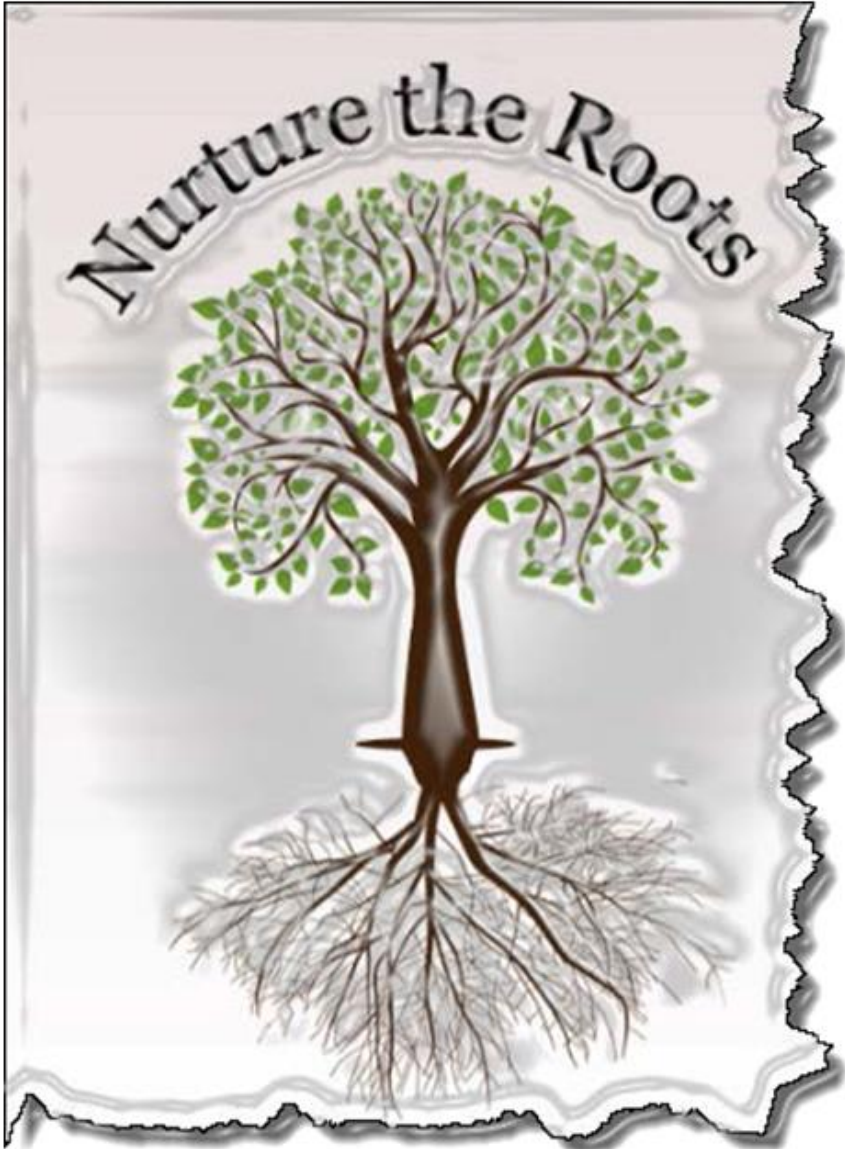


# Handout 1

# Program Sustainability Plan

# *Template*



## Sustainability Plan Template

### **Introduction:**

Planning for sustainability is essential to any long-term community health improvement effort. Creating and sustaining a healthier community is not a short-term endeavor; it is an ongoing and intentional process. Sustainability planning is important because it allows coalitions and communities to address critical public health issues beyond any one source of funding, helps protect investments made by the community and enables collaborative efforts to thrive in the face of change.

As a requirement of your funding, you will need to develop a sustainability plan as one of your deliverables. This template is offered as a simple support tool to help you and your team think through the process of sustaining your strategies. It can also help you think through approaches and to identify the type of information you will need to prepare a sustainability plan.

### Helpful Hints:

- It is best to complete this form electronically as it provides maximum flexibility in terms of making changes easily, adding lines and spaces, etc.
- Complete each section thoroughly to inform a robust plan.
- Meet with coalition members, partners and other interested parties to get feedback and buy-in to develop sustainability plan
- Sample objectives are included to give you a starting point; however you are not required to use them as part of your plan.

## I. Program Summary

**INSTRUCTIONS:** Please provide the following:

- A brief overview of your program
- Overall program goals
- Groups responsible for implementing program components currently and in the future.
- Resources devoted to program implementation (e.g., partners, current and future sources of funding, human resources)
- Activities/interventions/projects/programs you would like to/plan to continue into the future

## II. Sustainability Goals

**INSTRUCTIONS:** Describe program activities that you would like to sustain after your program funding ends.

**III. Key Elements for Sustainability**

**INSTRUCTIONS:** Describe the status of each of the sustainability elements by completing the table below with objectives. You may add additional rows as necessary to ensure a comprehensive list of steps is included.

**Partnerships: Cultivate partnerships with community stakeholders to strengthen the capacity of the community to achieve your community health goals.**

**SAMPLE Sustainability Objective: By October 2015, develop a “partnership” plan that focuses on enhancing current and future partnerships committed to and invested in achieving community health goals. Component 1 - Add 3 new partnerships & increase cost sharing by X; Component 2 - Engaging new and untapped partners in chronic disease**

<b>Steps to achieve objective</b> Be very specific and include any sub-steps needed in order to achieve your objective.	<b>Responsibility</b> For every step, there should be someone identified as the responsible party.	<b>Resources</b> What financial and non-financial resources are needed to sustain your element?	<b>Timeframe</b> By when will you complete the step? Will this be done annually, quarterly, etc?	<b>Notes</b> Status updates

## Sustainability Plan Template

Organization Capacity: Define the specific organizational components needed to maintain/expand your community's capacity to sustain the program(s), e.g. money, human resources, partnerships.				
SAMPLE Sustainability Objective: By October 2015, identify a fiscal agent able to accept funds contributed by the community. By October 2015, provide staff and community stakeholder training to support strategic planning skills, leadership skills and fundraising expertise.				
Steps to achieve objective Be very specific and include any sub-steps needed in order to achieve your objective.	Responsibility For every step, there should be someone identified as the responsible party.	Resources What financial and non-financial resources are needed to sustain your element?	Timeframe By when will you complete the step? Will this be done annually, quarterly, etc?	Notes Status updates

## Sustainability Plan Template

**Funding:** Develop a process for securing and maintaining funds to support the infrastructure and sustain the program(s) within the community.

**SAMPLE Sustainability Objective:** By October 2015, identify fiscal agents to accept contributions and manage funds. By October 2015, identify fundraising strategies with partner organizations and coalition members.

<b>Steps to achieve objective</b> Be very specific and include any sub-steps needed to happen in order to achieve your objective.	<b>Responsibility</b> For every step, there should be someone identified as the responsible party.	<b>Resources</b> What financial and non-financial resources are needed to sustain your element?	<b>Timeframe</b> By when will you complete the step? Will this be done annually, quarterly, etc?	<b>Notes</b> Status updates

## Sustainability Plan Template

**Communications:** Maintain effective communication strategies to keep both internal and external partners engaged and supportive of the community's health goals.

**SAMPLE Sustainability Objective:** By October 2014, develop a plan for coordinating program activities with internal and external partners. By October 2015, develop and implement a Communication plan to share benefits and accomplishments of program efforts with partners.

<b>Steps to achieve objective</b> Be very specific and include any sub-steps needed in order to achieve your objective.	<b>Responsibility</b> For every step, there should be someone identified as the responsible party.	<b>Resources</b> What financial and non-financial resources are needed to sustain your element?	<b>Timeframe</b> By when will you complete the step? Will this be done annually, quarterly, etc?	<b>Notes</b> Status updates



## Sustainability Plan Template

**Evaluation: Work collaboratively with partners to evaluate the program's effectiveness and impact.**

**SAMPLE Sustainability Objective: By October 2015, develop a plan for evaluating your sustainability efforts. Component 1: Identify indicators of what success looks like for your program. Component 2: Establish reporting system to keep all coalition and partner members informed.**

<b>Steps to achieve objective</b> Be very specific and include any sub-steps needed in order to achieve your objective.	<b>Responsibility</b> For every step, there should be someone identified as the responsible party.	<b>Resources</b> What financial and non-financial resources are needed to sustain your element?	<b>Timeframe</b> By when will you complete the step? Will this be done annually, quarterly, etc?	<b>Notes</b> Status updates



## V. Sustainability Plan Follow-up

**INSTRUCTIONS:** In a brief narrative, describe the process you will use to review the action plans and make modifications.

- How do you plan to monitor your progress on sustainability moving forward?
- Who is responsible for evaluating and documenting progress?
- When will you assess your progress?
- When will you set new goals?