

# VISION

*What your group wants to achieve.*

1. Organization Name:

2. Why does your organization exist?

3. What is the problem you are trying to solve?

4. What are your major programs and services?

5. What purpose do they serve?

6. What does your organization do on an average day?

7. What goals are you trying to reach in 1-5 years?

8. What goals are you trying to reach in 100 years?

9. Who or what is your work serving?

10. Why are you serving this group?

11. What is your current vision statement (if you have one)?

12. What is your current mission statement (if you have one)?

VISION STATEMENT

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# MISSION

*What your group is doing to reach your vision.*

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Refer to your answers to questions 3, 4, 5, 6, 7, 9, 10, and 12 on previous page. Fill in the blanks below with nouns or verbs that relate to your organization's vision and work.

1. Noun: Impact or change you hope to see in the world

2. Noun: Impact or change you hope to see in the world (optional)

3. Verb: Variation on vision statement

4. Verb: SMART goal

5. Verb: SMART goal (optional)

6. Noun: Program or service

7. Noun: Program or service (optional)

8. Noun: Program or service (optional)

9. Verb: Variation on vision statement

# MISSION

*What your group is doing to reach your vision.*

Use the words in the numbered boxes on the previous page to fill in the corresponding blanks.

We believe in \_\_\_\_\_ <sup>1</sup> \_\_\_\_\_, and \_\_\_\_\_ <sup>2</sup> \_\_\_\_\_.

In order to \_\_\_\_\_ <sup>3</sup> \_\_\_\_\_, we \_\_\_\_\_ <sup>4</sup> \_\_\_\_\_

and \_\_\_\_\_ <sup>5</sup> \_\_\_\_\_. By \_\_\_\_\_ <sup>6</sup> \_\_\_\_\_,

\_\_\_\_\_ <sup>7</sup> \_\_\_\_\_, and \_\_\_\_\_ <sup>8</sup> \_\_\_\_\_, we work

to: \_\_\_\_\_ <sup>9</sup> \_\_\_\_\_.

VISION STATEMENT

# S.M.A.R.T. GOALS

**S**pecific

What do I want to accomplish?  
Why do I want to accomplish this?

**M**easurable

How will I measure my progress?  
How will I know that my goal is accomplished?

**A**chievable

How can the goal be achieved?  
What steps can I take to achieve this goal?

**R**ealistic

Is the goal realistically achievable?

**T**imely

When will the goal be accomplished?  
How long will it take to achieve the goal?

# LONG RANGE PLANNING

*Planning for the future.*

Goal 1:

Target Audience

Time Frame

Who's Responsible

Activity(ies)

Effectiveness Measurement

Goal 2:

Target Audience

Time Frame

Who's Responsible

Activity(ies)

Effectiveness Measurement

Goal 3:

Target Audience

Time Frame

Who's Responsible

Activity(ies)

Effectiveness Measurement

## ELEMENTS OF GOOD PROPOSALS

### CONVERSATIONAL

Easy to Read • Explains the Problem • Identify Stakeholders

### SUSTAINABLE

Prove the project will continue beyond grant dollars.

### IN-KIND

What do you have to support the initiative?

### DATA BASED

Relevant data to support and measure your goals.

### PARTNERSHIPS

What other organizations can help address the problem?

### ALIGNMENT

Fits with other initiatives • Aligns with additional funding  
Matches your organization's vision