**STUDENT NAME: Thato Cynthia Masupha**

**MODULE : 3**

**DUE DATE : 31/05/19**

**AMIN NO : AIPMS/229/2019**

**ASSIGNMENT : 3**

1.The purpose of Community Assessment is the process of identifying strengths, assets, needs and challenges of a specified community. According to Kretzmann and Mcknight (1993), assets refer to skills, talents and abilities of individuals as well as the resources that local institutions contribute to the community’s local institutions may include political, religious, educational, recreational and youth organizations; community, civic and service groups; local businesses; nonprofit organizations and volunteer groups. In this case community assessment involves (1) an evaluation of the current situation in a community, (2) a judgement of what the preferred or desired situation in that community would be, and (3) a comparison of the actual and desired situation for the purpose of prioritizing concerns.

2. Community assessment is usually performed early in the development of a coalition to better understand the community and decide how the coalition might best address its concerns. The reason for conducting community assessment is to find out what is going to be assessed, what is already known or available, for example the existing information the community already have, what data will need to be collected, how and by whom will data be collected and how and by whom will data be analyzed.

Information collection for an assessment is based on two types of data sources: secondary and primary. Secondary sources data is data that has been already collected by others. Other members of community may have the information that can be used. This can start with local sources of information such as community members and then broaden the search as opposed to quantity, so one can dedicate more time to other aspects of community assessment. According to Maure (2000), secondary data are simply information collected by someone else that may be useful for community assessment. Sources include the Censuses of Population, housing, business and agriculture; vital records (births and deaths and disease); data collected by state agencies (public school finances and enrollments and tax records).

Primary data is data collected by the person or group conducting the assessment. Primary source data collection collection methods should be used to address questions that cannot be answered by secondary sources or to gain a better understanding of a particular issue. There are several methods for collecting primary sources of data for community assessment, including questionnaires, observation, focus groups, interviews, case studies and social surveys.

3. Characteristics community assessment should cover social infrastructure, economic infrastructure, environmental infrastructure, political infrastructure and

4. SWOT analysis, SWOT is an acronym for Strengths, Weaknesses, Opportunities and Threats (Louw and Venter 2006). SWOT is useful to evaluate the strengths, weaknesses, opportunities and threats of an organization, the analysis is broad overview of the most important internal strengths and weaknesses and the most important external opportunities and threats (Allison 1997). It is a function performed during the strategic planning process. SWOT analysis can be used to determine and compare the internal strengths and weaknesses of an organization or team and to analyze the opportunities for it and threats to it within the market. The information collected can be used to make decisions that can help to put an organization into a stronger position by making the most use of strengths, minimizing weaknesses, exploiting the opportunities open in the market and mitigating any threats.

5. Assessment report should include the highlights on methods of data collection and analysis, major findings and recommendations which is regarded as **executive summary**.

* **Methodology**; which describes the planning process, data collection and data analysis.
* **Service Area Data**; it includes basic geographic, economic, and demographic features- it also includes required data on number of eligible people or community, for example children, expectant mothers, children experiencing homelessness, children with disabilities.
* **Identified Needs**; These can be education, health, nutrition, and social services needs of eligible children and their families- including prevalent social or economic factors that can impact the well-being.
* **Community Resources and Strengths;** this includes required information on other development programs, resources available in the community, and strengths of the community-addresses issues of availability.
* **Observations and Recommendations;** it is about the findings in the community assessment to make decisions about the program and to identify trends in the service area. For example, five-year goals can be included in this section. [pmfo@ecetta.info](mailto:pmfo@ecetta.info)

6. Some of the typical players in a community finance deal are; Government, Financial Institutions, Community Development Financial Institutions and Investors etc. These are all financial institutions which provide loans, credit and financial services to people and communities underserved and served by commercial banks and lenders. These institutions encompass a range of nonprofit and for-profit entities including Community Development Corporations which are said to be community- based organizations which provide financial services to people and communities that typically are not served by traditional financial institutions.

7. Major sources of Federal Government money for community development are;

* **Community Development Block Grant Program**: according to Brandwein and Robert (2002), are one of the most popular community development tools because they have simple requirements and have remained consistent for a long period of time. They further said, being one of the oldest programs in the Department of Housing and Economic Development (HUD) provides annual grants to states and local jurisdictions.
* **Section 108 Loan Program and Economic Development Initiative**: section 108 is a loan guarantee provision from HUD that provides eligible communities with source of financing for economic development, housing rehabilitation, public facilities and large-scale physical development projects and activities must either principally benefit low-and moderate-income persons, Brandwein and Robert (2002).
* **Small business administration**: it offers low- interest financing for smaller businesses, including microloans and microenterprise grants.

8. State and local resources for community development financing

9. Challenges faced when putting a community development finance deal together

10. Two major websites to search for Federal Government Grants and Corporate grants [www.grants.gov](http://www.grants.gov) and [www.fdncenter.org](http://www.fdncenter.org)

11. Assessment taken before writing a grant proposal is Needs Assessment provides community leaders with a snapshot of local policy, systems, and environmental change strategies currently in place and helps to identify areas of improvement by creating strategies to make positive and sustainable changes in their communities.

12. **Key elements of grant proposal;** While specific requirements depend on the funding source, most grant proposals require the following elements according to <https://www.yc.edu>

**1. Title and Cover Letter**

**2.** **Introduction/Abstract/ Summary**

A brief overview of the proposal with information about the institution, its ability to complete the project, need, methods to be used and how those served

will benefit. This is the first thing the reader sees, but it is written last.

**3. Institutional Background**

Describes the institution in terms of its location, demographics, mission, relationship to service area and past successes in the project area. Establishes credibility.

**4. Problem Statement/Needs Assessment**

Documents the problem or need with hard data, linking it to the funding source’s goals and priorities. What is the situation that is causing concern? Why is it happening?

**5. Program Goals and Objectives (outcomes)**

Identifies anticipated outcomes and benefits in measurable terms. How is the situation expected to change as a result of the grant program?

**6. Methods/Implementation Plan**

Describes the activities that directly support the achievements of the objectives. A timeline may be included in this section as well as description on staffing needs.

**7. Evaluation Plan**

Presents a plan for determining the success of the project at interim points and at the end of the project.

**8. Future Funding/Sustainability**

Describe how expenses not supported by the grant will be covered and how the project effort will continue after the ends.

**9. Budget**

Identifies the costs to be met by the funding source and the methods used to determine costs.

**10. Other Components**

may include items such as:

* Letters of support.
* Personnel resumes etc. <http://www.yc.edu>

13. Accountability and Sustainability refer to setting realistic expectations for change and pursing actions that have meaning for people and as grants are important too used by governments agencies to achieve goals. Grants support many programs that the public relies on, such as healthcare, transportation and education. Thus all these programs require accountability for the entire funding and this can also be achieved through establishing internal control systems such as preparing policies and procedures before receiving grants, consolidating information systems to assist in managing grants and providing grant management training to staff and grantees which breeds sustainability, Domestic Working Group (2005).

14. Sources of information and research literature on non-profit accountability [www.reseachgate.net](http://www.reseachgate.net)

15. Typical reasons why grants do not get funded are as follows:

* Organizational does not meet priorities and research was not done prior.
* Organization is not located in geographic area of the funder. Some people do not get guidelines before applying or at least check the grants guide.
* Proposal is not following the prescribed format, applicants do not read the application and do not attempt to follow it exactly [hsrinivas@gdrc.org](mailto:hsrinivas@gdrc.org)

**References**

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Beaulieu, L.J. (2002). **Mapping the Assets of your Community: A key Component for Building Local Capacity.**

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Maurer, R (2000). **Methods of Community Assessment**.

[www.strengtheningnonprofits.org](http://www.strengtheningnonprofits.org)

<http://www.yc.edu>

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