

**Community Foundation for Monterey County
Next Steps for Small Nonprofits 2016 - 2019**

Capacity Improvement Plan 2018-19

The CAPACITY IMPROVEMENT PLAN will identify your three-year capacity improvement priorities, desired outcomes and goals. It will also define your milestones and activities for 2018-19. Please work with your mentor to review the results of your organizational assessment, agree on your priorities and focus areas, and develop your plan.

GUIDE TO COMPLETING CAPACITY IMPROVEMENT PLAN TOOL FOR GRANTEES

A. Instructions: This capacity improvement plan identifies a set of top-priority organizational development goals with the broad aim of strengthening your agency's capacity to achieve your mission through greater knowledge of effective organizational development strategies.

B. Definitions:

Capacity: A collection of characteristics, resources and qualities that enable an organization to function, grow, sustain itself and do well in fulfilling its mission in the long term.

Focus Area: Function within your organization on which the plan will concentrate.

Ex. Vision and Planning, Community Engagement, Organizational Leadership, Board Development, Fund Development, Financial Management, Staffing/Human Resources, Evaluation, Technology, etc.

Outcome: End result or consequence of your work at the completion of the three-year grant – the desired “future state” for your organization.

Ex. The organization has a unified sense of purpose and trust across Board, staff and volunteers.

Use SMART Goals:

S = Specific
M = Measurable
A = Attainable
R = Realistic
T = Timely

Ex. Within 2 years, foster a shared sense of purpose by engaging Board, staff and community residents in developing a three-year Strategic Plan for the organization and a model for continuous community engagement for its implementation.

Milestone: A milestone is a scheduled event signifying the completion of a major deliverable or step in a project. It is a flag in the work plan to signify that some part of the work has been completed. Usually a milestone is used as a project “checkpoint” to confirm that the project is progressing.

Ex. A Strategic Planning Team with Board, staff and community representation is formally established.

Activities: Specific actions required to reach milestones.

Ex. Draft the Scope of Work for the Strategic Planning Team.

**Community Foundation for Monterey County
Next Steps for Small Nonprofits July 2016 - June 2019
Capacity Improvement Plan for 2018 - 19**

Organization:

Focus Area: Please select all those that apply:

- | | |
|--|--|
| <input type="checkbox"/> Vision and Planning | <input type="checkbox"/> Organizational Leadership |
| <input type="checkbox"/> Evaluation | <input type="checkbox"/> Staffing/Human Resources |
| <input type="checkbox"/> Fund Development | <input type="checkbox"/> Board Development |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Community Engagement |
| <input type="checkbox"/> Technology & Infrastructure | |

Desired Outcome (By 2020):

Three-Year Goals (SMART) List as many as needed *and* realistic to accomplish within three years:

