

Offline Fillable NHFI Community Assessment Tool

This printable, fillable companion is intended to provide an offline working form for you to fill out prior to entering the information on the database, should you require the visual and physical aide. All of the information in this form is on the database already, and so the form is only intended to help in circumstances where it might be easier to complete a physical form while in community, or should you have difficulty inputting the database information directly.

Instructions:

- Complete every 2 years (or more often if community needs it)
- Partners are responsible for ensuring the assessments are done and are encouraged to work with local volunteers, staff, food champions and/or committees to complete the form.
- Provide the answer you feel best represents the current situation. Answer honestly. This tool is to identify existing strengths and areas of need to assist with planning/goal setting within community.
- Circle the best possible answer using the rating scale provided. If more than one person is completing the assessment, you should reach agreement before responding. Use the notes/column section to add any clarifications or comments. You will have an opportunity to provide more detailed descriptions about the community's strengths and challenges at the end.
- Once you've completed the assessment, review your responses to identify opportunities for action. For example, look at items with a score less than four. Are there opportunities to collaborate on strengthening these items? Based on your assessment, agree on up to three goal areas for the next two years and develop an action plan for achieving these goals.

Questions:

1. Community Name

2. Today's date

3. Year community began working with the partner organizations (NHFI)

4. Assessment completed by: (list names and affiliations)

COMMUNITY CAPACITY AND SUSTAINABILITY

Rate each area of community capacity on the scale below. Use the notes column to make additional comments or clarification as needed.

- 1 = Not at all or never
- 2 = Almost never (initiatives are entirely led by partner agency staff)
- 3 = Occasionally (with **a great deal** of support from partner agency staff)
- 4 = Sometimes (with **some** support from partner agency staff)
- 5 = Regularly (some activities are community-led or initiated)
- 6 = A great deal (most activities are community-led or initiated)
- 7 = Completely (all activities are community-led or initiated)

	Not at all 1	Almost never 2	Occasionally 3	Sometimes 4	Regularly 5	A great deal 6	Completely 7	Comments/Notes
The Mayor, Chief and Council or other community leadership participate in food security work.								
There is a local staff person assigned to work on community food projects(s).								
COMMUNICATIONS	1	2	3	4	5	6	7	Comments/Notes
Food program staff/volunteers let the public know why the program is important.								
The whole community is aware of the food project(s)								
FUNDING STABILITY	1	2	3	4	5	6	7	Comments/Notes
Local programs (ADI workers, Band Office, Health Centre) allocate part of their budgets to the food project(s).								
The community food projects apply to a variety of funding sources (Healthy Together Now, Babies Best Start, Health Centre, Council/Band Office).								
PARTNERSHIPS	1	2	3	4	5	6	7	Comments/Notes
The community food project(s) involve more than one organization or food champion.								

	Not at all 1	Almost never 2	Occasionally 3	Sometimes 4	Regularly 5	A great deal 6	Completely 7	Comments/Notes
Those involved in food project(s) tell community leaders about the work.								
Youth are involved in the food project(s) as leaders.								
Elders are involved in the food project(s) as leaders.								
Community members are involved in various aspects of the food projects								
ORGANIZATIONAL CAPACITY	1	2	3	4	5	6	7	Comments/Notes
There is a community-located organization (Band/Council office, school, health centre) supporting the food project(s).								
Food project(s) have consistent and dedicated local staff/volunteers.								
Staff and volunteers have a shared understanding of the project goals.								
PROGRAM EVALUATION AND ADAPTATION	1	2	3	4	5	6	7	Comments/Notes
The project(s) collects and shares information about outcomes.								
Information gathered about the project(s) and community need is used in decision making.								
The project(s) adapts to changes in the community or environment.								
STRATEGIC PLANNING								
The community food project(s) has a sustainability plan.								
Everyone involved understands their role.								
The community food project(s) plans for future needs.								
INFRASTRUCTURE	1	2	3	4	5	6	7	Comments/Notes
There are food security tools and resources that are well maintained. (e.g.								

	Not at all 1	Almost never 2	Occasionally 3	Sometimes 4	Regularly 5	A great deal 6	Completely 7	Comments/Notes
shovels, incubators, roto-tillers, chicken coops etc.)								
Community champions or community-located staff, manage (repair, order inventory) tools and infrastructure.								
CULTURAL/SOCIAL ENVIRONMENT	1	2	3	4	5	6	7	Comments/Notes
Community members feel that the food projects are culturally appropriate for their community.								
Culturally relevant food projects are supported in the community.								
The food projects are an important part of community life (i.e. bring together people from across community, contribute to feasts/events, promote and celebrate local culture)								

Please describe any significant community successes achieved in the last 2 years:

Community goals and action plan:

Complete the table below by identifying up to three goals the community would like to accomplish in the next 2 years with the help of NHFI. Then identify the activities that need to occur, who needs to be involved and an approximate timeline for completion.

Goal (be specific) What would you like to accomplish?	Activities What will you do to get there?	Lead and partners Who's responsible? Who's involved?	Timeline When will you do it?
1			
2			
3			