

Rochester Effectiveness Partnership

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GUIDELINES FOR COMPLETING THE ROCHESTER AREA LOGIC MODEL

A logic model is a valuable organizational planning, implementation, funding and quality improvement process tool¹. It describes how your programs or capital projects are expected to work in achieving desired outcomes, while identifying the need for adjustments and improvements. The Rochester Area Logic Model was developed by a representative group of health and human service providers and private and public funders to create a common format. This outline is intended to guide you in using the Rochester Area Logic Model. We've outlined the five areas included in the model in the order we recommend you use when planning a program or capital project; the actual model outlines the areas in reverse order (see sample). Here are the five areas:

Writing Your Logic Model

The **goal** gives a one sentence overview of what the program or capital project is designed to accomplish and for whom.

2. **Projected outcomes** are benefits or changes for individuals or populations during or after participating in activities. They show effects on knowledge, attitudes, skills, behavior, condition or status; examples include increased reading levels, improved parental management skills and increasing home ownership. The following are **not** outcomes: number of participants served, participant satisfaction, reports completed. Time frames for short-term versus long-term outcomes will vary based on the type of program or activities. Short-term outcomes should occur within a time frame that allows you to measure them. You may be able to measure some long-term outcomes as well; others may go beyond the scope or time frame that you can measure, but are expected to occur and may be related to short-term outcomes (when completing the model, note with an asterisk (*) outcomes you plan on measuring).
3. **Activities** show what you do with the inputs/resources to achieve your outcomes. Examples include support groups, job clubs, individual counseling, structured recreation programs, etc. Activities should be quantified to show information such as frequency, duration and participation (including specific client population, e.g. "pregnant teens").
4. **Inputs** are the resources needed to carry out your activities and accomplish your outcomes. Staff, funds, volunteers, materials are all examples of inputs. Inputs should be quantified whenever possible (e.g. number of full-time equivalent (FTE) social workers).
5. **Relationships** between inputs, activities, short-and long-term outcomes should be shown to the best of your ability, e.g. through numbering, blocking, arrows, etc.

Refer to the sample models to see examples for each area discussed above.

The Rochester Effectiveness Partnership is a special project of Rochester Grantmakers Forum

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¹While the logic model is a useful tool in most cases, there are some exceptions. Check with your potential funder if you think your project is an exception.