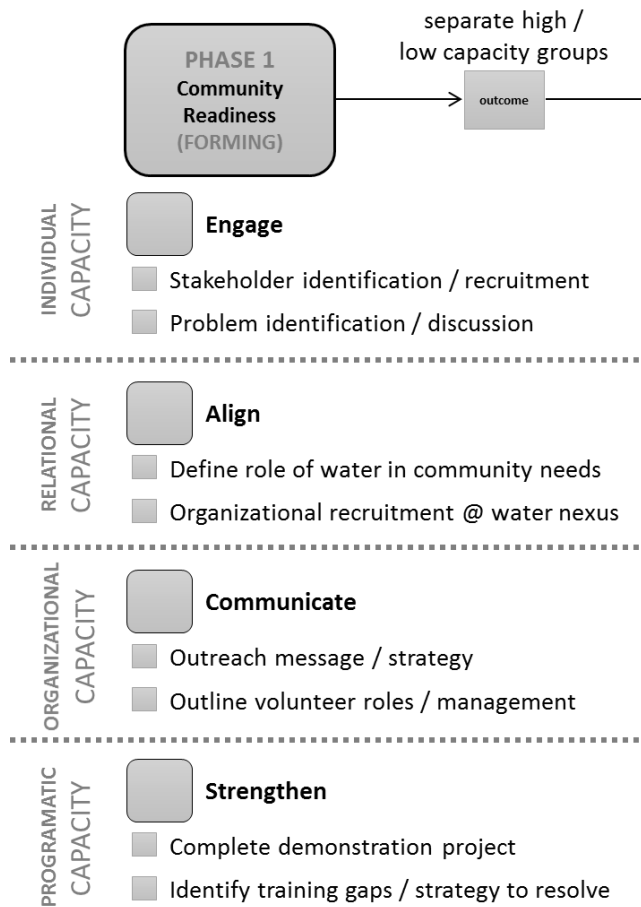# COMMUNITY READINESS ASSESSMENT

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Note: *The purpose of this document is to provide a draft framework for a rapid capacity assessment of lake organizations to be piloted with the 2016 Lake Leaders cohort.*

Draft Updates

- *Created 8/31/2016*
- *Revised 9/20/2016*

Rating Scale

(0) Strongly Disagree – My organization has not discussed or taken action intended to enhance this area of capacity-building or it has been more than 3 years since anything has been done.

(1) Disagree

(2) Neutral -- There are regular discussions between members of my organization about how to improve this area of capacity-building, but no meaningful action has been taken.

(3) Agree

(4) Strongly Agree – My organization consistently attempts to enhance this area of capacity-building and members recognize this as a key strength supporting our efforts to manage our water resources.

Engage	**Develop & Enhance Member Capacity**
	Recruitment of resources (members, expertise, funding) and public participation (individual problem setting).

My lake group (or organization) currently places a high priority on ….

		SD	D	N	A	SA
A	**Raising Awareness:** The ability to develop and maintain a high level of knowledge within members about lake conditions and management options.	0	1	2	3	4
B	**Access to Technical Skills:** Intentional recruitment to bring in volunteer or paid staff to provide critical expertise, such as project management, water quality management, accounting, communication, fund raising, etc.	0	1	2	3	4
C	**Issue Identification:** Collect information (meetings, interviews, etc.) from both members of your organization and the community to document their priorities for lake management or improvement.	0	1	2	3	4
D	**Creating a process for Involvement:** An open, transparent approach to engaging citizens has been developed to recruit new members and increase discussion within the larger community about issues important to your organization.	0	1	2	3	4
E	**Outreach:** Members of your organization (including those who don't currently hold a leadership role) are capable and active promoters of your mission to their connections, which has led to new members and donations to support your efforts.	0	1	2	3	4

Engage	**/ 20 points**

Align

Develop & Enhance Relational Capacity

Building relationships and working toward consensus on a common definition of the problem.

My lake group (or organization) currently places a high priority on ….

		SD	D	N	A	SA
F	**Identifying Allied Organizations:** Communicating with other groups whose work overlaps with the mission of your organization.	0	1	2	3	4
G	**Partnering:** Co-hosting events with other groups that are intended to generate dialogue about the common purpose of the organizations, completing a specific task, or fundraising to support a shared goal.	0	1	2	3	4
H	**Shared Networks:** Encouraging opportunities for volunteering with other organizations, such as the recruitment of a shared board member.	0	1	2	3	4
I	**Identifying Community Consensus:** Conducting a gap analysis, such as a community survey, to identify how your organization's missions meets a broadly shared community need.	0	1	2	3	4
J	**Approaching Decision-makers:** Input has been solicited from local, state, or other elected officials about their priorities and what governmental resources may exist to support your organization's mission.	0	1	2	3	4

Align	**/ 20 points**

Communicate

Develop & Enhance Organizational Capacity

Building the organizational capacity to collaborate, including communication and volunteer management strategies.

My lake group (or organization) currently places a high priority on ….

		SD	D	N	A	SA
K	**Defined Roles:** Volunteer and / or staff roles are clearly defined within the organization, including clear expectations for leadership and a timeline setting the commitment for different tasks.	0	1	2	3	4
L	**Conflict Management:** There is a known set of actions that addresses what steps will be taken to resolve disputes if there is a conflict of interest or disagreement between members of the organization.	0	1	2	3	4
M	**Media Management / Outreach:** A communication plan is in place that designates spokespersons for the organization and a plan for regularly updating local media about efforts of the organization.	0	1	2	3	4
N	**Access to Advisors:** A group of technical experts, community leaders, and others who can speak to water management issues are identified and have agreed to be available to support the organization.	0	1	2	3	4
O	**Policies:** Efforts are made to record, follow, discuss and improve how the organization conducts all of its business (financial, volunteer / staff management, public relations, etc.).	0	1	2	3	4

Communicate	/ 20 points

<table>
<tr><td>**Strengthen**</td><td>**Develop & Enhance Programmatic Capacity**

Program development and network building to achieve results.</td></tr>
</table>

My lake group (or organization) currently places a high priority on ….

		SD	D	N	A	SA
P	**Leadership:** The organization has invested in process to recruit and train leaders on an ongoing basis that are decisive, honest, and knowledgeable and who are capable of listening, decision-making, and solving disputes to ensure that active leadership is available for all necessary tasks.	0	1	2	3	4
Q	**Completion of Demonstration Projects:** The organization has taken a project from an identified need to completion by recruiting necessary technical and financial resources and working together to reach a stated goal.	0	1	2	3	4
R	**Growing Expertise:** The organization has formally assessed and developed a plan to resolve training gaps that are limiting the organizations ability to communicate effectively about their key issues or to address other organizational deficiencies.	0	1	2	3	4
S	**Access to Funding:** Support for the organization is diversified and represents that other groups (foundations, agencies, etc.) are supportive of the mission.	0	1	2	3	4
T	**Access to Community Power:** The organization is effective at coordinating action with other community groups, has the support of local officials or community leader, and works to actively position the mission as part of broader community priorities.	0	1	2	3	4

Strengthen	**/ 20 points**