

SELECTED RESOURCES ON SUSTAINABILITY

Prepared for the ARCH Sustainability Learning Collaborative

ARCH Exemplar State Resources for Sustainability Planning	
ARCH Sustainability Tools https://lifespanrespite.wildapricot.org/Sustainability_Tools	Key resources for sustainability, including ARCH publications produced in conjunction with the Finance Project, including a Financing Strategies Matrix, Sustainability Planning Workbook Implementation Guide for Lifespan Respite Grantees and Partners, and a Sustainability Plan Outline are available. In addition, webinars and teleconferences, federal funding and support opportunities, and products and progress documents from Exemplar States, are available at no cost on this website.
ARCH Lifespan Respite Network and Resource Center, Multiple Resources from Grantees and Exemplar States https://lifespanrespite.wildapricot.org/Exemplar-States-for-Sustainability	Links to logic models, sustainability plans, work plans, and summary reports developed by The Finance Project grantees are available at no cost on the ARCH website. Presentations made at the 2014 Lifespan Respite Grantee and Partner Learning Symposium, Nashville, TN are also available.
ARCH Lifespan Respite Network and Resource Center, Sustaining Lifespan Respite Systems, Lessons Learned and Practical Applications with a Checklist for	This 20-page document presents the findings from a qualitative study of the experiences of Grantees participating in The Finance Project for sustainability. The report

<p>Success</p> <p>https://archrespite.org/images/2016_Sustainability/Sustaining_Checklist_web.pdf</p>	<p>includes a checklist of items essential for sustainable systems in four areas: People, Plans, Practical Actions, and Policies. The checklist is available as a downloadable PDF at no cost.</p>
<p>ARCH Lifespan Respite Network and Resource Center, Checklist Info-graphic for Coalition Building</p> <p>https://archrespite.org/images/2016_Sustainability/Checklist_infographic_web.pdf</p>	<p>This user-friendly, single-page checklist provides a guide for creating a successful and sustainable coalition or planning group. The checklist is available as a downloadable PDF at no cost.</p>

Sustainability Planning Toolkits

<p>The Finance Project, Sustainability Planning Workbook, (2003).</p> <p>This workbook is currently unavailable. However, a Webinar PowerPoint Presentation by Finance Project staff is available on the ARCH Website, and 4 worksheets and a self-assessment tool are available via this link under the heading “The Finance Project’s Tools”:</p> <p>https://archrespite.org/webinars-and-teleconferences/webinar-sustainability-planning</p> <p>In addition, you can find links to two additional webinars by Finance Project staff and complementary materials developed by the Finance Project for Lifespan Respite grantees and partners as described under ARCH Sustainability Tools above.</p>	<p>This workbook was used by ARCH grantees participating in The Finance Project. The workbook is comprised of six separately bound modules that total 181 pages. Each module contains multiple pages of worksheets. Grantees found the materials in this workbook to be excellent in terms of guiding them through a sustainability planning process. Because of the scope of the work represented in this workbook, some Grantees found it helpful to use a facilitator to support their group in using it. Others focused on particular modules or worksheets that best suited their needs.</p>
<p>Shared Care Scotland, Sustainability: Short Breaks for the Long Term, A Step by Step Guide to Planning for Sustainability, (2016)</p> <p>http://www.sharedcarescotland.org.uk/wp-</p>	<p>This 61-page guide is available online as a PDF at no-cost. The clear, thorough and practical, guide focuses on sustainable organizations, sustainable services, and outcomes and evaluation of</p>

[content/uploads/2016/11/Shared-Care-Scotland-Sustainability-Guide_WEB.pdf](#)

these. The guide includes an Action Plan Template and case studies. The guide was developed over a period of several years in cooperation with multiple respite organizations serving a variety of populations.

Logic Models

<p>W.K. Kellogg Foundation Logic Model Development Guide (January, 2004)</p> <p>http://www.wkkf.org/resource-directory/resource/2006/02/wk-kellogg-foundation-logic-model-development-guide</p>	<p>This 71-page guide is available as a PDF at no cost. This guide was developed for the purpose of providing staff of non-profit organizations and community partners practical assistance in developing a “Logic Model” tool to enhance their program planning, implementation, evaluation and dissemination activities.</p> <p>This guide focuses on programs rather than systems, but is relevant to planning and evaluation in general. This document has a strong focus on evaluation, and on grants and funding, and the importance of linking these with planning.</p>
<p>The Finance Project, Sustainability Planning Workbook, (2003).</p> <p>https://archrespite.org/webinars-and-teleconferences/webinar-sustainability-planning</p>	<p>This workbook, described in the previous section of this document, also includes a model and process for collaboratively developing a logic model.</p>

Succession Planning

HR Council Canada, **HR Planning, Succession Planning, HR Toolkit**
<http://hrcouncil.ca/hr-toolkit/planning-succession.cfm>

This Toolkit is designed for the purpose of helping non-profit organizations plan for changes in key personnel. The online Toolkit is organized in 8 sections that are relatively brief, easy to read and understand, include brief real-life examples, and include examples of good practice. The Toolkit is available online at no cost.

Succession Planning for Nonprofits
<https://www.councilofnonprofits.org/tools-resources/succession-planning-nonprofits>

This website offers ten tips for leadership transitions (succession planning) and an array of links to resources to help hire and support those in leadership positions, plan for continuity, and respond to expected and unanticipated change.

Business and Strategic Planning

<p>National Council of Nonprofits, Strategic Planning for Nonprofits. https://www.councilofnonprofits.org/tools-resources/strategic-planning-nonprofits</p>	<p>This website provides a framework and succinct overview of strategic planning. Links to an array of resources and tools to assist nonprofit entities with strategic and adaptive planning are available on the site, which is clear and easy to navigate.</p>
<p>Stanford Social Innovation Review, <i>The Strategic Plan is Dead. Long Live Strategy</i>, (January, 2013). D. O'Donovan and N.R. Flower. https://ssir.org/articles/entry/the_strategic_plan_is_dead_long_live_strategy</p>	<p>This brief on-line article argues that planning should be done in ways that recognize the dynamic nature of organizations in the context of complex social and political systems. The authors encourage adaptive strategies that rely on experimentation, recognition of data patterns, and moving away from top-down management to collective endeavors. The authors encourage planners to set a direction, test it, and revise accordingly.</p>
<p>MindTools, SWOT Analysis Worksheet https://www.mindtools.com/pages/article/newTMC_05.htm</p>	<p>The identification of Strengths, Weaknesses, Opportunities and Threats (SWOT) originated in the 1960s, and has been used by businesses to plan and anticipate change. This simple framework can be used to identify strengths and challenges periodically during planning and review. A single-page SWOT Analysis worksheet is available to download at no cost on MindTools website.</p>

Communication and Messaging

W.K. Kellogg Foundation Template for Strategic Communications Plan (January, 2006)

<http://www.wkkf.org/resource-directory/resource/2006/02/wk-kellogg-foundation-logic-model-development-guide>

This no-cost, downloadable, 22-page document guides users through 8-elements of a Strategic Communication Plan with clear and simple worksheets that can easily be completed by work or planning groups to develop and evaluate the effectiveness of their messaging.