**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:

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| **Plan Component** | **Actions Steps** | **Timelines** | **Responsibility** |
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Duplicate this page as needed.