

Vermont SPF-SIG

Coalition Capacity Checklist

This form is to be completed by coalition members in order to gauge the overall strength of the coalition and to identify areas that may need attention. For each characteristic please place a check mark under the scale value (from 1 to 5) that most appropriately indicates the strength and/or frequency of the characteristic. Please be candid in your responses, and keep in mind that it is OK (and even expected) that your coalition may not be strong in all areas. The value of the information you provide depends on providing a fair and accurate assessment. The coalition coordinator will summarize the information collected from members, but will not match individual surveys with the specific coalition members who completed them.

Note: If your community's SPF-SIG grantee organization is NOT a coalition, this form is to be completed by members of the grantee organization who are involved in working on the planning and implementation of the SPF-SIG. In that case, please consider your "coalition" to be all those persons and resources that are working with you on the SPF-SIG or otherwise support your efforts in doing so. In other words, it might be helpful for you to think of your "coalition" as the SPF-SIG project, including personnel from both within and outside your organization with whom you collaborate on substance abuse prevention efforts in support of your community's SPF-SIG grant.

Coalition Characteristics	Weak or Never		Strong or Always			Don't know or doesn't apply
	1	2	3	4	5	
A. Vision, mission and goals:						
1. Our coalition's vision, mission, and goals are clear and well-documented						
2. Community residents are aware of our vision, mission, and goals						
3. Our coalition periodically re-assesses and updates its mission and goals						
4. We evaluate our coalition's activities in light of its mission and goals						
5. Our coalition's vision, mission, and goals consider the needs and views of the community						
6. Coalition members agree with the coalition's vision, mission, and goals						
B. Coalition structure and membership:						
1. All of the necessary sectors of the community are represented						
2. Our coalition has about the right number of active members						
3. Coalition members' roles and responsibilities are well-defined						
4. Our coalition has active committees or work groups						
5. The persons needed to attend coalition meetings are usually there						
6. Members communicate with one another as needed (not just at scheduled meetings)						
7. Our coalition seeks to fill gaps in membership skills and expertise						

Coalition Characteristics (continued)	Weak or Never ←————→ Strong or Always					Don't know or doesn't apply
	1	2	3	4	5	
C. Coalition leadership - Our coalition coordinator/director....						
1. Effectively promotes the mission and goals of the coalition						
2. Encourages open dialog and expression of views among members						
3. Utilizes the skills and experience of the members						
4. Distributes responsibilities and tasks effectively						
5. Is skillful at building positive relationships with community partners						
6. Keeps the coalition focused on, and progressing towards, its goals						
D. Outreach and communication:						
1. Our coalition keeps the community updated on its activities (e.g., through a newsletter, web site, etc.)						
2. Our coalition goes to "where the residents are" to do outreach and to enhance its understanding of community issues						
3. Our coalition engages youth to help inform its planning efforts						
4. Our coalition works effectively with local media outlets						
E. Coalition meetings and communications:						
1. Our coalition has a regular meeting cycle that members can count on						
2. Agendas are sent to members in advance						
3. Childcare is provided if needed						
4. We accomplish meeting agendas in meetings that start and end on time						
5. Meetings are held in centrally accessible, comfortable places and at convenient times for all members						
6. Conflicts are resolved in an orderly and respectful manner						
7. Meeting minutes are recorded						
F. Opportunities for member growth and responsibility:						
1. New members receive an orientation and copies of relevant background materials						
2. Our coalition makes a conscious effort to develop new leaders						
3. Training is provided to members on relevant topics						
4. We use a mentoring or "buddy system" to help less experienced members learn what is needed						
5. Committees are given important tasks to do						
6. Meetings are held as scheduled even if the coordinator cannot attend						
G. Effectiveness in planning and implementation:						
1. Our coalition develops an annual work plan that lists goals and activities						
2. Plans are based upon review and input from coalition members						
3. Action plans and target dates are developed for each task or project						
4. Coalition members are assigned specific responsibilities						
5. Coalition activities and progress in completing tasks are monitored and reported to the membership						
6. Our coalition gets things done rather than just talk about them						

Coalition Characteristics (continued)	Weak or Never		←————→ Strong or Always			Don't know or doesn't apply
	1	2	3	4	5	
H. Relationship with local government and other community leaders:						
1. Representatives from our coalition meet with local officials and community leaders						
2. A coalition representative attends important community meetings						
3. Our coalition coordinator understands the power structure and decision making process in community government						
4. Our coalition participates in community-wide events						
I. Partnerships with other organizations:						
1. Our coalition is knowledgeable about other community organizations and what they do						
2. Our coalition collaborates with other community organizations						
3. Our coalition utilizes information and resources from those organizations						
4. Our coalition keeps abreast of issues affecting the community						
5. Our coalition interacts and shares information with substance abuse prevention coalitions in other communities						
J. Coalition members' sense of ownership and participation						
1. Our coalition builds social time for members into meetings and events						
2. Members participate in social activities outside formal meetings						
3. All members are treated equally and with respect						
4. Members are asked about their interests and needs						
5. Member contributions are recognized						
6. Successes are celebrated						
7. Members actively participate in the decision making process						
8. Members feel free to speak their views without being criticized						
K. Ability to collect, analyze, and use data						
1. Our coalition has members, or a consultant, with experience in collecting and analyzing data						
2. Our coalition has members, or a consultant, with experience in conducting evaluations and preparing evaluation reports						
3. Coalition members participate in reviewing data for planning and evaluation purposes						
4. Our coalition has access to local data on substance abuse and consequences						
L. Understanding of and commitment to environmental change strategies:						
1. Coalition members are familiar with concept of population-level change						
2. Our coalition supports environmental change strategies (e.g., policy changes, regulation, enforcement, and advocacy) in addition to approaches targeting individuals						
3. Our coalition is committed to working with the media						
4. Our coalition has positive relationships with community partners needed to implement environmental strategies						

Coalition Characteristics (continued)	Weak or Never ←————→ Strong or Always					Don't know or doesn't apply
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M. Cultural competence:						
1. Our mission statement recognizes the importance of respecting cultural diversity (including racial/ethnic, gender, socioeconomic, and lifestyle)						
2. Our coalition is engaged with diverse cultural groups and organizations						
3. Our membership reflects the cultural makeup of the community						
4. Our coalition reviews its activities and products to ensure they are culturally appropriate for the intended recipients						
N. Funding and sustainability:						
1. Our coalition has received funding from multiple sources						
2. Our coalition has the strong support of local government and other community organizations						
3. Our coalition has the necessary office space and equipment to function effectively						
4. Our coalition plans ahead for its long term sustainability in addition to its more immediate goals						
5. Our coalition has members with experience in writing successful grant applications						

O. Background information – please place a check mark next to the response that best reflects your activities on the coalition.

1. Are you the coalition coordinator or director?

Yes No

2. How many years have you been a member of the coalition?

<1 1-2 3-5 >5

3. How many coalition meetings do you attend?

all or almost all of them about half of them a few of them hardly any or none

Thank you!