Capacity-Building Worksheet

**Instructions:** Fill out this worksheet for each identified area of needed growth.

**Issue / Area of Growth:**

**How the Capacity Need Will Be Addressed:**

**Person(s) Responsible:**

**Timeline:**

**Measure of Success:**

Here is an example of a completed worksheet addressing a capacity need related to Step 1 of the SPF.

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| Issue/Area of Growth | We need to have a representative from Prevention Inc. participate in the needs assessment process, since that group works with one of the populations at risk for substance misuse and abuse in our community and could give us important input. |
| How the Capacity Need Will Be Addressed | We will meet with Betty Leader, the director of Prevention Inc., to discuss the project and identify ways that Prevention Inc. might participate. Betty Leader and/or other staff will also be invited to future project meetings. |
| Person(s) Responsible | Jane Smith will contact Betty to set up a meeting. Other members who will attend include J. Jones and A. Black from our group, both of whom already work with Jane on other projects. A TA provider from MassTAPP will also attend. |
| Timeline | Jane will contact Betty by July 9 and schedule the meeting for the week of July 14. |
| Measure of Success | Betty or another representative from Prevention Inc. becomes an active participant in our needs assessment process. |