Project sustainability assessment checklist
To Promote Sustainable VISTA Projects

Created by VISTA Leaders at:
AmeriCorps* VISTA Leaders Workshop
Atlanta, Georgia
August 24-27, 2004
Key Sustainable Element: **Focus on Local Needs**

**Assessment Checklist**

- **Have we assessed the community’s critical needs?**
  - Yes ☐ No ☐
  - If not, how can we meet this criterion?

- **Are there pre-existing efforts to address the needs?**
  - Yes ☐ No ☐
  - If not, how can we meet this criterion?

- **Will the efforts and community participation be effective, on-going and lasting?**
  - Yes ☐ No ☐
  - If not, how can we meet this criterion?

- **Is the community involved in measuring the successes and failures of the project?**
  - Yes ☐ No ☐
  - If not, how can we meet this criterion?

- **Are the community leaders involved with the direction/decisions/promotion of your project?**
  - Yes ☐ No ☐
  - If not, how can we meet this criterion?

**VISTA Leaders Contributed to this Checklist:**

Denise Goitia, Nicole Hollinsworth, Meghan Eagleson, Francena Brown and Paul Sibley
Key Sustainable Element: **Increase Individual and Institutional Capacity**

**Assessment Checklist**

- Has a baseline been taken for future comparison?  
  *If not, how can we meet this criterion?*  
  ![ ]  ![ ]

- Can the Institution generate funds and human resources to continue the project?  
  *If not, how can we meet this criterion?*  
  ![ ]  ![ ]

- Does the project goal fit into the individual/institutional vision and mission?  
  *If not, how can we meet this criterion?*  
  ![ ]  ![ ]

- Are VISTA resources sufficient to support or initiate an individual/institutional capacity building project?  
  *If not, how can we meet this criterion?*  
  ![ ]  ![ ]

- Is there a plan in place to provide support and training for individual/institution?  
  *If not, how can we meet this criterion?*  
  ![ ]  ![ ]

**VISTA Leaders Contributed to this Checklist:**

Rich Sanders, Joan Stroebel, Chris Coppol, Dan Schackman and Dustin Gonzalez
### Assessment Checklist

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Has the goal been specifically identified?</td>
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<td>If not, how can we meet this criterion?</td>
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<td>Can the resources needed be generated on an ongoing basis?</td>
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<td>If not, how can we meet this criterion?</td>
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<td>Are the community partners involved in the planning process?</td>
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<td>If not, how can we meet this criterion?</td>
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<td>Is there community ownership of the strategic plan?</td>
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<td>If not, how can we meet this criterion?</td>
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<td>Do we have a process for evaluation and revision in a timely manner?</td>
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<td>If not, how can we meet this criterion?</td>
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VISTA Leaders Contributed to this Checklist:

Sean Fears, John Redfern and Diane LaHaie
Key Sustainable Element: **Encourages and Promotes Collaboration**

### Assessment Checklist

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
<th>How can we meet this criterion?</th>
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<tbody>
<tr>
<td></td>
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<td>Does the project meet the community needs?</td>
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<td>If not, *how can we meet this criterion?</td>
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<td>Is the community willing to collaborate?</td>
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<td>If not, *how can we meet this criterion?</td>
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<td>Can the goal be reached within the VISTA’s term?</td>
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<td>If not, *how can we meet this criterion?</td>
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<td>Can performance measurements be made to encourage further collaboration?</td>
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<td>If not, *how can we meet this criterion?</td>
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<td>Is there a system in place that can be used for the community to eliminate duplication of services?</td>
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<td>If not, *how can we meet this criterion?</td>
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VISTA Leaders Contributed to this Checklist:

Eva Alvarez, Lindsey Mueller, Marlice D. Donis, Ruben Marquez and John Martinez
Key Sustainable Element: **Emphasizes Long-Term Focus**

**Assessment Checklist**

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<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>Does your current attention to the project also include thinking about</td>
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<td>the future of the project?</td>
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<td><em>If not, how can we meet this criterion?</em></td>
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<td>Do we have a plan for including the community in the long-range planning</td>
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<td>of the project?</td>
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<td><em>If not, how can we meet this criterion?</em></td>
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<tr>
<td>Do we have resources that will last long-term?</td>
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<td><em>If not, how can we meet this criterion?</em></td>
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<td>Do we have an assessment tool in place that will measure the long-term</td>
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<td>performance of the project over the next (3, 5, 10 years)?</td>
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<td><em>If not, how can we meet this criterion?</em></td>
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<td>Do you have a system to record project information for long-term use?</td>
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<td><em>If not, how can we meet this criterion?</em></td>
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VISTA Leaders Contributed to this Checklist:

Theresa Boettner, Mary McCarty and Katy O'Connell
### Key Sustainable Element: **Incorporates Local Assets and Resources**

**Assessment Checklist**

<table>
<thead>
<tr>
<th>Yes</th>
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- Has your project performed a comprehensive asset/resource mapping of your community?  
  *If not, how can we meet this criterion?*

- Are local organizations and businesses aware of your project benefits to the community as well as of project needs?  
  *If not, how can we meet this criterion?*

- Is your program collaborating with similar programs in the area (if they exist)?  
  *If not, how can we meet this criterion?*

- Are clients/beneficiaries of this project actively participating in its development and implementation?  
  *If not, how can we meet this criterion?*

- Are the resources and assets available in your community being efficiently utilized to meet program needs?  
  *If not, how can we meet this criterion?*

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**VISTA Leaders Contributed to this Checklist:**

Stephanie Smith, Morgan McKinney, Stephanie Bentley and Sue Harris