

## Worksheet 1 – Assess your capacity to take on a grant

For the following areas, rate **HOW CLEAR YOU ARE**, where 0 = **not clear at all** and 10 = **very clear**.

You'll find the common term used for each area in brackets.

1. The purpose of your business or community group (*mission*)

0	1	2	3	4	5	6	7	8	9	10

2. The direction you are headed towards (*vision*)

0	1	2	3	4	5	6	7	8	9	10

3. The underlying beliefs or principles that drive your business or community group (*values*)

0	1	2	3	4	5	6	7	8	9	10

4. Your objectives (*strategy*)

0	1	2	3	4	5	6	7	8	9	10

5. The intended buyers or receivers of your services or products (*market*)

0	1	2	3	4	5	6	7	8	9	10

6. Similar businesses or community groups and what they offer (*competitors*)

0	1	2	3	4	5	6	7	8	9	10

7. Your organisational capacity to do the project (*people and skill sets*)

0	1	2	3	4	5	6	7	8	9	10

8. Your organisational capacity to afford the project and its results (*finances*)

0	1	2	3	4	5	6	7	8	9	10

Look back over your ratings. What do they suggest to you about how ready you are to apply for grants?

*This tool was originally developed by Lea McInerney of Clear Steps Consulting and is used with permission.*