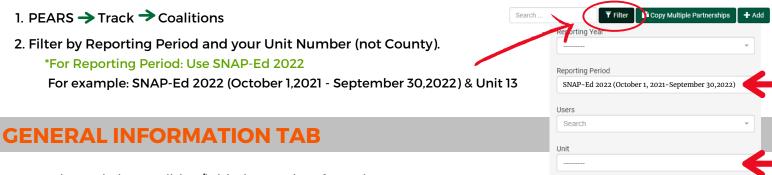# COALITIONS - FY22

What is a Coalition? *A coalition is a group of single or multi-sector organizations and/or community members with shared purpose who commit to joint action in planning and achieving changes in nutrition, physical activity, food security, and/or obesity prevention policies and practices. Coalitions and other collective impact initiatives should be entered in the Coalitions Module.*

1. PEARS ➜ Track ➜ Coalitions

2. Filter by Reporting Period and your Unit Number (not County).
   For Reporting Period: Use SNAP-Ed 2022
   For example: SNAP-Ed 2022 (October 1,2021 - September 30,2022) & Unit 13

Search ... | ▼ Filter | Copy Multiple Partnerships | + Add

Reporting Year
---------- ▼

Reporting Period
SNAP-Ed 2022 (October 1, 2021–September 30,2022) ⬅

Users
Search ▼

Unit
---------- ⬅

GENERAL INFORMATION TAB

3. Review existing coalition/initiative entries. If one does not already exist for your coalition/initiative, create a new one.   **+ Add**

★ • **Coalition Name**: Enter the name of the coalition.
★ • **Program Area**: SNAP-Ed
  • **Action Plan:** Select "Health: Chronic Disease Prevention & Management"
  • **Jurisdiction:** Usually local, sometimes State. Likely never Territorial or Tribal in IL.
★ • **Unit:** Select the County where the coalition primarily takes place. If it spans a Unit or the State, select whichever best fits the work of the coalition.
  • **Assistance received from this coalition:** Select the best descriptor(s) based on your subjective evaluation.
  • **Assistance provided to this coalition:** Select the best descriptor(s) based on your subjective evaluation.
  • **Is this a State Nutrition Action Committee/Coalition?** Select No.
★ • **In which of the following intervention types is this coalition involved during the current reporting year?** (choose all that apply) ONLY select Direct Education and/or PSE. Never select Social Marketing.
  • **Comments:** Optional
  • **File Attachments:** Optional

★ Important fields for the IL SNAP-Ed grant

☑ Direct Education
☐ Social Marketing ** NEVER SELECT **
☑ Policy, Systems & Environmental Changes

COLLABORATORS

• You will automatically be added as a collaborator to entries you create. Click **+ Add Collaborator** to add other staff to your entry.
• **Access:** Add other SNAP-Ed staff who have a role with the coalition.
• **What role/contribution did user offer?:** Optional

CUSTOM DATA

★ • **IL SNAP-Ed Grant Goals:** Select all of the IL SNAP-Ed grant goals that the coalition's work relates to.
★ • **Special Projects:** Select all SNAP-Ed special projects that the work reported in the entry is part of (if any).
★ • **Coalition Existence:** Enter how the coalition has been in place (in years)? If less than 1 year write 0.5
★ • **Is this Coalition On-Hold?** Select yes or no. Update when appropriate.

- ⭐ • **SNAP-Ed Leadership Position:** If SNAP-Ed staff hold a leadership position in the coalition write the name of the leadership position.
- ⭐ • **Total $ Value of Grants Submitted:** Enter the total $ value of all grants submitted by the coalition (combined) to support the work of the coalition during the program year.
- ⭐ • **Total $ Value of Grants Awarded:** Enter the total $ value of all grants awarded during the program year (combined). If a grant is awarded to the coalition but the money will be going to a site where SNAP-Ed is providing PSE technical assistance then capture the grant at the site level, not the coalition level.
- ⭐ • **Total $ Value of Donations Received:** Enter the total dollar value of all donations received by the coalition to support its work. It is ok to estimate the fair market dollar value of physical items. Be conservative in your estimate. If a donation received will be going to a site where SNAP-Ed is providing PSE technical assistance then capture the donation at the site level, not the coalition level.

COALITION MEMBERS TAB

- ⭐ • Add all members/organizations in the coalition that you know of. **+ Add Member**

    Some coalitions may be very large and you may not know all of the members/organizations. That's ok! Do your best to gather the information and enter the ones you DO know.

- ⭐ • **Individual or organization name:** DO NOT enter individual's names. If an individual participates in the coalition as a general community member enter "Community member". If they participate in the coalition as a representative of an organization enter the organization's name.
- ⭐ • **Member's sector of influence:** Try to select from the options listed. If you truly can't find a fit it's ok to select "Other" and describe their sector of influence.
- ⭐ • **Type of member:** Select as applicable.
- ⭐ • **Member's primary site or organization:** For organizations select the member's primary site/organization. For "community members" you can leave this blank.
    - If you can't find your site email uie-inepdocs@illinois.edu to have it added. Put "ATTN: new PEARS Site" in the subject line and site name & address in the body of the email. Do NOT enter new sites on your own.
- • **Briefly describe member's role and resources they provide to coalition:** Good items to note include highly active member organizations or have taken positions of leadership within the coalition. Can also write N/A.

EVALUATION TAB

- ⭐ • **Depth of relationship/level of engagement:** Select the best descriptor based on your subjective assessment of the coalition. Click on "describes this coalition" to see the definition of terms.
    - Groups focused on networking & resource-sharing will be in the Networking or Cooperation level.
    - Collective impact initiatives, coalitions, and other groups will be in the Coordination, Coalition, or Collaboration level, depending on the degree of organization and shared decision-making.
- • **Assessment tool used to document level of active engagement of members:** Select "None" or the assessment tool you used if you completed one.
- • **Assessment tool used to document the level of influence:** Select "None" or the assessment you used if you completed one.
- ⭐ • **Briefly describe any accomplishments of this coalition for the current reporting period:** This could be something as simple as "coalition adopted a formalized action plan" to "coalition increased membership from missing sector" to "coalition influenced major policy or systems change/adoption", etc. What is the biggest thing you want people to know about the work of this coalition?

MEETING AND EVENTS TAB

- • Add any info you would like to track for local purposes. Info is not required or used at the state level.

MARK AS COMPLETE

- ⭐ • ONLY mark as complete at the end of the reporting year (September 30, 2021), once all info has been entered for the coalition.