**21st Century Community Learning Centers Sustainability Action Plan**

The following sample plan shows action steps you should take during the first year of your grant. We recommend you do at least a 12-months plan and preferably a 3-year plan.

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| **Plan Component** | **Action Steps** | **Timeline** |
| Develop Vision, Mission, Case for Support | * Create internal staff team to guide planning process
* Discuss with staff and community members why this program is needed, who will benefit, why your organization is the best organization to undertake it.
* Identify and talk with other community leaders who might share common or similar vision/mission
 | 1-3 Months  |
| Research and identify potential stakeholders | * Identify priorities such as community engagement, strategic communication, leadership development, governance and management.
* Solicit ideas from other agencies, schools, and faith communities who might share interests with your program.
* Talk to local businesses about how your program can benefit their interests.
 | 1-3 Months  |
| Initiate relationship with potential stakeholders | * Schedule community/partner meetings.
* Select team of helpful community members, agency representatives, and business people to act as advisory committee. Formulate meeting agenda.
* Prepare invitations and ask people who recommended individuals for your committee to invite them personally.
* Prepare written materials for participants outlining the program’s purpose and vision. Language should match community interest garnered from earlier research and interviews with community members.
 | 4 Months |
| Analyze Program Cost | * Clarify financing for services and outcomes.
* Map current spending and analyze funding gaps.
* With staff and advisory committee, develop financing strategies, evaluate options, and develop recommendations.
 | 4 Months |
| Continue to cultivate stakeholders and create buy in | * Hold meetings. Include shared vision exercise to get input and expand vision to more stakeholders.
* Invite press to cover a meeting, highlight participants and outcomes.
 | 5 Months |
| Make the Ask | * Determine best strategic partnerships and key community leaders to involve.
* Determine appropriate level of collaborative commitment to ask for.
* Determine who should ask for partnership involvement. Jointly develop strong “case” for potential partner’s involvement. Be specific about level of commitment request.
 | 5-7 Months |
| Follow-up | * Formalize relationship with MOUs, volunteer position description, and formalize advisory committee roles.
 | 5-7 Months |
| Be a Good Steward | * Offer opportunities for continued involvement in shaping the program through regular meetings and dialogue.
* Share the credit and celebrate successes.
* Make sure the program is mutually beneficial to all partners.
 | Ongoing |
| Create and execute fundraising plan | * Create a team and marketing plan to develop and market business.
* Identify budget items that could be provided in-kind by partners and other stakeholders.
* Select methods and teams for fundraising and resource gathering for the year.
* Use more than one fundraising method (grant writing, direct mail, special event, major donor clubs, in-kind resource gathering, phone-a-thon, personal solicitation).
* Select team members from your advisory committee, board, and other community leaders to act as fundraising committee.
* Formulate strategies for meeting with prospects individually.
* Prepare a fundraising plan with objectives and timelines.
 | 8 Months – Ongoing (carry forward into Year 2) |

**Action Plan Grid**

Vision/Mission Statement:

|  |  |  |  |
| --- | --- | --- | --- |
| **Plan Component** | **Actions Steps** | **Timelines** | **Responsibility** |
|  |  |  |  |

 Duplicate this page as needed.