

# VICTORIA S. AND BRADLEY L. GEIST FOUNDATION

## Capacity Building Project Matrix

<b>Issue:</b> <i>Why is this effort needed?</i>				
<b>Mission:</b> <i>How will this work improve capacity to benefit the foster care community?</i>				
<b>Outcome</b> <i>What will be different?</i>	<b>Activities</b> <i>What are you going to do?</i>	<b>Timeframe</b> <i>When will you do this?</i>	<b>Predicted Changes</b> <i>How will you know if the desired change is occurring?</i>	<b>Actual Changes*</b> <i>What actually occurred?</i>
				(to be completed for Year 1 progress/final and Year 2 final reports)

**\*This column will be used as you implement your project. You will submit the matrix with “Actual Changes” information with progress and final reports.**

# VICTORIA S. AND BRADLEY L. GEIST FOUNDATION

## Capacity Building Project Matrix (*sample 1*)

<p><b>Issue:</b> <i>Why is this effort needed?</i>  <i>Example:</i> Placement of children and youth with neurological challenges in therapeutic foster homes is increasing. Current interventions are not effective; foster parents become frustrated. This leads to more placements for youth and foster parent burn-out.</p>				
<p><b>Mission:</b> <i>How will this work improve capacity to benefit the foster care community?</i>  <i>Example:</i> By educating foster parents and staff in interventions for neurologically challenged youth and providing ongoing support, youth will be maintained in the least restrictive environment and foster parents will be retained.</p>				
<b>Outcome</b> <i>What will be different?</i>	<b>Activities</b> <i>What are you going to do?</i>	<b>Timeframe</b> <i>When will you do this?</i>	<b>Predicted Changes</b> <i>How will you know if the desired change is occurring?</i>	<b>Actual Changes*</b> <i>What actually occurred?</i>
<p><i>Example:</i></p> <p>1. More children with neurological impairments will be maintained in foster homes and experience fewer placements.</p> <p>2. Foster parents for children with neurological impairments will be retained</p>	<p>Year 1</p> <ul style="list-style-type: none"> <li>◦ Train 7 additional foster parents on Hawaii Island.</li> <li>◦ Provide intensive staff training, consultation and assistance in new interventions.</li> <li>◦ Document and implement policies and procedures to provide ongoing support to foster families.</li> </ul> <p>Year 2</p> <ul style="list-style-type: none"> <li>◦ Train 7 additional foster parents statewide.</li> <li>◦ Provide intensive staff training, consultation and assistance in new interventions.</li> </ul>	<p>Year 1</p> <ul style="list-style-type: none"> <li>◦ 12 sessions during August – November.</li> <li>◦ One week in Sept. and one week in November.</li> </ul> <p>◦ Documentation will be completed in January. Implementation will occur by March.</p> <p>Year 2</p> <ul style="list-style-type: none"> <li>◦ 12 sessions during August – November.</li> <li>◦ One week in Sept. and one week in November.</li> </ul>	<p>Year 1</p> <p>1.a. 11 children (80%) with neurological impairments will remain in their current placements.</p> <p>1.b. 8 (80%) staff members will have successfully completed training program</p> <p>2. 10 foster parents (75%) will be retained.</p> <p>Year 2</p> <p>1.a. 16 children with neurological impairments (80%) will remain in their current placements.</p> <p>1.b. All staff members will have successfully completed training program.</p> <p>2. 16 foster parents (75%) will be retained.</p>	<p>(to be completed for Year 1 progress/final and Year 2 final reports)</p>

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# VICTORIA S. AND BRADLEY L. GEIST FOUNDATION

## Capacity Building Project Matrix (*sample 2*)

<p><b>Issue:</b> <i>Why is this effort needed?</i>  <i>Example:</i> Changes in the state’s youth services system require organizational transition to diversify programs and funding sources and to expand fund development capacity.</p>				
<p><b>Mission:</b> <i>How will this work improve capacity to benefit the foster care community?</i>  <i>Example:</i> Program and funding diversification will enable the organization to provide needed residential services to transitioning foster youth.</p>				
<b>Outcome</b> <i>What will be different?</i>	<b>Activities</b> <i>What are you going to do?</i>	<b>Timeframe</b> <i>When will you do this?</i>	<b>Predicted Changes</b> <i>How will you know if the desired change is occurring?</i>	<b>Actual Changes*</b> <i>What actually occurred?</i>
<p><i>Example:</i>            1. New funding sources will be secured.             2. The board and staff will develop and implement fund development strategies.</p>	<p>Year 1</p> <ul style="list-style-type: none"> <li>◦ Contract with a grants consultant to identify and submit grants for two new sources of funding.</li> <li>◦ Increase current contract with OYS.</li> <li>◦ Engage the board members in fund development through their participation in training, annual campaign, and fundraising events.</li> </ul> <p>Year 2</p> <ul style="list-style-type: none"> <li>◦ Contract with a grants consultant to identify and submit grants for two new sources of funding.</li> <li>◦ Institute annual campaign and hold two fundraising events.</li> </ul>	<p>Year 1</p> <ul style="list-style-type: none"> <li>◦ Contract with consultant by November. Submit two applications to new funding sources by July.</li> <li>◦ Executive Director will negotiate with OYS for contract beginning next July.</li> <li>◦ Provide board training by December.</li> <li>◦ Board committee completes planning for new annual campaign by the end of the first year.</li> <li>◦ Board committee is formed to stage events.</li> </ul> <p>Year 2</p> <ul style="list-style-type: none"> <li>◦ Submit two applications to new funding sources by July.</li> <li>◦ Conduct annual campaign October – December.</li> <li>◦ Hold fundraising events in September and March.</li> </ul>	<p>Year 1</p> <p>1.a. 4 potential new sources will be identified, and two proposals will be submitted.</p> <p>1.b. A contract with OYS for two additional beds will be executed.</p> <p>2.a. All board members participate in training.</p> <p>2.b. Plan for annual campaign is finalized.</p> <p>2.c. Events committee is formed.</p> <p>Year 2</p> <p>1.a. 2 new proposals are submitted, and 1 new funding source is secured.</p> <p>2.a. Annual campaign raises \$5,000, and a donor database is established.</p> <p>2.b. Two fundraising events clear \$4,500.</p>	<p>(to be completed for Year 1 progress/final and Year 2 final reports)</p>

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