Coffee & Quality Galveston
2026 Fellows Program

Bolstering nonprofit organization's data and evaluation practices

Purpose

As an extension of United Way of Greater Houston's Coffee & Quality, the Fellows Program is an opportunity to deepen and strengthen capacity building for nonprofit organizations to bolster and sustain their data, evaluation, and continuous quality improvement (CQI) practices.

The Fellows Program is designed as a community of practice focused on supporting and strengthening the existing conditions for data and evaluation practices (infrastructure) of nonprofit organizations. Specifically:

- The ability to use data and findings from evaluation to inform decisions and improve programmatic impact.
- Promote sustainable practices in data and evaluation to safeguard business continuity and preserve institutional knowledge staff attrition.

The Fellows Program in Galveston will be comprised of a small group of organizations (12-15) with two representatives from each nonprofit organization that will meet for the initial program over three months then meet quarterly to solidify practices.

Objectives

Organizational Objectives: Organizations will strengthen their processes and systems to measure their impact through sustained data and evaluation practices.

Individual Objectives: Participants will build their data and evaluation skills to strengthen their abilities. (knowledge and application)

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Topics

The topics covered during the Fellows Program will aim to bolster a solid foundation of data, evaluation, and continuous quality improvement to ensure sustainability of practices. Topics include:

1. **Assessing organizational data and evaluation maturity:** Exploring data literacy, CQI culture, and equitable data and evaluation infrastructures to understand current strengths and opportunities.
2. **Inventory and quality improvement within nonprofit organizations:** Ensuring sustainability and meaningful use of data.
3. **Enhancement of existing practices:** Identifying and building upon both soft and hard infrastructures that support data use.
4. **Foundational elements for sustainable data collection:** Focusing on the people, processes, and tools that support effective data strategies, including:
    - Clear strategies for collecting and using data
    - Development and use of logic models
    - A defined evaluation and CQI plan
5. **Documenting and strengthening data practices:** Supporting the creation and use of:
    - A data dictionary (codebook)
    - Documentation on procedures for analysis
    - Measurements of outputs, outcomes, and targets
6. **Streamlining and demystifying reporting:** Identifying opportunities to reduce burden and improve the efficiency of reporting processes.
7. **Using data for learning and improvement:** Distinguishing between data analysis and interpretation and promoting the use of visualizations of results to communicate value and drive decision-making.
8. **Sustainability strategies:** Embedding practices that support long-term use and integration of data and evaluation for continuous learning and impact.

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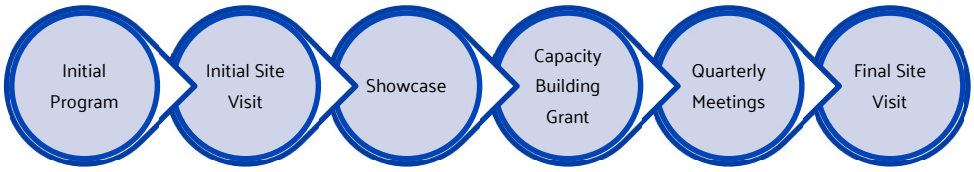
Participation & Time Commitment



1. Each organization selected will identify **two staff members** that will participate in the program. Participants must commit to attending all sessions. If more than one session is missed by both participants, the organization will be invited to join the next cycle of the Fellows Program.
2. The initial program consists of eight, 2-hour in-person sessions with a medley of learning experiences (presentations, open discussion, article reviews, coaching, technical guidance.)
3. Check-in with facilitator(s) on progress toward establishment and/or enhancements of data and evaluation practices through one-on-one sessions and initial site visits to organization during the initial program period.
4. Showcase ceremony with United Way staff, agency leadership, funders, and supporters of Coffee & Quality. Executive Director/Chief Executive Officer of participating organizations and staff members participating in the program are required to attend.
5. After the initial program concludes, there will be quarterly group gatherings and final site visits in 2027 to further support sustainability strategies for data practices.

Initial Program Schedule

All sessions held at United Way of Galveston (123 25th St #2030, Galveston, TX 77550) from 9am – 11am.

June 2026	July 2026	August 2026
• Monday, June 1 • Monday, June 8 • Monday, June 15 • Monday, June 29	• Monday, July 13 • Monday, July 22 • Monday, July 27	• Monday, August 10 as showcase ceremony

***** Site visits scheduled during June & July 2026

Capacity Building Grant (stipend)

Each organization selected to participate in the Fellows Program will receive a small stipend (up to $15,000) to support the sustainability and growth of their data and evaluation capacity. This stipend is designed to strengthen both the hard and soft infrastructures that underpin effective data practices. Examples include, but are not limited to:

- **Soft Infrastructure – Education, Culture, and Innovation Supports**
  A portion of the stipend may be used to invest in people, practices, and innovations that strengthen your organization's data culture. This includes:
  - Continued education and training opportunities such as workshops, conferences, or specialized courses.
  - Team learning activities, internal data discussions, or coaching to deepen evaluation mindset and data literacy.
  - Research and development efforts aimed at exploring new applications, testing ideas, or collaborating to improve your data strategies and use.
- **Hard Infrastructure – Systems, Tools, and Technology**
  Stipends can be used to maintain or upgrade the technical tools that support your data work. These investments ensure your organization has a solid technical foundation for data collection, management, and use. This may include:
  - Renewing software licenses or subscriptions
  - Purchasing or upgrading data platforms, dashboards, or CRMs
  - Hiring technical support or developers to enhance existing systems
- **Other Uses – Organization-Specific Needs**
  We recognize that organizations are at different stages in their data journey. If you have a proposed use of the stipend that is not listed above but contributes to the sustainability and development of your data practices, we are happy to discuss and consider it.

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To Apply

All interested organizations are invited to apply to participate in the Fellows Program. Interested organizations should complete the application **by Friday, May 1, 2026 at 5pm CST** via **this form**.

As space is limited, 12-15 organizations will be selected based on quality of application and support from their leadership.

Timeline and Key Dates

Friday, April 10, 2026	**LOI and Online Interest Form Release**
Friday, May 1, 2026	**LOI and Online Interest Form Due**
Monday, May 11, 2026	**Decision Notifications**
Monday, June 1, 2026	**Fellows Program Begins** (Initial Program)
June and July, 2026	Initial Program Site Visits
Monday, August 10, 2026	**Fellows Program Showcase Ceremony**

**See Participation & Time Commitment section for full Fellows Program information on the schedule beyond the initial program*

Frequently Asked Questions (FAQ)

What nonprofits are eligible to apply? Any nonprofit organization is eligible if they are defined as a 501(c)(3) designation by the Internal Revenue Code. They must provide service in Galveston and have an office or location within Galveston County.

What are data practices? There are seven data practices that have been identified that are essential to bolstering the utilization of data and evaluation within an organization.

1. Strategies for collecting and using data
2. Logic models
3. An evaluation and Continuous Quality Improvement (CQI) plan
4. A data dictionary (i.e. codebook)

5. Documentation on procedures for analysis and reporting
6. Measurements of outputs, outcomes, and targets
7. Visualizations of results from data analysis to communicate value

More Questions

Please direct all questions to Lindsey White lwhite@uwgalv.org

Fellows Program Interest Form

In the interest form, we will ask several Likert scale questions about your organization. We will also ask for a letter of interest from your CEO/Executive Director and a letter of support from your organization's Board Chair. If you would like to preview the questions before you open the interest form, they can be viewed below.

1. **Letter of Interest**

   Please upload a signed Letter of Interest (LOI) from your CEO (maximum two pages). The letter should include:

   What your organization hopes to gain from the Fellows Program

   Three areas you want to improve related to data and evaluation

   Key questions you are trying to answer with your data

   How leadership supports data use and continuous improvement

   The two staff members who will participate

2. **Letter of Support from Board Chair**

   Please upload a signed Letter of Interest (LOS) from your Board Chair (maximum two pages). The letter is optional, and an opportunity to communicate the desire and commitment for your organization to participate from your organization's board of directors.

3. **General Questions**

   - How did you hear about Coffee & Quality Galveston: Fellows Program?

4. Agency Information

- What is the name of your organization?
- CEO/ED First and Last Name
- CEO/ED Email
- What is your organization's Annual Operating Budget?
- What is the primary category of services that your organization provides?
    1. Education (K–12, early childhood, literacy, etc.)
    2. Workforce development / employment
    3. Financial stability (income, tax prep, benefits access)
    4. Housing and homelessness services
    5. Food access / nutrition
    6. Health care access
    7. Mental health services
    8. Substance use prevention / treatment
    9. Family support services
    10. Youth development / out-of-school time
    11. Senior services
    12. Disability services
    13. Crisis response / emergency assistance
    14. Legal services
    15. Arts and culture
    16. Community engagement / civic participation
    17. Environmental / sustainability
    18. Nonprofit capacity building / technical assistance
    19. Other (please specify)
- Who directly benefits from/is most impacted by the services that your organization provides?
    1. Children (0–12)
    2. Youth / Teens (13–18)

3. Young Adults (18–24)
4. Adults (25–64)
5. Older Adults (65+)
6. Families / Caregivers
7. Students (K–12)
8. College / Postsecondary Students
9. Individuals with low income
10. Individuals experiencing homelessness
11. Individuals with disabilities
12. Individuals with mental health needs
13. Individuals with substance use challenges
14. Justice-involved individuals
15. Veterans and/or military families
16. Immigrant / refugee populations
17. Survivors of violence or abuse
18. General community (broad population)
19. Nonprofit organizations (capacity-building support)

5. Fellows Program Participants

- Fellows Program Participant 1 Name, Title, and Email
- Fellows Program Participant 2 Name, Title, and Email
- Which of the above is the Primary Contact?

6. Data Practices

- How frequently are these data practices consistently applied across all of your organization's program offerings on a monthly basis?

  Response options: Never, Rarely, Often, Always, N/A

  1. Strategies for collecting and using data
  2. Logic Models
  3. An evaluation and Continuous Quality Improvement (CQI) plan
  4. A data dictionary (i.e. codebook)

5. Documentation on procedures for analysis and reporting
6. Measurements of outputs, outcomes, and targets
7. Visualizations of results from data analysis to communicate value

7. How confident are you in personally helping your organization develop the following?

- Response options: Not at all confident, A little confident, Confident, Very confident, N/A
    1. Strategies for collecting and using data
    2. Logic Models
    3. An evaluation and Continuous Quality Improvement (CQI) plan
    4. A data dictionary (i.e. codebook)
    5. Documentation on procedures for analysis and reporting
    6. Measurements of outputs, outcomes, and targets
    7. Visualizations of results from data analysis to communicate value
- Please rate the following criteria based on your perception of your organization's ability in each area as it pertains to your data practices.

  Response options: 1, 2, 3, 4, N/A (1 = very limited ability in this area - 4 = strong ability in this area)
    1. Strategies for collecting and using data
    2. Logic Models
    3. An evaluation and Continuous Quality Improvement (CQI) plan
    4. A data dictionary (i.e. codebook)
    5. Documentation on procedures for analysis and reporting
    6. Measurements of outputs, outcomes, and targets
    7. Visualizations of results from data analysis to communicate value

8. Certification and Signature

- I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that submission of this form does not guarantee acceptance into the Coffee & Quality Fellows Program.