

# Sustaining Your Program's Capacity To Serve the Community



## Action Plan

Goal	Timeline	Responsibility	Resources Needed	Implementation Status
Goal 1:				
Task 1:				
Task 2:				
Task 3:				
Goal 2:				
Task 1:				
Task 2:				
Task 3:				

# Sustaining Your Program's Capacity To Serve the Community



## Data Collection Form

<b>Program To Be Evaluated:</b>			
<b>Question To Be Answered:</b>			
<b>Independence Indicators</b>	<b>Types of Data To Be Collected (Qualitative, Quantitative)</b>	<b>Methods (Surveys, Group Discussions, Observations, Document Reviews)</b>	<b>Data Collection Procedures (Who, When, How Long)</b>



Strategic Partnership Development: Identify and Assess Partnerships

<p><b>Current Partners:</b></p> <p>Category: _____</p> <p><b>Potential Partners:</b></p>	<p><b>Current Partners:</b></p> <p>Category: _____</p> <p><b>Potential Partners:</b></p>	<p><b>Current Partners:</b></p> <p>Category: _____</p> <p><b>Potential Partners:</b></p>
<p><b>Your Program Goals:</b></p>		
<p><b>Current Partners:</b></p> <p>Category: _____</p> <p><b>Potential Partners:</b></p>	<p><b>Current Partners:</b></p> <p>Category: _____</p> <p><b>Potential Partners:</b></p>	<p><b>Current Partners:</b></p> <p>Category: _____</p> <p><b>Potential Partners:</b></p>



### Strategic Partnership Development: Engagement Strategies

Category: Partner	Mutual Beliefs, Values, Interests	Benefits for Your Program	Benefits for Partner	Engagement Action Steps (What, Who, When)

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# Strategic Communications Plan

<p><b>What do you want to accomplish? What is your goal?</b> Organization:</p> <p>Goal:</p>	<p><b>What is the measurable objective?</b></p>
<p><b>What environmental data could impact your implementation?</b></p>	
<p><b>Target Audience</b></p>	
<p><b>Audience Profile: Values, Beliefs, Interests</b></p>	
<p><b>Framing the Message</b></p>	

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<b>Message</b>	
<b>Messengers</b>	
<b>Tactics</b>	
<b>Timeline/Person(s) Responsible</b>	
<b>Resources Needed</b>	
<b>Milestones/Successes</b>	



## Sustainability Assessment Prioritization

Domain	Group Rating	Prioritization: Urgent and/or Important or Neither
<b>Environmental Support: Overall Score</b> _____		
1. Champions exist who strongly support the program.		
2. The program has strong champions with the ability to garner resources.		
3. The program has leadership support from within the larger organization.		
4. The program has leadership support from outside of the organization.		
5. The program has strong public support.		
<b>Additional Factors:</b>		
<b>Resource Development: Overall Score</b> _____		
1. The program exists in a supportive state economic climate.		
2. The program implements policies to help ensure sustained funding.		
3. The program is funded through a variety of sources.		
4. The program has a combination of stable and flexible funding.		
5. The program has sustained funding.		
<b>Additional Factors:</b>		

**Strategic Partnerships: Overall Score** \_\_\_\_\_

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1. Diverse community organizations are invested in the success of the program.		
2. Community leaders are involved with the program.		
3. Community members are passionately committed to the program.		
4. The program communicates with community leaders.		
5. The community is engaged in the development of program goals.		
<b>Additional Factors:</b>		
<b>Organizational Capacity: Overall Score</b> _____		
1. The program is well integrated into the operations of the organization.		
2. Organizational systems are in place to support the various program needs.		
3. Leadership effectively articulates the vision of the program to external partners.		
4. Leadership efficiently manages staff and other resources.		
5. The program has adequate staff to complete the program's goals.		
<b>Additional Factors:</b>		



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<b>Program Evaluation: Overall Score _____</b>		
1. The program has the capacity for quality program evaluation.		
2. The program reports short-term and intermediate outcomes.		
3. Evaluation results inform program planning and implementation.		
4. Program evaluation results are used to demonstrate successes to funders and other key stakeholders.		
5. The program provides strong evidence to the public that the program works.		
<b>Additional Factors:</b>		
<b>Program Adaptation: Overall Score _____</b>		
1. The program periodically reviews the evidence base.		
2. The program adapts strategies as needed.		
3. The program adapts to new science.		
4. The program proactively adapts to changes in the environment.		
5. The program makes decisions about which components are ineffective and should not continue.		
<b>Additional Factors:</b>		

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<b>Strategic Communications: Overall Score</b> _____		
1. The program has communication strategies to secure and maintain public support.		
2. Program staff communicate the need for the program to the public.		
3. The program is marketed in a way that generates interest.		
4. The program increases community awareness of the issue.		
5. The program demonstrates its value to the public.		
<b>Additional Factors:</b>		
<b>Strategic Planning: Overall Score</b> _____		
1. The program plans for future resource needs.		
2. The program has a long-term financial plan.		
3. The program has a sustainability plan.		
4. The program's goals are understood by all stakeholders.		
5. The program clearly outlines roles and responsibilities for all stakeholders.		
<b>Additional Factors:</b>		

\*Adapted from: [www.sustaintool.org](http://www.sustaintool.org)



## Sustainability Plan Template

**Program Vision Statement:** [Describe the final long-term goal or vision of your program or initiative.]

**Background:** [Briefly summarize the history and current state of the program you wish to sustain.]

**Current Funding Sources:** [List the current funding sources for this program, along with their expiration dates.]

**Sustainability Results:** [Summarize your program's strengths and areas for improvement identified in your results from the Program Sustainability Assessment Tool.]

**Program Elements To Be Sustained:** [List the program elements that your team has decided to sustain. Refer to your evaluation data to see which program elements are most effective and essential.]

**Partners:** [List partners involved in the sustainability assessment and/or creation and implementation of the sustainability plan.]

**Time Frame:** [Enter the period of time over which the sustainability activities listed below will be implemented.]

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**Environmental Support:** Having a supportive internal and external climate for your program

**Sustainability Objective:** [Write an objective that will enable you to increase sustainability capacity in this domain in a way that is important for your program. The objective should be Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). You may need more than one objective per domain.]

<b>Steps to achieve objectives:</b> [Be very specific and include important sub-steps. Anyone should be able to pick up this document and understand what needs to happen in order to reach your objective.]	<b>Who will do the work?</b> [For every task, there needs to be a responsible party/parties. Who will ultimately ensure the work gets finished?]	<b>What does success look like?</b> [What metrics will you use to track progress on the completion of each step? How will you know it's time to move on to the next step?]	<b>What non-financial resources are needed for this step? Where will they come from?</b>	<b>Due date</b> [In the appropriate quarter, enter a specific date by which the activity must be completed.]			
				Q1	Q2	Q3	Q4
1.							
2.							
3.							

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4.							
5.							
6. <u>[Add or delete steps to meet your needs.]</u>							

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### **Resource Development:** Establishing a consistent financial base for your program

**Sustainability Objective:** [Write an objective that will enable you to increase sustainability capacity in this domain in a way that is important for your program. The objective should be Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). You may need more than one objective per domain.]

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**Strategic Partnerships:** Cultivating connections between your program and its stakeholders

**Sustainability Objective:** [Write an objective that will enable you to increase sustainability capacity in this domain in a way that is important for your program. The objective should be Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). You may need more than one objective per domain.]

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## Sustaining Your Program's Capacity To Serve the Community



**Organizational Capacity:** Having the internal support and resources needed to effectively manage your program and its activities

**Sustainability Objective:** [Write an objective that will enable you to increase sustainability capacity in this domain in a way that is important for your program. The objective should be Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). You may need more than one objective per domain.]

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### Program Evaluation: Assessing your program to inform planning and document results

**Sustainability Objective:** [Write an objective that will enable you to increase sustainability capacity in this domain in a way that is important for your program. The objective should be Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). You may need more than one objective per domain.]

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**Program Adaptation:** Taking actions that adapt your program to ensure its ongoing effectiveness

**Sustainability Objective:** [Write an objective that will enable you to increase sustainability capacity in this domain in a way that is important for your program. The objective should be Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). You may need more than one objective per domain.]

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**Strategic Communications:** Communicating strategically with stakeholders and the public about your program

**Sustainability Objective:** [Write an objective that will enable you to increase sustainability capacity in this domain in a way that is important for your program. The objective should be Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). You may need more than one objective per domain.]

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**Strategic Planning:** Using processes that guide your program's direction, goals, and strategies

**Sustainability Objective:** [Write an objective that will enable you to increase sustainability capacity in this domain in a way that is important for your program. The objective should be Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). You may need more than one objective per domain.]

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