ORGANIZATIONAL READINESS

PRE-ASSESSMENT WORKSHEET

Is the organization ready to undertake a meaningful capacity building process to increase access to services for LGBTQ communities? Consider some of the following:

☐ **REFLECT ON PAST PROJECTS**
Has the organization participated in a formalized capacity building process in the past? What are some of the lessons learned from those processes?

☐ **ALIGNMENT**
Does the organization have formal committees or tasks forces currently working on other organizational goals (e.g. strategic planning, equity committee, etc,)? How might a capacity building project on LGBTQ access compliment or fit in with other efforts?

☐ **TIME & RESOURCES**
Is the organization's leadership both interested and willing to actively participate in an ongoing effort focused on LGBTQ access? Is the organization able to dedicate sufficient staff time for a project lead(s) (recommended: 5/hours a week minimum) and agency-wide participation?

☐ **AUTHORIZATION**
Will the organization support a staff-led capacity building effort, including the development of recommendations for organizational change in policy and practice? What are the processes required to make policy-related changes?

☐ **FEEDBACK OPPORTUNITIES**
Does the organization have existing mechanisms for gathering employee, client, and/or community feedback (e.g. satisfaction surveys, advisory groups, etc.)? What does meaningful feedback and engagement mean for the organization?

☐ **MISSION & VALUES**
Why does increasing LGBTQ access matter to the organization's current mission-based practice? What will be required for the capacity building process itself to be consistent with the organization's values?

DEMONSTRATE
LGBTQ ACCESS