Clarifying the capacity-building plan in a new approach to community change-making

CORE Assisted Contracting

CORE strongly recommends considering more than one consultant before making a final selection.

Once you have selected your consultant, work with them to answer the following questions, and provide them with the $500 honorarium to cover their time in doing so. You do not need to use any particular format (if you or your consultant has a work planning and budgeting format already, feel free to use that) but you should make sure to answer all of these questions.

When you have completed this plan, submit it to us to be considered for matching funds of up to $5000 to cover half the cost of the contract. This information will be treated in the same manner as confidential information collected during the rest of the match-making process.

You may also wish to share this plan with other potential funders of your capacity-building project. (Some funders tell us that they would give more money away if organizations had clearer plans for their projects, which is part of why we are offering funding to help with this stage!)

| **Plan Element** | **Detailed Questions** |
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| **Purpose** | * Why are you undertaking this capacity-building work?

What is the deep aspiration that leads you to seek consulting at this time? |
| **Outcomes** | * How will you know if this capacity-building project is working?

What are your expectations or “conditions of satisfaction”?* How will you track, measure or document progress and/or outcomes?

Are there specific benchmarks you will use? (Note – these do not need to be quantitative measures – they can be qualitative changes or stories).  |
| **Process** | * What is the work plan?

What activities will the consultant undertake, and which activities will involve work from members of your organization?What is the timeline? |
| **Emergence** | * How will you build in time for reflection and learning—and changing the plan as the future emerges?
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| **Cost/ Budget** | * What fees will be involved? Will the consultant charge a flat fee, an hourly rate, or some combination (perhaps hourly with a ceiling)?
* What are the total expected expenses?
* What sources of income do you plan to use to cover the 50% match?
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*With thanks to: the "P-O-P" model, created by Leslie Sholl Jaffe and Randy Alford as taught by Robert Gass, and C. Otto Scharmer's Theory U*