

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).

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	