Reporting guidance

This document is intended for Fondation Botnar grant recipients to support reporting requirements.

Domains of Change

The Domains of Change (DoC) translate the broad aspirations of each of our, Fondation Botnar, thematic portfolios into specific areas where we seek to contribute to change. They serve as a lens to follow our shared progress beyond outputs toward real shifts in people's lives and the systems that shape them.

- DoCs are meant to allow for flexibility and continuous development, and we are conscious that changes might look different in different contexts. For these reasons, we haven't attached specific definitions to each DoC to allow for capture of context-specific changes.

- DoC are not meant to be comprehensive: at Fondation Botnar, we are conscious our partners work might contribute to changes beyond those specific areas. This is why we encourage using the "other" option for outcomes that do not fall within existing ones.

- DoC are not prescriptive either: they do not serve the purpose of setting targets, and we do not expect partners to contribute to changes in all DoC.

"How to" for the reporting template

In the reporting template, each change box contains a drop-down list to select a DoC from. For each of the outcomes reported, please select the relevant DoC from the theme your project is part of. You can report as many changes as you like by copy-pasting the text boxes.

List of Domains of Change per theme

Cities Theme	Digital Theme	Mental Health Theme	Public Education Theme
DoC 1 - Empowered youth and communities	DoC 1 - Stronger agency of young people of all backgrounds to shape their digital futures	DoC 1 - Strengthening of the agency of young people of all backgrounds	DoC 1 – Policies prioritise wellbeing and holistic development
DoC 2 - Equitable partnerships	DoC 2 - Expanded equitable access to services for young people	DoC 2 - Increased connectedness of young people with their social surroundings	DoC 2 – Funding, time, and resources allow for a focus on wellbeing and holistic development
DoC 3 - Effective city systems	DoC 3 - Collective efforts by relevant stakeholders for joint learning, knowledge exchange and strategic alignment	DoC 3 - Collective action by relevant stakeholders	DoC 3 – Key stakeholders are equipped to support wellbeing and holistic development
DoC 4 - Transformative innovation	DoC 4 - Increased collaborative efforts towards strengthened human rights-based digital governance frameworks	DoC 4 - Shifted policies	DoC 4 – Trustful and collaborative relationships with meaningful participation of young people
DoC 5 - Global learning		DoC 5 - Stigma and discrimination reduction	DoC 5 – Change of mindsets and behaviours
		DoC 6 - Increased access to and use of context-adapted promotive and preventive services	
		DoC 7 - Technological and social innovation	

Quality Assessment Rubric

Rubrics are qualitative tools used to assess and monitor processes, systems, partnerships and progress toward specific aims. Rubrics originated in the education sector to assess student learning and are now widely adopted in the public and philanthropic fields.

Fondation Botnar believes rubrics provide transparency and a collective understanding of judgments about the quality, value and importance of what is being evaluated. We developed rubrics to promote discussions and deeper learning through the debate over the criteria that fall within each component of the matrix.

Typically, a rubric has three parts:
1. The core elements within the system we are assessing. These are the dimensions.
2. Different levels of performance for each dimension. These are evaluative descriptors ranked on a maturity scale that run from lagging to advanced.
3. Descriptions of what each level of performance means.

Participatory rubrics

Rubrics are considered participatory when other stakeholders - such as grant partners - influence the composition of the criteria within the matrix. At this stage, the rubrics we are suggesting in the new reporting template were informed by Fondation Botnar only. We wish that grant partners engage with these rubrics in a critical way and to report back on their relevance as well as on their usefulness.

Dimensions	Lagging	Expected	Advanced	N/A
Implementation Quality of the project implementation, assessing how well the project translates plans and strategies into actions.	Project planning and execution are not always consistent. Milestones are delayed or not met, impacting deliverable quality.	Planning and execution are generally on track. Most milestones are achieved on time with acceptable deliverable quality.	Project implementation is outstanding. Milestones are generally overachieved, and the delivery quality is exceptional. Strategies are translated into actions.	
Results The value the project is delivering to stakeholders and whether it contributes in terms of results in the expected magnitude, always in relation to the current project's duration.	Limited contribution to stakeholder value and results. Progress is below expectations for the project's current duration.	Moderate contribution to stakeholder value and results. Progress aligns with expectations for the project's current duration.	Significant contribution to stakeholder value and results. Progress exceeds expectations for the project's current duration.	
Learning Project capacity to continuously learn and flexibly adjust its strategies and operations in response to the issues and voices of local community, new insights, evidence and contextual changes.	Some capacity to learn and adjust. Occasional responses to community feedback or contextual changes.	Good capacity to learn and adjust. Regular responses to community feedback, new insights, and contextual changes with some evidence of successful adaptation.	Deeply embedded in and attuned to the context. Excellent capacity to learn and adjust. Proactive and continuous responses to community feedback, new insights, and contextual changes. Demonstrates high flexibility in strategies and operations.	The dimension is not assessable at this stage
Sustainability of changes Project-generated changes have the potential to last over the long term (anchor into policy, governance structures, funding scheme, etc.).	The project, for its current duration, has not yet successfully anchored its outcomes in policy, governance structures or funding schemes. Long-term relevance is starting to be considered, but there is limited evidence of potential sustainability.	The project, for its current duration, has moderate potential for long-term sustainability. Some changes anchored into policy, governance structures, or funding schemes and there is a consideration of long-term relevance.	The project has ensured the sustainability of some of the changes it led to through either anchoring them in policy, governance structure or by identifying new funding mechanisms.	
Stakeholder engagement and collaboration Capacity to build strong relationships, collaboration and trust among stakeholders (organisations, or communities) to ensure needs and concerns are addressed.	There are some efforts to collaborate and build relationships and trust with other stakeholders, but they are limited and not well-defined or are not yet effective or impactful.	Good relationships with stakeholders. Regular collaboration and trust-building efforts. Stakeholder needs and concerns are generally addressed.	Strong relationships with stakeholders. Extensive collaboration and trust-building efforts. Stakeholders' needs and concerns are consistently and effectively addressed.	
Meaningful youth participation The extent to which young people are engaged in consultative, collaborative, youth-led or other forms of participation, and with opportunities for power relations to be considered and balanced.	The project does not yet include or create opportunities, processes and platforms that are youth-led or for young people to be consulted, to collaborate on the project strategy and approaches.	The project includes some opportunities, processes and platforms that are either youth-led or that consult or collaborate with young people on the project strategy and approaches.	High levels of consultation, collaboration and/or youth leadership in the project. Multiple well-designed processes and platforms exist for youth involvement in the project strategy and approaches.	