

Is My Organization Ready?

An assessment tool for potential AmeriCorps* State applicants

This assessment tool is designed to help potential applicants assess their organizational readiness to administer and support a high quality AmeriCorps* State program. This tool asks the reader to score the organization/legal applicant on elements necessary to run a high quality program by selecting the answer that best describes the organization's current status or performance. Each "YES" answer is worth one point.

Organization Mission

1. Do you have a written mission statement (if no, skip to question 5)
 Yes No Unsure
2. Does your mission statement provide a clear expression of your organization's reason for existence?
 Yes No Unsure
3. Is the mission understood by ALL stakeholders within the organization?
 Yes No Unsure
4. Is the mission frequently referred to (e.g. in meetings, in annual planning?)
 Yes No Unsure

Strategic Planning and Operations

5. Does the organization have a clear and coherent written plan (i.e. 3-10 year strategic plan)? (if no, skip to question 11)
 Yes No Unsure
6. Does the strategic plan have well defined goals and action steps with timeframes, AND are the goals measurable?
 Yes No Unsure
7. Is the strategic plan linked to the overall mission, vision and goals of the organization?
 Yes No Unsure
8. Is the strategic plan broadly known by the staff and board?
 Yes No Unsure
9. Has the strategic plan been supported with a realistic and detailed annual plan that outlines the specific work to be accomplished?
 Yes No Unsure
10. Is this annual plan consistently used at all levels of the organization to direct operations?
 Yes No Unsure

Needs Assessment, Program Design, and Implementation

11. Does your organization conduct frequent assessments of the community needs?
 Yes No Unsure
12. Does your organization analyze the results of needs assessments and implement changes?
 Yes No Unsure

13. Does the organization have the ability to grow and/or create new and innovative programs to meet the needs of service recipients?
 Yes No Unsure
14. Does the organization have a track record of accomplishments with its programs?
 Yes No Unsure

Program Alignment

15. Are the organization's programs and services well defined?
 Yes No Unsure
16. Are the programs fully aligned with the organization's mission, goals and overall strategy?
 Yes No Unsure
17. Do your programs and services fit together well as part of your overall strategy?
 Yes No Unsure

Performance Measurement

18. Do you have a well-developed and comprehensive evaluation system used to measure the social impact of your programs and services?
 Yes No Unsure
19. Do you collect data to measure performance and progress on a continual basis?
 Yes No Unsure
20. Do you analyze the data and report findings to stakeholders in an accurate and timely manner (e.g. issue an annual report)?
 Yes No Unsure

Commitment to Continuous Improvement

21. Does the organization conduct frequent assessment of existing program effectiveness in meeting recipient needs AND identify areas for improvement?
 Yes No Unsure
22. Does the organization conduct continual assessment of internal operations to assess efficiency and effectiveness?
 Yes No Unsure
23. If yes to questions 22 and 23, are adjustments and/or improvements always made?
 Yes No Unsure

Use of Technology

24. Does your organization have networked computing hardware with a comprehensive range of up-to-date software applications?
 Yes No Unsure
25. Does every key staff member have a computer with up-to-date software?
 Yes No Unsure
26. Does every key staff member have internet access and e-mail capabilities?
 Yes No Unsure
27. Is computer technology used regularly by staff?
 Yes No Unsure

Financial Management

28. Has your organization ever managed a federal grant?
 Yes No Unsure
29. Does your organization have a computerized accounting system?
 Yes No Unsure
30. Does your organization produce and review financial statements regularly?
 Yes No Unsure
31. Do you have formal internal controls governing all financial operations?
 Yes No Unsure
32. Is your cash flow actively managed?
 Yes No Unsure
33. Are your financial operations audited annually?
 Yes No Unsure
34. Does the organization utilize a strategic budgeting process that reflects the organizational needs and objectives?
 Yes No Unsure
35. Is the budget closely and regularly monitored?
 Yes No Unsure

Human Resources

36. Does the organization have a well-planned process to recruit, develop, and retain employees?
 Yes No Unsure
37. Does the organization provide relevant and regular internal and external training?
 Yes No Unsure
38. Are employee performance appraisals consistent and institutionalized?
 Yes No Unsure
39. Does the organization have a proven willingness to ensure high quality job occupancy?
 Yes No Unsure
40. If applicable, does the organization have a well-planned process to recruit, develop and retain volunteers?
 Yes No Unsure

Partnership/Collaboration

41. Has your organization built and maintained partnerships?
 Yes No Unsure
42. Are these partnerships strong and do they have a high impact?
 Yes No Unsure
43. Have these relationships led to mutually beneficial collaboration?
 Yes No Unsure

Sustainability

44. Does your organization have highly diversified funding with multiple financial resources?
 Yes No Unsure

45. Does your organization have a group of dedicated people that believe and support the organization's success?

- Yes No Unsure

Governance and Operations

46. Does your organization have an active and effective board of directors and/or other governing body?

- Yes No Unsure

47. Does your organization provide staff with all of the information necessary to carry out duties appropriately?

- Yes No Unsure

48. Does your organization have written policies and procedures? (if no or unsure, skip question 49)

- Yes No Unsure

49. Does staff understand and consistently follow the written policies and procedures?

- Yes No Unsure

Results

- **40 points or more:** Based on your self-assessment, your organization may have the capacity to administer AmeriCorps* State funds.
- **31-39 points:** Based on your self-assessment, your organization may need to make a few improvements in your capacity and planning to succeed.
- **Less than 30 points:** Based on your self-assessment, your organization may have a significant need to build its capacity. Applying for AmeriCorps* State funds may not be a suitable option for you at this time.