

FOR YOUTH PROGRAM GRANTEES

This template is designed to support youth program grantees in:

- Sustaining program impact beyond the grant period
- Building resilience into their organizational operations
- Creating systems for knowledge transfer and leadership continuity

Each section includes fill-in-the-blank templates, customizable tools, and reflection questions to help your organization tailor the content to your unique context.

SECTION 1: VISIONING FOR LONG-TERM SUSTAINABILITY

Mission Statement:

Core Values:

What change are you trying to sustain?

What does success look like 5 years from now?

SUSTAINABILITY SWOT ANALYSIS

Complete the SWOT grid below to identify internal strengths and weaknesses, and external opportunities and threats. *(3-5 items in each category)*

Strengths (Internal)	Weaknesses (Internal)
Opportunities (External)	Threats (External)

SECTION 2: SUSTAINABILITY STRATEGIES

Potential earned income ideas: _____

Donor engagement strategies: _____

Public/private grant opportunities: _____

Top 5 allies or partners:

1.

2.

3.

4.

5.

Engagement strategies:

Programs that can evolve or scale:

Tech tools to explore:

What internal documents need to be created/updated?

Existing resources to turn into guides or templates:

SECTION 3: SUCCESSION PLANNING

Essential roles and functions:

Roles critical to continuity:

Who is ready now? _____

Who could grow into the role? _____

Leadership qualities needed: _____

Role: _____

Key Responsibilities:

Skills Required:

Current Staff in Line: _____

Emergency Backup: _____

Timeline for Transition: _____

Resources/Documentation Needed:

Include succession in onboarding? [☐] Yes [☐] No

Regular leadership development practices:

SECTION 4: STAFF WELLNESS & RETENTION

Self-care check-in frequency: _____

Flexible scheduling options: _____

Sabbatical policy ideas:

Wellness budget: _____

Regular team retreat ideas:

What could be improved?

Suggestions for leadership:

SECTION 5: ACTION PLAN & GOAL COMMITMENTS

3-MONTH program goals: _____

Who is responsible: _____

Goals will be successful if: _____

My accountability buddy is: _____

We will check in on: _____

Date

MY TOP 3 COMMITMENTS:

1.

2.

3.

PROGRAM SUSTAINABILITY & SUCCESSION PLANNING

Template



6-MONTH program goals: _____

Who is responsible: _____

Goals will be successful if: _____

My accountability buddy is: _____

We will check in on: _____
Date

MY TOP 3 COMMITMENTS:

- 1.
- 2.
- 3.

1-YEAR program goals: _____

Who is responsible: _____

Goals will be successful if: _____

My accountability buddy is: _____

We will check in on: _____
Date

MY TOP 3 COMMITMENTS:

- 1.
- 2.
- 3.