



**BUILD A SOLID BASE
FOR YOUR NONPROFIT**

STEP 1

**Readiness
Assessment**

WORKSHEET



What is readiness about?

Do it together and be honest

The worksheet will help you understand if you and your team are ready to set up your nonprofit just now. Go through the questions individually and then share and discuss as a team. Be honest and respect each other's limitations as well as your own.

Your WHY

Think about what drives you to set up this nonprofit. Why is this important to you? How did the idea come up? What will you gain personally from setting up a nonprofit? What do you expect to learn, achieve, feel if it is successful?

Your TIME

How much time can you invest in setting up an organization? How long can you free up that time for? What is realistic? Remember, the start-up phase is likely unpaid. Plus it will include tasks that are more administrative or technical.

The TEAM

Who are your team members? What brings them here, you think? What do they expect? What do they bring to this adventure? Do you think your team has all skills, knowledge, experience needed? Or do you miss something? How can you add that to the team?

The PLAN

What information do you have about the process of setting up a nonprofit in your community or country? Do you know, for instance, what information you need to submit for registration? How can you find out what you do not know yet?

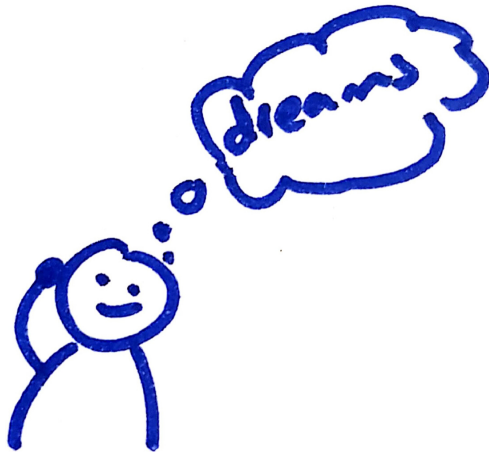
Make an action plan with clear deadlines and divide tasks among the team.

Plan a celebration for success at the end!

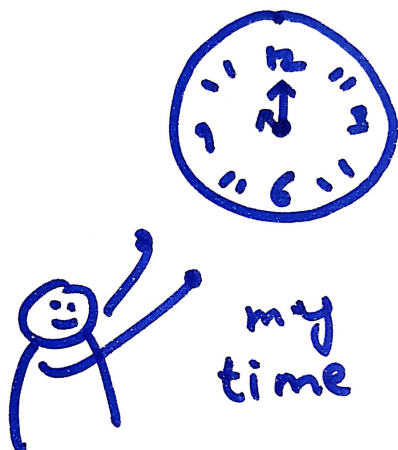


Readiness Assessment Worksheet

What are your dreams for the nonprofit that you want to start? And what will this nonprofit bring you personally? What motivates you to create a nonprofit?



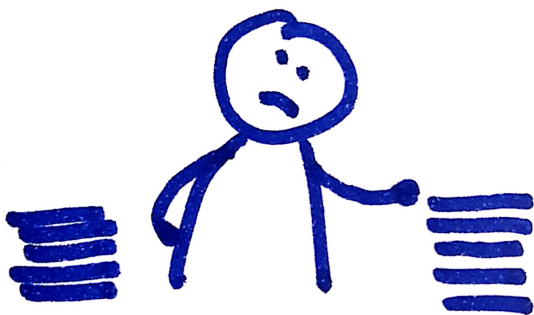
How much time can you invest in getting started? How long can you manage this? Be realistic and honest with yourself and your team!



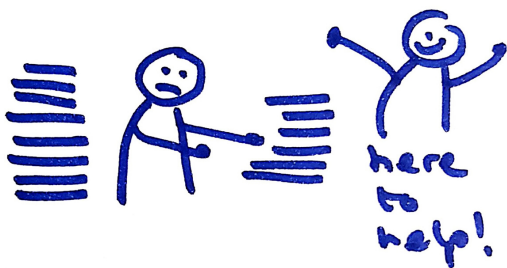


Readiness Assessment Worksheet

In the start up phase, much of the work is more administrative than what you have in mind for your nonprofit. How will you keep yourself motivated?



Who can help you keep going through tasks that you may find boring or challenging? How can you help others in your team in the same position?



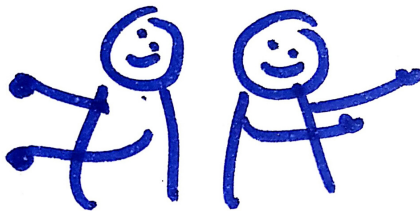


Readiness Assessment Worksheet

Who else is on your team? What are their dreams for the nonprofit? And for themselves?



What are their expectations? How well do you know each other?



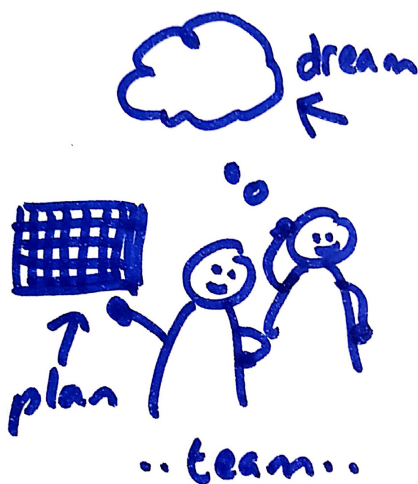


Readiness Assessment Worksheet

What skills, knowledge and experience do you see in the team, including yourself?



What do you think is needed in terms of skills, knowledge and experience? Is anything missing? Is it important? How can you find this?



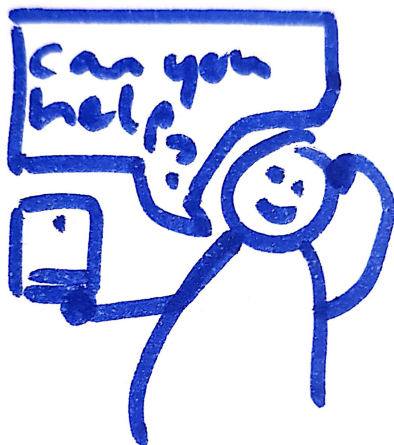


Readiness Assessment Worksheet

What information do you have about what is needed to set up a nonprofit in your context? Do you know what is needed to register? What else is needed?



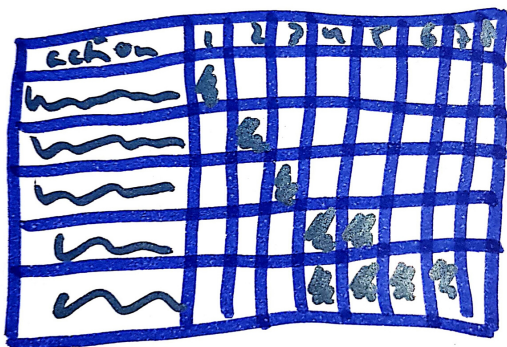
How can you find out more?





Readiness Assessment Worksheet

Have you made an action plan for the next steps? Does everyone know what to do and when?



What will be achieved at the end of the action plan?
Plan a little celebration for that moment!





READINESS ASSESSMENT

checklist questions

CAN YOU MOTIVATE YOURSELF?

DO YOU HAVE ENOUGH TIME?

IS YOUR TEAM DIVERSE AND COMPLETE?

IS YOUR PLAN COMPLETE AND REALISTIC?

ARE YOU READY?