



**2025 – 2026 Champions for Vibrant Health Leadership Network
Year 2 Progress and Impact Report Instructions**

Deadline: Completed grant impact reports are due no later than **Monday, October 5, 2026 by 5pm PT.**

Report Communications: An email communication will be sent to each of the following organization contacts during the first week of September 2026, sharing that the Year 2 Progress and Impact Report is open.

- Grant Applicant (listed in GLM)
- Primary Contact (listed in GLM)
- Executive Leader
- Emerging Leader

Purpose: This 9-month progress report is meant to measure the impact and progress to-date on Year 2 of the 2025 - 2026 Champions for Vibrant Health Leadership Network. We encourage your honest and transparent feedback on both Leadership Network activities and current challenges facing your organization as both will help us to strengthen our understanding of how we can best support your work in the future.

Report Components: This report is comprised of five sections, of which detailed instructions and questions will be provided in the following pages of this instruction guide.

The sections included in this report are:

1. Direct Funding Impact
2. Executive Leader - Survey & Essay Questions
3. Emerging Leader - Survey & Essay Questions
4. Additional Information - *This section is optional.*
5. Process Feedback - *This section is optional.*

Questions: Please reach out to grants@iehpfoundation.org with any questions. Allow 5 - 7 business days for a response.

Additional Notes:

- Any question marked with an asterisk (*) is mandatory. Questions without an asterisk (*) are optional.

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- Only one individual can work on the report at any given time. If two individuals are accessing the report at the same time, the last one to save will override the work of the other.
 - If any materials to be uploaded exceed the upload file size, please email materials to grants@iehpfoundation.org and title the email "Year 2 Leadership Network Impact Report Attachments".
 - Save your report periodically to not lose any progress.
 - Upon completion, make sure to click the Submit button.
 - Email communications regarding the submission status of your report will be sent from IEHP Foundation Grants via the grants management portal. Make sure administrator@grantinterface.com is marked safe on your email server to avoid communications being blocked or sent to a SPAM folder.
 - Status of your report can also be checked via the homepage of your grants management portal. For more information on how to navigate this portal, [click here](#).
 - An impact report is considered successfully submitted only if you receive a confirmation email.
 - Failure to submit the impact report by the deadline may jeopardize your organization's eligibility to receive future IEHPF funding.
 - You can collaborate/share this application with colleagues. For instructions on how to collaborate, [click here](#).

Section Instructions and Questions

Direct Funding Impact:

Instructions: The following section is intended to collect information how your organization has spent Year 2 funds and the impact of direct funding on your organization's capacity to advance positive health outcomes in the Inland Empire. Each essay question response allows **up to** 3,000 characters (approximately 500 words).

Questions: Please note that the questions are numbered below for ease of reference, however are NOT numbered in GLM due to system limitations.

1. **Did your organization use the Year 2 Grant funds as originally intended?** (Drop-down choice)
 - a. Not at all (0 - 25% alignment with original intent)
 - b. Somewhat (26 - 50% alignment with original intent)
 - c. Mostly (51 - 75% alignment with original intent)

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- d. Completely (75 - 100% alignment with original intent)
2. **How has your organization actually spent the Year 2 grant funds?** Please include a high-level budget breakdown of how your organization spent the Year 2 grant funds. (Essay)
 3. **Year 2 Grant Funds – Impact** (Essay)
 - a. **Alignment with Original Intent:** If applicable, describe any challenges faced that required your organization to deviate from the proposed use of funds. In your description, identify the source of the challenges (internal or external).
 - b. **Leveraging Resources:** What other funding or resources were leveraged with the funds provided by IEHPF?
 - c. **Outcome:** What was the actual impact for your organization? (*e.g., Did staff knowledge around a particular subject improve? How many more members did your organization serve? Did improved technology increase efficiency?*)
 4. **Alignment with IEHPF Strategy Goals** (Checkbox)
 - a. OS Goal 1: Improve reach/quality of services
 - b. OS Goal 2: Increase financial resources to improve health
 - c. OS Goal 3: Improve leadership skills and practices that advance health
 - d. SC Goal 1: Strengthen communications and policy/advocacy efforts that promote positive health
 - e. SC Goal 2: Strengthen the IE healthcare workforce
 - f. SC Goal 3: Improve population health outcome
 5. **As a result of the Executive and Emerging Leaders participation in the Leadership Network, what is different in your organization and/or for the clients you serve?** (Essay)

Executive Leader – Survey and Essay Questions:

Instructions: This section contains both survey and essay questions. All questions are intended to be completed by the Executive Leader of your organization who is the current participant in the Leadership Network.

The survey questions have been asked at the beginning of the program and during last year's report to measure progress across the Leadership Skill domains covered during the sessions.



Due to software limitations, responses will not be confidential. However, responses will only be shared with IEHPF staff, leadership coaches and policy coaches solely for learning, evaluation and program design purposes. Please note that the Executive Leader's name and job title have been copied over from your application. If you have had new leaders join the Leadership Network since the initial application, please reach out to grants@iehpfoundation.org if the information is not correct.

The Executive Leader may elect to submit their responses in one of the ways listed below:

- **Direct GLM Submission:** [Click here](#) for instructions on how to collaborate with the Emerging Leader on this portion of the application within the grants management portal. If selecting this option, the Leader will need a unique, individual GLM login.
- **Collaboration with Grant Writer:** Your organization may also choose to have the Executive Leader collaborate with the staff member responsible for submitting the application outside the grants management portal.

Each essay question response is limited to 3,000 characters (approximately 500 words). In addition to the two ways listed above to submit responses, Executive Leaders may also elect to submit responses to the essay questions by video submission. If electing to submit a video response:

- Each video should be no longer than 5 minutes in length.
- Each video must have clear sound (no distracting background noise).
- Each video must be linked in the textbox area for the corresponding question. The link must be accessible to IEHPF staff and include a download option of the video.
- If possible, the background on the video should include your organization's logo.
- Organizations can use Zoom, Teams or another video capturing platform.

Questions: Please note that the questions are numbered below for ease of reference, however are NOT numbered in GLM due to system limitations.

1. Which Year 2 Leadership Network sessions did you attend? (Checkbox)

- a. Session 1: January 13
- b. Session 2: February 23 - 24 (Advocacy Trip to Sacramento)
- c. Session 3: April 16
- d. Session 4: June 8
- e. Session 5: September 16 - 18 (Strategy Summit)

2. On a scale of 1 - 10, with 1 = Not At All Satisfied and 10 = Extremely Satisfied, how satisfied have you been with your experience in the Leadership Network overall?
(Dropdown select)

3. What are the top 3 most impactful leadership skills covered in the Leadership Network to-date? *(Checkbox)*

4. For each leadership skill, please indicate your knowledge and application of that skill. Operational definitions of skills are available by [clicking here](#). *(Dropdown select)*
 - a. Knowledge: On a scale of 1 - 5, please rate your knowledge of the skill, with 1 = Low and 5 = High.
 - b. Application: On a scale of 1 - 5, please rate how often you intentionally apply this skill in your work, with 1 = Rarely and 5 = All of the Time.

Leadership Skill	Knowledge	Application
Self-Awareness		
Resilience		
Critical Thinking		
Team Development		
Diversity		
Succession Planning		
Communication		
Change Leadership		
Strategic Thinking		
Wellbeing of Others		
Conflict Management		
Policy and Advocacy		

5. **BHAG Progress To-Date** *(Essay)*

As part of the Leadership Network, each set of leaders had been tasked to identify and work on an organizational Big Hairy Audacious Goal (BHAG) that increases their organizational capacity to advance positive health outcomes in the Inland Empire.

- **BHAG Description:** Describe what your BHAG was in a succinct sentence or two.
- **BHAG Achievement:** Describe if you partially or completely achieved your BHAG?

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- **BHAG Progress and Success:** Describe what progress was made on your BHAG and how you measured that success?
 - **Impact of Leadership Network:** Describe how your participation in the Leadership Network impacted the progress made on your BHAG?
 - **Challenges:** Describe what challenges or lessons learned you come across when working on your BHAG?

6. Personal and Organizational Impact (*Essay*)

As the Executive Leader for your organization, how has the Leadership Network impacted your personal and professional development? Please consider the following in your response:

- **Approach to Leadership:** Consider how the network/program impacted how you show up/approach leadership for you, your team and the community.
- **Approach to Policy & Advocacy:** Consider how the Leadership Network shaped how you approach policy and advocacy work at an individual level and as a leader within your organization.
- **Impactful Changes:** Consider what changes have you made in your daily work or organization, if any, as a result of the network and what the impact of those changes have been? If you can, please provide specific examples.

7. Connection to Others (*Essay*)

How has your participation in the Leadership Network influenced the way you and your organization build partnerships to advance health outcomes in the Inland Empire? Please consider the following in your response:

- **New Connections:** Consider any new relationships, partnerships, or collaborations you formed through the Leadership Network.
- **Impact on Your Work:** Consider how these connections have influenced your organization's efforts (e.g., collective grantwriting, program partnerships, shared data).
- **Outcomes:** Consider the impact of these new partnerships (e.g., increased funding, expanded services, strengthened case management, improved community reach).
- **Examples:** If you can, provide 1–2 specific examples that illustrate these connections and their tangible impact.

Emerging Leader – Survey and Essay Questions:



Instructions: This section contains both survey and essay questions. All questions are intended to be completed by the Emerging Leader from your organization who is the current participant in the Leadership Network.

The survey questions have been asked at the beginning of the program and during last year's report to measure progress across the Leadership Skill domains covered during the sessions.

Due to software limitations, responses will not be confidential. However, responses will only be shared with IEHPF staff, leadership coaches and policy coaches solely for learning, evaluation and program design purposes. Please note that the Emerging Leader's name and job title have been copied over from your application. If you have had new leaders join the Leadership Network since the initial application, please reach out to grants@iehpfoundation.org if the information is not correct.

The Emerging Leader may elect to submit their responses in one of the ways listed below:

- **Direct GLM Submission:** [Click here](#) for instructions on how to collaborate with the Emerging Leader on this portion of the application within the grants management portal. If selecting this option, the Leader will need a unique, individual GLM login.
- **Collaboration with Grant Writer:** Your organization may also choose to have the Executive Leader collaborate with the staff member responsible for submitting the application outside the grants management portal.

Each essay question response is limited to 3,000 characters (approximately 500 words). In addition to the two ways listed above to submit responses, Emerging Leaders may also elect to submit responses to the essay questions by video submission. If electing to submit a video response:

- Each video should be no longer than 5 minutes in length.
- Each video must have clear sound (no distracting background noise).
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 - d. Session 4: June 8
 - e. Session 5: September 16 - 18 (Strategy Summit)
2. On a scale of 1 - 10, with 1 = Not At All Satisfied and 10 = Extremely Satisfied, how satisfied have you been with your experience in the Leadership Network overall?
(Dropdown select)
3. What are the top 3 most impactful leadership skills covered in the Leadership Network to-date? *(Checkbox)*
4. For each leadership skill, please indicate your knowledge and application of that skill. Operational definitions of skills are available by [clicking here](#). *(Dropdown select)*
- a. Knowledge: On a scale of 1 - 5, please rate your knowledge of the skill, with 1 = Low and 5 = High.
 - b. Application: On a scale of 1 - 5, please rate how often you intentionally apply this skill in your work, with 1 = Rarely and 5 = All of the Time.

Leadership Skill	Knowledge	Application
Self-Awareness		
Resilience		
Critical Thinking		
Team Development		
Diversity		
Succession Planning		
Communication		
Change Leadership		
Strategic Thinking		
Wellbeing of Others		
Conflict Management		
Policy and Advocacy		

5. **BHAG Progress To-Date** *(Essay)*
Reflect on your contributions and leadership development while working on your organization's BHAG. In your response, please address:

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- **BHAG Primary Role:** Briefly describe your primary role in supporting your organization's BHAG and the impact of your contributions.
 - **Leadership Capacity:** Explain how working on the BHAG strengthened your leadership capacity (confidence, skills, knowledge).
 - **Partnership with Executive Leader:** Describe how collaborating with your Executive Leader influenced your growth, communication, and shared leadership experience.

6. **Personal and Organizational Impact** (*Essay*)

Reflect on how the Leadership Network has supported your growth as an Emerging Leader personally and professionally. Please consider the following in your response:

- **Approach to Leadership:** Consider how the program has impacted your confidence and approach to leadership.
- **Application of Learnings:** If you can, provide a specific example of how you applied new skills to improve your work, relationships, or processes and the impact of the application of those skills.
- **Policy and Advocacy Growth:** Consider how the Leadership Network impacted your knowledge or confidence in regards to advocacy and policy work.

7. **Connection to Others** (*Essay*)

Reflect on the role of relationships and collaboration in your leadership development. Please consider the following in your response:

- **New Connections:** Consider new partnerships or connections you personally formed through the Leadership Network.
- **Impact of Connections:** Consider how these relationships expanded your leadership perspective or influenced your approach to collaboration.
- **Impact on Organization:** If you can, share the impact these connections had on your organization (e.g., shared initiatives, expanded reach, improved coordination).
- **Future Cohorts:** Consider what type of Emerging Leader would benefit most from the program and how future cohorts could be better supported in building meaningful relationships.

Additional Information

Instructions: This section is optional.



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1. **Anything else you would like to share with IEHP Foundation? (Essay)**
 - a. Please share anything else about the Leadership Network not captured in the above questions that you think would be helpful for IEHP Foundation or the coaches to know. This can include more information about the impact of the program or considerations for future cohorts.

Report Process Feedback

Instructions: This section is optional.

Questions: Please note that the questions are numbered below for ease of reference, however are NOT numbered in GLM due to system limitations. Each essay response is limited to 3,000 characters (approximately 500 words).

1. **Approximate how many hours did it take your team to complete this report? (Number)**
2. **How do you think this reporting process could be improved? (Essay)**
 - a. Please include any thoughts or suggestions on clarity of instructions, clarity of questions asked, functionality of the grants management system, etc.