The FINANCE PROJECT

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