finalize your account registration.
3. Create an Applicant Profile
 - a. Immediately after you have created an account, you will be directed to the "Your Tasks" page. Here, the Applicant Profile status will be "INCOMPLETE". Select the "Start" button.
 - b. You will be asked to respond to only one question, "What type of funding are you seeking?" Please select "Connecting Kids and Culture Funding".
4. Begin the Evaluation.
 - a. After completing the Applicant Profile, you will return to the "Your Tasks" page. Select the green "View Grants" button at the bottom of the page.
 - b. You will be directed to the "Grants" page, where you will see the "Connecting Kids & Culture" grant. Select "Create Applications".
 - c. On the "Application Round" page you'll be taken to, select the black "Start" button.
5. Complete the Evaluation.
 - a. The instructions for completing and submitting the evaluation are on its final page.
 - b. Once the evaluation is submitted, it is no longer editable.