Project Sustainability Assessment Checklist to Promote VISTA Projects

- Focus on Local Needs
- Strategic Planning
- Emphasizes Long-Term Focus
- Encourages and Promotes Collaboration
- Increase Individual and Organizational Capacity
- Incorporates Local Assets and Resources
### Focus on Local Needs

#### Assessment Checklist

- **Have we assessed the community’s critical needs?**
  - Yes ☐
  - No ☐
  - *If not, how can we meet this criterion?*

- **Are there pre-existing efforts to address the needs?**
  - Yes ☐
  - No ☐
  - *If not, how can we meet this criterion?*

- **Will the efforts and community participation be effective, on-going and lasting?**
  - Yes ☐
  - No ☐
  - *If not, how can we meet this criterion?*

- **Is the community involved in measuring the successes and failures of the project?**
  - Yes ☐
  - No ☐
  - *If not, how can we meet this criterion?*

- **Are the community leaders involved with the direction/decisions/promotion of your project?**
  - Yes ☐
  - No ☐
  - *If not, how can we meet this criterion?*
Key Sustainable Element: **Increase Individual and Organizational Capacity**

**Assessment Checklist**

- Has a baseline been taken for future comparison?
  
  *Yes*  ❑  *No*  ❑

  *If not, how can we meet this criterion?*

- Can the Institution generate funds and human resources to continue the project?
  
  *Yes*  ❑  *No*  ❑

  *If not, how can we meet this criterion?*

- Does the project goal fit into the individual/institutional vision and mission?
  
  *Yes*  ❑  *No*  ❑

  *If not, how can we meet this criterion?*

- Are VISTA resources sufficient to support or initiate an individual/institutional capacity building project?
  
  *Yes*  ❑  *No*  ❑

  *If not, how can we meet this criterion?*

- Is there a plan in place to provide support and training for individual/institution?
  
  *Yes*  ❑  *No*  ❑

  *If not, how can we meet this criterion?*
### Key Sustainable Element: Strategic Planning

#### Assessment Checklist

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>✗ Has the goal been specifically identified?</td>
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<td>If not, how can we meet this criterion?</td>
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<td>✗ Can the resources needed be generated on an ongoing basis?</td>
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<td>If not, how can we meet this criterion?</td>
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<td>✗ Are the community partners involved in the planning process?</td>
<td>☐</td>
<td>☐</td>
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<td>If not, how can we meet this criterion?</td>
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<td>✗ Is their community ownership of the strategic plan?</td>
<td>☐</td>
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<td>If not, how can we meet this criterion?</td>
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<td>✗ Do we have a process for evaluation and revision in a timely manner?</td>
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<td>If not, how can we meet this criterion?</td>
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Key Sustainable Element: **Encourages and Promotes Collaboration**

**Assessment Checklist**

- Does the project meet the community needs?
  - Yes ❑
  - No ❑
  *If not, how can we meet this criterion?*

- Is the community willing to collaborate?
  - Yes ❑
  - No ❑
  *If not, how can we meet this criterion?*

- Can the goal be reached within the VISTA’s term?
  - Yes ❑
  - No ❑
  *If not, how can we meet this criterion?*

- Can performance measurements be made to encourage further collaboration?
  - Yes ❑
  - No ❑
  *If not, how can we meet this criterion?*

- Is there a system in place that can be used for the community to eliminate duplication of services?
  - Yes ❑
  - No ❑
  *If not, how can we meet this criterion?*
Key Sustainable Element: **Emphasizes Long-Term Focus**

Assessment Checklist

- Does your current attention to the project also include thinking about the future of the project?  
  
  *If not, how can we meet this criterion?*

- Do we have a plan for including the community in the long-range planning of the project?  
  
  *If not, how can we meet this criterion?*

- Do we have resources that will last long-term?  
  
  *If not, how can we meet this criterion?*

- Do you have a system to record project information for long-term use?  
  
  *If not, how can we meet this criterion?*
Key Sustainable Element: **Incorporates Local Assets and Resources**

**Assessment Checklist**

- Has your project performed a comprehensive asset/resource mapping of your community?  
  *Yes*  
  *No*  
  *If not, how can we meet this criterion?*

- Are local organizations and businesses aware of your project benefits to the community as well as of project needs?  
  *Yes*  
  *No*  
  *If not, how can we meet this criterion?*

- Is your program collaborating with similar programs in the area (if they exist)?  
  *Yes*  
  *No*  
  *If not, how can we meet this criterion?*

- Are target community of this project actively participating in its development and implementation?  
  *Yes*  
  *No*  
  *If not, how can we meet this criterion?*

- Are the resources and assets available in your community being efficiently utilized to meet program needs.  
  *Yes*  
  *No*  
  *If not, how can we meet this criterion?*