

## TX SPF SIG Staff/Stakeholder Sustainability Assessment

This is a checklist to find out more about coalition sustainability. Some sentences or phrases may describe your coalition better than others. Please give us your opinion on each as they apply to your coalition. Read each sentence or phrase and indicate if: you agree that the sentence or phrase describes your coalition; you can't make-up your mind or unsure if the sentence or phrase describes your coalition; you disagree with the sentence as describing your coalition. If you are in a role in which you don't have enough information to form any type of opinion please mark, "Not in a position to form opinion." Answer to the best of your ability; remember to mark one box for each sentence or phrase. Your opinion is valuable even if you are unsure or don't know. Thank you for your help with this project.

**Date:** \_\_\_\_\_ **Coalition name** \_\_\_\_\_ **Your position or Title** \_\_\_\_\_

Your Age: \_\_\_\_\_

Your Cultural or Ethnic Identity: \_\_\_\_\_

Your Coalition is: \_\_\_\_\_

Please identify your primary role: (Pick all that apply)

Event or program participant

Advocate

Host agency official

Service Provider

Community Member

Are you also:

Chair/Co-Chair of a Sub-Committee

Member of a Sub-Committee

None of the above

<b>Leadership – Rate each of the items below to the best of your ability.</b>	Agree	Unsure	Disagree	Not in a position to form opinion
1. Coalition leaders have been identified				
2. Coalition leaders are clear about their roles and responsibilities				
3. Coalition leaders actively fill their roles and responsibilities				
4. Training is provided to coalition leaders (and others)				
5. Coalition leaders (and others) are recognized for their contributions				
6. Coalition leaders provide direction, knowledge and motivation.				
<b>Community Involvement – Rate each of the items below to the best of your ability.</b>	Agree	Unsure	Disagree	Not in a position to form opinion
7. New members are actively recruited				
8. Culturally diverse members are actively recruited				
<b>Community Involvement – Rate each of the items below to the best of your ability.</b>	Agree	Unsure	Disagree	Not in a position to form opinion
9. The coalition reaches out regularly to community organizations and is effective in doing so				
10. New members are oriented and trained				
11. Advocates have been identified and trained				
12. Advocates work effectively				
<b>Diversified Funding – Rate each of the items below to the best of your ability.</b>	Agree	Unsure	Disagree	Not in a position to form opinion
13. A long-term budget has been developed				
<b>A long-term plan has been developed and includes:</b>				
14. Local fundraising				
15. Grant writing				
16. Professional fund development activities				
17. Inclusion in organizational budgets				
18. Fees for services				
19. Public relations programs, government and community				
20. Long-range planning policies are in place				
21. Use of long-term funding is identified				
22. Other (please identify other resources)				

<b>Solid Infrastructure – Rate each of the items below to the best of your ability.</b>	Agree	Unsure	Disagree	Not in a position to form opinion
23. Job descriptions for all roles created by the coalition are written				
24. Job standards are explained and evaluations are done on a regular basis				
25. Employee training is ongoing				
26. Objectives and authority of each committee/workgroup are known				
27. Meetings are held regularly				
28. An agenda is used – distributed before the meeting				
29. Meeting kept on track/minutes recorded				
30. E-mail lists, on-line groups, blogs keep information flowing				
31. Contact is made with reporters/editor at your local papers				
32. Contact and follow-through are conducted with multiple media sources				
33. Meeting minutes, agendas and other information available				
34. Responsibility exists for accounting, 501(c)(3) status, insurance etc				
<b>The Vision, Mission, goals and objectives are clearly communicated to: (Rate each of the items below to the best of your ability.)</b>	Agree	Unsure	Disagree	Not in a position to form opinion
35. -All coalition members				
36. -Community leaders				
37. -Partner organizations				
38. -The community overall				
<b>Address problems, cares about and demonstrates results -- Rate each of the items below to the best of your ability.</b>	Agree	Unsure	Disagree	Not in a position to form opinion
39. The community is informed about substance abuse problems and issues				
40. The coalition has a process in place to monitor community priorities				
41. The community is aware of what the coalition and its partners are doing				
42. The coalition shares result / outcomes from the coalition and partners				
<b>Comprehensive Coalition Plans were developed for:</b>	Agree	Unsure	Disagree	Not in a position to form opinion
43. - Availability of short-term funding and resources				
44. - Communications/marketing				
45. - Evaluation and data collection				
46. - Training and technical assistance				
47. - Fund raising				
48. - Administration and Operations				
49. - Program/strategy implementation				
50. - Strategic planning process				
51. - Short-term and long-term budgeting				
<b>Ability to adapt to changing community needs – Rate each of the items below to the best of your ability.</b>	Good	Unsure	Poor	Not in a position to form opinion
52. The coalition collects information to identify changes in the community				
53. The coalition modifies strategies and procedures as needed				
54. The coalition actively seeks new partnerships				
55. Training/coaching is provided to coalition members				
56. The coalition seeks and receives technical assistance as needed				

Please provide any information you would like to add.