

Resource Data Collection Email Template

Dear [Name],

Our group has been engaging in a planning process to review our local data and make sure that the strategies and programs we fund are matching the needs that show up in our community. We also want to make sure our strategies are effective and evidence-based, and that we, as a community, are able to evaluate if we are getting the results we are wanting.

We have identified [insert risk factor] as one of the priority areas we are looking at and are conducting a brief assessment of resources that are available to address this priority area. This will help use identify unmet needs in our community. We have identified [you, your organization, or organization name] as a resource related to this priority area and are hoping you will be willing to share a little bit about your work with us.

Your participation would be very valuable to the success of project. Will you please share the following information with me?

- Programs and services, project, or practices you provide or are aware of
- A short description of the project, including the purpose and duration
- Focus population
- Is the program at capacity?
- Is the program evidence-based? If so, can you point us to the evidence supporting your program (1 or 2 links is plenty)
- Outcome measures or other aggregated data or statistics you can share

This information will be presented to our group at the next meeting, and we need the data by [date].

We very much appreciate your help! If you would like me to share the results of our process, please let me know and I will be happy to follow up once we have completed our work.

Thank you

[your name and contact info]