2018-19 END OF YEAR EVALUATION

The 2018-19 Connecting Kids & Culture (CKC) End of Year Evaluation must be completed electronically by every school and district that received funding in the 2018-19 school year**. It is due by 3:00 p.m. on Monday June 3.** Detailed instructions for completing the evaluation are below. With questions, please contact Amy Saylor, program administrator, at amy@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 2019-20 school year.

RESOURCES FOR COMPLETING THE EVALUATION:
- A preview of the evaluation questions is available at connectingkidsandculture.org.

INSTRUCTIONS FOR COMPLETING THE EVALUTAION:
1. Click here or visit bravogreaterdesmoines.fluidreview.com.
2. Log in to complete the evaluation. Please see instructions on creating an account if you have not already done so:
    a. Create an applicant account:
        i. Select the "Sign Up" button.
        ii. Complete and submit the Registration Form.
        iii. You will receive a confirmation email. *If you do not immediately receive this communication, please check your Junk Mail folder.*
        iv. Follow the instructions in the confirmation email to finalize your account registration.
    b. Create an Applicant Profile
        i. 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.
        ii. You will be asked to respond to only one question, "I am seeking…" Please select "Connecting Kids and Culture Grant Agreement or End-of-Year Evaluation".
3. 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.
4. 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.