**Electronic Worksheets**

**The Creative Community Builder’s Handbook:**
How to Transform a Community Using Local Assets, Arts, and Culture

By Tom Borrup

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**WORKSHEET 1: Strengths Inventory**

*Give an honest assessment of yourself (if starting alone) or your organization with regard to each of the categories below. Rate the category as +1 for strong, 0 for neutral, and -1 if weak. You may total the strengths, if you wish, but this is not a formal process wherein a score of 16 earns an A+ and –16 is an F. It’s just an honest assessment of strengths.*

Name of organization:

Organization’s leaders:

<table>
<thead>
<tr>
<th>Strength</th>
<th>Comments</th>
<th>Rating</th>
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<tbody>
<tr>
<td>1. Capacity to invest time</td>
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<td>2. Experience with collaboration</td>
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<td>3. Positive profile in the community</td>
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<td>4. Staff/board stability</td>
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<td>5. Demonstrated depth of constituency</td>
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<td>6. Demonstrated breadth of constituency</td>
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<td>7. Demonstrated broad concern for community</td>
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<td>8. Bring key perspective to the work (name it)</td>
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<td>9. Bring key skills to the work (name the skills)</td>
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<td><strong>10. Share information openly</strong></td>
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<td><strong>11. Represent group or position strategic to cause</strong></td>
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<td><strong>12. Holds a special leadership position</strong></td>
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<td><strong>13. Holds a symbolic position</strong></td>
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<td><strong>14. Positive reputation among key civic and business leaders</strong></td>
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<td><strong>15. Ability to participate in or lead groups through planning</strong></td>
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<td><strong>16. “Gut” assessment of “fit” (Do I want to do this? Is it right at this time?)</strong></td>
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WORKSHEET 2: Community Asset Inventory

For each item below, describe your community in terms of its strengths, characteristics, and/or unique features.

1. Geographic parameters and demographics

2. History and industries
   2a. Native American/pre-colonial
   2b. Significant events and people
   2c. Products manufactured and grown
   2d. Cultural and technological innovations
   2e. Economic base and employment
   2f. Other

3. Geography
   3a. Natural or geological features
   3b. Climate
   3c. Recreational amenities
   3d. Other

4. People (Give special thought to historic or recent uncelebrated heroes, especially women and people of color whose contributions mirror the spirit of community building)
   4a. Openness
   4b. Age range and balance
   4c. Ethnic mix
   4d. Economic status
   4e. Education levels
   4f. Outstanding individuals
   4g. Other
5. Public sector
   5a. Effective leadership
   5b. Communications and accountability
   5c. Service quality and capacity
   5d. Versatility and innovation
   5e. Other

6. Reputation
   6a. Identity to outside world
   6b. Receptivity to visitors
   6c. Location and accessibility
   6d. Navigability
   6e. Safety
   6f. Aesthetic experience
   6g. Other

7. Nearby features and attributes
   7a. Natural amenities
   7b. Widely known attraction(s) or features
   7c. Urban center or district (includes or is how far?)
   7d. Major or unique service(s)
   7e. Well-known institution(s)
   7f. Special places
   7g. Other

8. Infrastructure
   8a. Transportation
   8b. Education and culture
   8c. Housing stock—quality, mix of owner and rental
8d. Architecture or built environment

8e. Power, water, and sewer adequacy and capacity

8f. Underutilized structures and real estate

8g. Healthcare

8h. Other
## WORKSHEET 3: Partner Checklist

As you fill in prospective partners, check which of the following assets they may bring. Use the categories (for example, “Social/Civic/Social Justice Partners”) to help you think through the types of partners you might recruit—but don’t be limited by these categories or the number of spaces. Color outside the lines!

<table>
<thead>
<tr>
<th>Prospective partners</th>
<th>Capacity to invest time</th>
<th>Positive current relationship to community</th>
<th>History of collaboration</th>
<th>Positive public profile</th>
<th>Demonstrated depth of constituency</th>
<th>Demonstrated breadth of constituency</th>
<th>Demonstrated broad concern for community</th>
<th>Brings key skill or dimension</th>
<th>Represents key group</th>
<th>Holds special leadership position</th>
<th>Holds symbolic position</th>
<th>Positive reputation among key civic and business leaders</th>
<th>Ability to participate in or lead groups through planning</th>
<th>Gut instinct</th>
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<td>Social/Civic/Social justice partners</td>
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<td>Economic development/ Housing partners</td>
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<td>Environmental partners</td>
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<td>Education/Youth partners</td>
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<td>Cultural/Arts partners</td>
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Worksheet 4: Set and Measure Outcomes

An outcome is a specific, observable, and achievable result that is consistent with your vision. Answer the following questions for each of your project’s proposed outcomes.

1. Describe the specific community condition you want to see when the project has succeeded.

2. Describe indications that this success has occurred and how you will measure this success.

3. How long do you think it will take to achieve this outcome?

4. What current condition will you measure change against?

5. Estimate the incremental change that will get you there.

6. What comparison to a larger field or region can you make that would distinguish this effort?

7. Restate in summary form the outcome, how you’ll measure it, and what it will require in incremental change to get there.