**DISCUSSION TOPICS**

Needs assessments

What is needed in a needs assessment? Problem cause and effect

Is all data good data? Local and global facts, figures, and interpretations

How much data is too much?

Where are the facts?

Budget

Describe your process for developing a budget?

Who is involved?

How do you project income and expenses for several years?

What do you do if the funds are given for a fiscal year that is different from the calendar year you follow?

Research

What “research” do you conduct about potential funders?

Which sources do you find most helpful?

How do you use the information you collect?

Evaluation

What combination of external and internal evaluation tools and strategies do you use?

Describe examples of ones that staff actually use – both to collect data and use the results.

Who does the analysis?

How is the information shared? And with whom?

Sustainability

How do you answer the “sustainability” question?