

Getting Started: What to Sustain and the Needed Resources

WORKSHEET 1: Clarify What to Sustain

This worksheet will help you define the specific timeframe, level of service and activities, and maintenance elements that you want to sustain. In the first column, list each activity and/or service that is part of your program (both current and future activities). In the following columns, list the scale at which you want to sustain each activity/service and the timeframe (e.g., 1 year, 5 years, or natural end of the activity for a one-time event). To support your planning, specify what year you are referencing and define the time period (i.e., fiscal year from July to June or calendar year).

WORKSHEET 2: Determine the Program Cost

This worksheet will help you estimate the total costs associated with the activities you identified on the “What do you want to Sustain” worksheet. When developing a cost estimate, include the start-up (one-time) costs, ramp-up costs (any additional costs associated with program expansion), and ongoing operating costs.

WORKSHEET 3: Map the Available Resources

This worksheet can help you take an inventory of your current resources and assess what resources you may have in the future. When completing the worksheet, including the type of funding, the funding period and any relevant notes associated with the funding source.

WORKSHEET 4: Assess the Resource Gaps

This worksheet helps you assess the resource gap between what you need and what you have. Take the current resources (from Worksheet 3) and subtract the estimated fiscal needs (from Worksheet 2) to calculate the resource gap (or, if you’re fortunate, surplus). You may want to do this in two ways—by activity and by service. It is important to differentiate among specific years because costs may differ for each year of the plan and different funding sources run out at different periods of time. It is best to compare cost estimates and available resources across the same time period.



Adapted from the Finance Project Sustainability Workbook.

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Services and activities that we want to sustain	What scale are we aiming to sustain? (for example, number of programs, number of individuals, range of activities, outreach/marketing to families, caregivers and partners)			Over what time period do we want to sustain?
	Year 1	Year 2	Year 3	

**WORKSHEET 2:
Determine the Program Cost**

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Cost Assumptions:			
Activity or Service:			
Number of Caregivers:			
Number of Sites:			
Required Staff Positions:			
Timeframe:			
Program Element	Estimated Cost Year 1	Estimated Cost Year 2	Estimated Cost Year 3
Start-Up and Ramp-Up Costs			
Planning activities (marketing, outreach, recruitment)			
Community assessment			
Initial staff and volunteer recruitment and training			
Equipment and supplies acquisition (computers, books, materials, etc.)			
Ongoing Operating Costs			
Staff (include all positions, %FTE for this particular strategy and fringe)			
Equipment and supplies maintenance			
Training, professional development, and technical assistance			
Transportation/travel			
Facilities (rent, utilities, and maintenance)			
Contractual			
Instructional activities			
Infrastructure			
Planning and coordination			
Training and technical assistance			
Evaluation			
Management, administration, and overhead			
Indirect costs (e.g., 3%, 5%, 10%)			
Total Costs			

WORKSHEET 3: Map the Available Resources

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Activity/Service	Source (funding or in-kind)	Level of Support	Funding Period (End Date)	Notes (e.g., restrictions on funding, other funding detail, confirmed or likely funding source)

WORKSHEET 4: Assess the Resource Gaps

This worksheet helps you assess the resource gap between what you need and what you have. Take the current resources (from Worksheet 3) and subtract the estimated fiscal needs (from Worksheet 2) to calculate the resource gap (or, if you're fortunate, surplus). You may want to do this in two ways—by activity and by service. It is important to differentiate among specific years because costs may differ for each year of the plan and different funding sources run out at different periods of time. It is best to compare cost estimates and available resources across the same time period.

Service/Activity	Year 1 (insert dates)			Year 2 (insert dates)			Year 3 (insert dates)		
	Total Costs	Available Resources	Gap or Surplus	Total Costs	Available Resources	Gap or Surplus	Total Costs	Available Resources	Gap or Surplus