

## Instructions for Using the Capacity Assessment Tool

Make as many copies of the tool as you need to complete this task. There are separate capacity worksheets for each of these areas:

- Program facilitators and staff capacities
- Board and leadership capacities
- Technical (expertise) capacities
- Fiscal and resource capacities
- Collaboration/Partnership capacities

The process for completing the Capacity Assessment Tool is as follows:

1. Gather together information describing what is required to implement the program you're considering including costs, staffing levels and requirements, training needs, materials, facilities and other fiscal and resource capacities.
2. For each of the programs you're considering, go through each of the capacity worksheets and answer the questions about capacity requirements, whether you think your organizational capacity is adequate in each area and what your plan is to increase the capacity if you need to.
3. If filling out all the worksheets for several programs seems like a lot of work, you might consider splitting the tasks up among several people. You could divide the task by each program you're reviewing or have one person responsible for finding out all about one capacity area such as technical expertise for all of the programs you're considering.
4. After you complete the tool, print for your records and/or submit to the Training and Technical Assistance Department at the SC Campaign for feedback.

Once you complete the Capacity Assessment Tool, you'll have a better idea about whether you can implement the program you're considering with enough fidelity to achieve your desired outcomes. The most revealing part of this task may be the gaps that appear. These gaps may be capacities you can build to achieve your goals or they may indicate that you need to select another program.

If you don't have the necessary capacities, it's important to think through how you can get them. If you can't deliver the program well because of capacity challenges, perhaps you should consider selecting a different SBP (identified in Step 3) or stepping back to build up your capacity. The Training and Technical Assistance Department at the SC Campaign is designed to help you do just that!

# Capacity Assessment Tool

## **PROGRAM FACILITATOR(S) AND OTHER STAFF**

Program Name:

Name of Person  
Completing Form:

Date:

Facilitator Capacity Assessment	Requirements	Is Our Capacity Sufficient?	Plan to Increase Capacity, if necessary
Do you have the number of facilitators recommended for the program (including adult and youth facilitators)?			
Do your facilitators have adequate qualifications? (e.g., level of education; years of experience)			
Have your facilitators received necessary training for working with youth? (e.g. group facilitation; abuse and neglect reporting; CPR; other required training)			
Have your facilitators received necessary training specific to the program?			

Other Staff Capacity Assessment	Requirements	Is Our Capacity Sufficient?	Plan to Increase Capacity, if necessary
What type of additional staff do you need to do this program?			
Do these staff have adequate qualifications?			
Have these staff received necessary training for their role?			

NOTES:

## BOARD AND LEADERSHIP

Program Name:

Name of Person  
Completing Form:

Date:

Leadership Capacity Assessment	Requirements	Is Our Capacity Sufficient?	Plan to Increase Capacity, if necessary
How committed is the leadership to the program?			
Do they support the program staff?			
Are there clear channels of communication between all leaders involved?			
How effective is conflict resolution?			
Do the leaders involve the staff in decision-making when appropriate?			
Is the meeting facilitation effective?			

NOTES:

**TECHNICAL EXPERTISE**

Program Name:

Name of Person Completing Form:

Date:

Technical Capacity Assessment	Requirements	Is Our Capacity Sufficient?	Plan to Increase Capacity, if necessary
Do you have any special materials needed to deliver the program?			
Do you need access to a computer or special computer programs?			
Others?			

**FISCAL AND RESOURCE CAPACITY**

Program Name:

Name of Person Completing Form:

Date:

Fiscal and Resource Capacity Assessment	Requirements	Is Our Capacity Sufficient?	Plan to Increase Capacity, if necessary
Transportation availability			
Cost:			
Special trips			
Cost:			

Adapted from: RAND. (2007). Imm, P., Chinman, M., Wandersman, A., Rosenbloom, D., Guckenburg, S., & Leis, R. Preventing Underage Drinking: Using Getting to Outcomes with the Strategic Prevention Framework to Achieve Results. [http://www.rand.org/pubs/technical\\_reports/TR403/](http://www.rand.org/pubs/technical_reports/TR403/)

Fiscal and Resource Capacity Assessment	Requirements	Is Our Capacity Sufficient?	Plan to Increase Capacity, if necessary
Printed Materials Cost:			
Participant Incentives Cost:			
Food Cost:			
Babysitting/Sibling Care availability Cost:			
Volunteers			
Equipment availability Cost:			
Amount of space required Cost:			
Evaluation (data collection, entry, tracking over time) Cost:			
<b>TOTAL COSTS OF THE PROGRAM:</b>			

## COLLABORATIONS AND PARTNERSHIPS

Program Name:

Name of Person  
Completing Form:

Date:

Collaboration Capacity Assessment	Requirements	Is Our Capacity Sufficient?	Plan to Increase Capacity, if necessary
Collaboration with key partners			
Buy-in of those that could support or hinder your program implementation			

NOTES: