



## Coalition Capacity Building - \$1,000 DUE April 1, 2018

**Purpose:** The purpose of the Coalition Capacity Building Project is to enable coalitions to build capacity and increase sustainability. A coalition that is *intentional* and *strategic* about the work it does will accomplish far more than by being only reactive and opportunistic. Coalitions that participate must select **at least five** activities from the list:

- Complete community mapping
- Develop and conduct a coalition interest survey
- Complete a coalition SWOT (strengths, weaknesses, opportunities and threats) analysis
- Develop/revise goals
- Develop/revise a strategic plan
- Develop/revise an organizational chart
- Establish and define committees
- Develop/revise bylaws or guiding principles
- Develop/revise membership agreements
- Develop/revise Vision and Mission statements
- Develop/revise an orientation process and materials
- Develop/revise job descriptions
- Develop/revise leadership positions
- Develop/revise a sustainability plan
- Plan and hold a recognition ceremony for coalition achievements
- Participate in other capacity building activities as approved by NWC staff

Coalitions that successfully participate in the Coalition Capacity Building Project are eligible for **\$1,000** to offset the cost of staff time for coordinating logistics, printing/copying, facility fee or other expenditures as deemed appropriate by the coalition.

Coalitions that participate must:

- Apply to participate by September 15, 2017.
- Communicate with Marshfield Clinic staff as needed on the Coalition Capacity Building Project.
- Include recognition of Northwoods Coalition on printed materials, etc.
- Submit documentation for **at least five** completed capacity building activities listed above, with documents dated within project period and/or meeting minutes (if applicable) which demonstrate work done for **each** of the activities within this project period.
- Submit documents, minutes (if applicable) and project Invoice no later than April 1, 2018.