



TAMPA BAY
HEALTHCARE
COLLABORATIVE

JUMP Capacity Building Initiative ORGANIZATIONAL SELF-ASSESSMENT INSTRUCTIONS

Welcome to the JUMP Capacity Building Initiative!

Tampa Bay Healthcare Collaborative, Allegany Franciscan Ministries, and St. Petersburg College are pleased to offer local organizations access to this online organizational self-assessment. This assessment will provide information for you to use in building the capacity of your organization to meet your mission. Adapted from the Finance Project, it asks questions about vision, results orientation, strategic financing, community support, key champions, adaptability, and leadership.

The self-assessment is part of the application to the JUMP program, but you can take the self-assessment and not apply as well. It is your choice. The application is available at the end of the assessment; you will be asked if you wish to apply. If you are not participating in JUMP, your organization will have the opportunity to participate in a workshop to review your results and receive information on other capacity building resources available on October 4, 2013.

Once you begin the survey, you must finish completely and submit your responses. You may go back to previous pages in the survey and update existing responses until the survey is finished or until you have exited the survey. After exiting the survey, you will not be able to re-enter it. All respondents must complete the self-assessment (and application if applying for JUMP Team 4) **by noon on August 30th, 2013**. It should take 20 to 30 minutes to complete the assessment. An independent evaluator will ensure that all responses are confidential: no one will be able to determine individual responses. Your organization's overall report will be provided to the JUMP team so that they can provide technical assistance to you unless you request confidentiality.

If you choose to apply to the JUMP Capacity Building Initiative, your organization's aggregate report (not individual responses) will be released to the selection committee. The committee expects that the assessment will identify some areas that your organization wishes to improve; this self-assessment is a tool, not a test. This is an independent initiative not related to any other grant-making activities of Allegany Franciscan Ministries.

Instructions

1. Go to the website: www.tampabayhealth.org.
2. Click on the link for the Organizational Assessment/Application located in the upper right hand corner of the home page. You also <http://tampabayhealth.org/initiatives/jump-capacity-building/> and click on the link to the Assessment/Application through this page.
3. When asked, enter the following password: JUMP (must be all uppercase).
4. This will bring up the first page of the assessment. The first question asks you to choose your organization name.
5. Answer the questions according to the instructions.
6. Upon completing the survey, you will be redirected to the website.

If you have any questions, please contact Carrie Hepburn, Executive Director, of Tampa Bay Healthcare Collaborative at (727) 812-4952 or call the independent evaluator, Dr. Shelley Robertson, at (239) 633-3241.

Additional Information

In order to help the evaluator create your report, the Executive Director will be asked to provide the following information at the end of the self-assessment. You may wish to review the list and have the information available when you begin.

- Age of organization
- Geographic service area
- Total organizational budget for current fiscal year (From IRS Form 990)
- Total (projected) organizational budget for next fiscal year
- The date of your most recent audit (no copy is required)
- Executive Director or (equivalent ranking person)
- Length of service in current position of Executive Director or equivalent ranking person
- The number of full-time and part-time paid staff

If you choose to apply, please find below the application questions so that you may complete your application ahead of time in WORD and cut and paste into the online system.

What is your organization's mission statement?

What is the number of board members defined in your bylaws?

What is the current actual number of board members?

Please give two examples of how your Board has contributed to your organization's growth over the past five years. Please limit each example to 250 words.

In the last five years, has your organization developed a written planning document of any kind? Please check all that apply.

- No
- Yes, a strategic plan
- Yes, a business plan
- Yes, an operational plan
- Yes, a long-term plan
- Yes, other type of written planning document
- Other (please specify)

If yes, in what year was the document completed?

If yes, please give two examples of how the planning document has been used in practice. Please limit each example to 250 words.

Please give one example of how your organization has demonstrated innovative thinking in the last year. This could include programs, operations, or organizational structure. Please limit your example to 250 words.

Provide one example that illustrates the degree to which your organization is willing to take calculated risks. Please limit your response to 250 words.

What organizational challenges is your organization facing? Please limit your response to 250 words.

What would help build your organization's capacity? If chosen to participate in JUMP, you will not be limited to this response. Please limit your response to 250 words.