

Program & Impact Policy

The Newberry Institute, Inc.

Last updated: June 30, 2025

1. Purpose

The Newberry Institute, Inc. (“TNI” or “the Institute”) is committed to delivering high-quality, community-rooted programs that promote resilience, equity, sustainability, and opportunity. This Program & Impact Policy outlines the principles, expectations, and procedures that guide how TNI designs, delivers, monitors, and evaluates its programs across sectors—including food access, education, health equity, environmental sustainability, civic engagement, interfaith dialogue, and economic development.

This policy ensures our work is impactful, accountable, inclusive, and mission-aligned.

2. Scope

This policy applies to:

- All TNI programs, projects, services, and outreach initiatives
- TNI staff, volunteers, contractors, and program partners
- Board oversight and governance related to programming
- Evaluation, data collection, impact reporting, and communications

It is applicable across in-person, virtual, mobile, and hybrid program environments and across all geographic areas served by the Institute.

3. Guiding Principles

TNI’s program work is grounded in the following core values:

- **Community-Driven:** Designed with and for the communities we serve, centering their voices and needs

- Equity-Focused: Addressing systemic disparities and ensuring inclusive access across race, gender, age, ability, and geography
 - Evidence-Informed: Based on research, best practices, and community knowledge
 - Integrated & Holistic: Acknowledging the intersections between food, health, environment, education, and civic life
 - Sustainable: Structuring programs for long-term relevance, adaptability, and community ownership
 - Accountable: Tracking impact, learning from outcomes, and being transparent with stakeholders
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4. Program Design & Approval

All programs must be:

- Aligned with TNI's mission and strategic priorities
- Developed with clear objectives, outcomes, target populations, and timelines
- Supported by needs assessments, feasibility studies, or stakeholder input
- Inclusive of risk assessments and mitigation strategies
- Budgeted with appropriate staffing, partnerships, and resource plans

Programs must be reviewed and approved by the Executive Director and/or Board (as required by scale or funding source) before implementation.

5. Implementation Standards

Program implementation shall:

- Follow established protocols, curricula, and timelines
- Adhere to legal, safety, grant, and ethical standards
- Incorporate culturally responsive and trauma-informed practices
- Be coordinated by trained staff and supported by volunteers where appropriate

- Include systems for attendance, enrollment, activity tracking, and feedback collection
- Maintain data privacy and consent per TNI's privacy and child protection policies

All program sites and events must promote respectful, inclusive, and welcoming environments.

6. Monitoring & Evaluation

TNI is committed to measuring and improving its impact. Each program must:

- Define measurable outcomes and indicators
- Collect quantitative and qualitative data using tools such as surveys, interviews, activity logs, and pre/post assessments
- Track demographics and participation metrics to inform equity outcomes
- Report findings internally for adaptive learning
- Include stories, testimonials, or visuals where appropriate to humanize outcomes

Annual program impact reports will be compiled for the Executive Director, Board, donors, and community stakeholders.

7. Community Engagement & Feedback

TNI recognizes that those closest to the challenge are closest to the solution. We therefore:

- Engage community members in program design, implementation, and evaluation
 - Create opportunities for ongoing feedback through surveys, focus groups, and informal dialogue
 - Use community advisory groups where appropriate
 - Publicly share successes and lessons learned, acknowledging contributions from residents, volunteers, and local partners
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8. Partner Collaboration

TNI welcomes collaboration with nonprofits, schools, government agencies, houses of faith, and community groups. Program partners must:

- Share and uphold TNI's values of equity, dignity, and accountability
 - Formalize relationships through written agreements (MOUs or contracts)
 - Cooperate in data sharing, evaluation, branding, and reporting (as applicable)
 - Disclose any conflicts of interest or funding overlaps
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9. Program Closure or Transition

Programs may be modified, paused, transitioned, or closed based on:

- Evaluation results and community feedback
- Strategic realignment or funding changes
- Risks, compliance concerns, or capacity limitations

In such cases, TNI will communicate clearly and respectfully with stakeholders and ensure smooth transitions for participants and partners.

10. Accountability & Oversight

- The Executive Director is responsible for day-to-day oversight of all programs.
 - Program leads are responsible for implementation, tracking, and compliance.
 - The Board of Directors reviews program performance at least annually and ensures strategic alignment.
 - Program-related decisions, risks, and outcomes must be documented and shared per internal procedures.
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11. Contact


For questions or feedback about this policy or any of TNI's programs, please contact:




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