

***DWIGHT STUART YOUTH FUND***  
**QUICK ASSESSMENT TOOL**

***Key questions for youth-serving nonprofits considering capacity building activities***

1. What kinds of needs for improvement do we have at the present time?
2. Are we ready to build capacity to meet these needs better?
  - Do we have the resources (financial, personnel, etc.) to undertake capacity building?
  - Are we agreed among staff, board and executive director about the need for capacity building and the right way to do it?
  - Is anything else happening in our organization or in the community that we should take account of in planning for capacity building? (other major changes or capacity-building efforts happening at the same time, a crisis or problem that is absorbing all our energy, etc.)
3. Who will lead the capacity-building work inside our organization?
4. How will we find the capacity-building information or technical assistance to help us?
5. How will we know when we succeed?

**Specific subject areas in which capacity building may be needed include:**

- Advocacy
- Ethics
- Evaluation
- Financial Management
- General Leadership
- General Management
- Governance
- Human Resource Management
- Information Systems
- Legal
- Marketing
- Operational Management
- Organization, Design and Structure
- Resource Development
- Strategic Planning