

## Sustainability Plan – SAMPLE FORMAT

- 1. Clarify what you want to sustain.** The most important step in developing a strategic financing plan involves clarifying exactly which strategies and activities you want to sustain and over what time frame. To ensure your plan is tailored to your particular initiative, you will need to clear on your financing goals.
- 2. Estimate your fiscal needs.** Estimate the total cost associated with the strategies and activities that you identified. When developing cost estimates, take into consideration any plans to phase in specific activities or functions, plans to expand, infrastructure cost, and any other cost associated with the initiative.
- 3. Identify Current Resources.** Estimate the total cost associated with sustaining your initiative, take a look at what cash and in-kind resources you already have in place and over what timeframe they are available. What funding sources currently support your initiative? What federal, state, local and private sources are you currently tapping into? What in-kind donation do you receive? Are any of these resources restricted to specific program elements or functions? Over what timeframes are these resources available to you?
- 4. Assess Funding Gaps.** Assess the gap between the resources you need and what you have. It's important to differentiate among the specific years of your financing plan. Cost may differ from year to year and different funding sources run out at different periods of time.
- 5. Identify Funding Sources and Financing Strategies.** Clarify what you need and when. Review your current mix of funding sources. Systematically consider a range of funding options in order to establish a diverse funding portfolio. For example, public sources, private funders and foundations, fee for service, social enterprise business income, etc.

See related worksheets developed by The Finance Project and available through the Children's Board of Hillsborough County website.

### III. WORKSHEET 1: Self-Assessment Summary—Strategic Financing Orientation

	Strengths	Weaknesses
Do you know how much you need?		
Is the initiative pursuing a variety of financing options?		
Do you have a plan in place to pursue options?		

**III. WORKSHEET 2: Financing for What?**

Strategies and activities you want to sustain	Over what time do you want to sustain them?	Ramp-up assumptions: What scale are you aiming to sustain? (for example: number of clients, number of sites)		
		Next Year	2 Years	3 Years

### III. WORKSHEET 3: How Much Do You Need?

#### Cost Assumptions

Type of Service or Activity:

Number of Clients Served/Number of sites:

Timeframe:

Program Element	Estimated Cost
<b>Start-up Costs</b>	
Planning	
Community assessment	
Initial staff recruitment and training	
Equipment and supplies	
Facilities renovation/expansion	
<b>Ongoing Operating Costs</b>	
Staff	
Supplies	
Training and technical assistance	
Transportation	
Facilities (rent, utilities, and maintenance)	
Administration and overhead (insurance, planning, evaluation, reporting)	
Other	
<b>Infrastructure</b>	
Planning and coordination	
Training and technical assistance	
Evaluation	
Management, administration, and overhead	
Other	
<b>Total Costs</b>	



**III. WORKSHEET 5: Assess Your Funding Gaps**

Major Strategies or Activities	Next Year			2 Years			3 Years		
	Total Costs	Available Resources	Gaps	Total Costs	Available Resources	Gaps	Total Costs	Available Resources	Gaps



### III. WORKSHEET 6: Evaluate Potential Funding Sources and Financing Strategies

Funding Source	How much does it generate?	What is the administrative burden?	What is the timeframe to realize revenue?	Does it help diversify my portfolio?	Can I use the source to meet my specific fiscal needs?	What are the political considerations?	Priority Source to Access (X)
Public Sources							
Private Sources							
Other Sources							