

Introducing...



Tools *for* Sustainability

SUSTAINABILITY TOOLKIT

10 Steps to Maintaining Your Community Improvements

- Are you looking for ways to continue your successful efforts after your current funding ends?
- Would you like to use an organized process to make your decisions and identify resources?

The *Sustainability Toolkit* guides you in making strategic decisions about what should be continued and how to continue it. Consultation is also available if you would like someone to introduce you to the 10-step process and/or facilitate your movement through the steps.

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RESOURCES

“Clear presentation of the material
in an easy-to-follow format”

Workshop attendee

Checkpoints

To help you move through the
process

In Step 7 - Create Options for
Maintaining Your Priority Efforts:



If you can justify why each
effort should be continued
and have decided upon ways
to find the resources needed
to continue the effort, you're
ready to move on to Step 8.

Consultations

Because the quest for sustainability is often added to the job duties of someone with a full workload, your group may benefit from consultation. Center staff can help you in a number of ways:

- Introduce the sustainability process to your organization/coalition
- Provide guidance and facilitation to walk your group through the 10 steps
- Conduct an introductory session at a conference/training

Center staff have conducted numerous tailored sessions and provided consultation to help groups sustain their community improvements. For more information on consultation services, please contact the Center for Civic Partnerships at (916) 646-8680 or ccp@civicpartnerships.org.

Valuable Tips

In Step 2 - Position Your Effort



Collaborative and Organizational Assessments

Collaborative or organizational assessments may help show strengths and areas for growth related to some of these factors (e.g., leadership, decision-making, membership, relationships). If you've conducted one recently, take a look at the results. If not, consider conducting one. See the Resources section for a list of available assessment instruments.

In Step 10 - Evaluate Your Outcomes and Revise as Needed



What if We Run Out of Time?

What happens if the current funding is about to end and you haven't been successful in securing additional funding to continue the effort? Perhaps you started planning for sustainability a little too late. Maybe you tried several strategies and none of them worked. It may be that you have new funding, but there is a three month gap between when the current funding ends and when the new funding begins. What do you do in the meantime?

- See if there is an organization willing to give you resources to continue the effort for a few months, to give you more time to search for resources or to bridge the gap until the new funding starts.
- Ensure that there is good documentation on the effort (e.g., activities, evaluation findings, budget), so that it will be easier to restart the activity once new resources are in place
- Apply for awards to keep the effort visible and demonstrate its worthiness.

(more information continues)

“Marvelous toolkit - easy to use as a resource and for decision-making”

Workshop attendee

Exercises

Samples for every exercise -
Blank copies included on a CD-ROM

Sample - Completed Criteria Grid

Teen Pregnancy Prevention Program

Scale: 1=Definitely Not; 2 = Probably Not; 3 = Probably Yes; 4=Definitely Yes

	Teen Employment Program	Community Report Card	Leadership Academy
Measurable Improvement in Community Health	4	3	2
Individuals Committed to Continuing Work	3	2	1
Key Decision-makers Support	2	4	3
Improves Community Capacity	4	3	3
Total	13	12	9

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Connections Map

Name: _____
Phone/E-mail: _____

Please list any connections (names, titles) you have with the different organizations, associations and sectors in your community. These may be friends, relatives, colleagues, neighbors or acquaintances. Think about connections that may help you sustain your community improvements. The last box can be used for any connections you have that don't fit in the other boxes.

Corporate/Business	Professional Associations	Civic Organizations/Associations
Colleges/Universities	Government (Local, State, Federal)	Foundations (Local, State, National, Corporate)
Other Community Initiatives	School Boards/PTA	Faith/Personal/Ethnic Organizations
Key Individuals	Arts and Culture	

Adapted from A Guide to Building Sustainable Organizations from the Inside Out, Chicago Women's Foundation (2000).

Center for Civic Partnerships

The Center for Civic Partnerships assists communities in creating the physical, social and economic conditions in which people can be healthy by providing technical assistance, educational programs, publications, funding resources and opportunities and consultation.

The Center is a collective of community building initiatives that emphasize participatory governance and a systems approach to healthier communities. Center programs and agencies serve public institutions, nonprofit organizations, and collaboratives and focus on community planning, organizing, coalition building, policy development, consensus building, evaluation and sustainability. Capacity is enhanced through customized tools and skill building workshops, consulting and technical assistance services, awards and/or referrals to financial and programmatic resources.



CENTER FOR CIVIC PARTNERSHIPS

1851 Heritage Lane, Suite 250
Sacramento, CA 95815
Tel: (916) 646-8680
Fax: (916) 646-8660

E-mail: ccp@civicpartnerships.org
Website: www.civicpartnerships.org

The Center for Civic Partnerships is a center of the Public Health Institute. The Public Health Institute (PHI) is an independent, nonprofit organization dedicated to promoting health, well-being and quality of life for people throughout California, across the nation and around the world.



CENTER FOR CIVIC PARTNERSHIPS

A Center of the Public Health Institute

The Sustainability Toolkit: 10 Steps to Maintaining Your Community Improvements

Discover how to sustain the improvements you've made in your community's health and/or quality of life.

This toolkit takes you through a 10-step process for determining which efforts should be maintained and deciding how to successfully continue them.

The Sustainability Toolkit contains:

- Examples and stories from communities throughout the nation
- Activities you can complete, which are included on a CD-ROM
- Sample plans, timelines, and completed activities
- Tips and resources

Funded by a grant from The California Wellness Foundation

The Sustainability Toolkit: 10 Steps to Maintaining Your Community Improvements

Includes toolkit binder and CD-ROM with activities

of Copies _____ x \$90.00 each (incl. shipping & handling) = _____

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Please fill out the form and
return **with payment** to:

Center for Civic Partnerships
Attn: Sustainability Toolkit
1851 Heritage Lane,
Suite 250
Sacramento, CA 95815
(916) 646-8680