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| **5-Digit Agency Number** |  |
| **Program Name** |  |
| **Your Name** |  |

For the past few years, our Growth Plan program has emphasized moving more food and reaching more people through your programs. This year, due to COVID-19, we are allowing programs who completed their Program Goals in FY2020 to roll over their plans if desired. Programs who want to add to or rewrite their goals, and programs that would like to write new Program Goals, are encouraged to do so as well. Program Goals can be about **anything that will help to build the capacity of your organization.** You may still want to focus on distributing more Food Bank food or reaching more people, or you may instead want to focus on building a disaster plan, a succession plan, or writing a volunteer handbook. If you would like help coming up with a goal, email Valerie at [valeriec@foodbankwma.org](mailto:valeriec@foodbankwma.org), and we can discuss your program’s challenges and needs.

Please tell us about your plan for growing the capacity of your organization this year by filling out each of the sections below.

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| **OVERALL GOAL** |

**STEP #1:**

Please indicate your overall program goal for building your program’s capacity this fiscal year. Make sure your goal is **specific and measurable**. If your goal is to increase pounds moved or people served, please include by how much you’d like to increase in either percentage or number of pounds or people.

Increase pounds of Food Bank food moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (can be in % or number of lbs).

Increase amount of people reached by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (can be in % or number of people).

Increase the number of pounds distributed per client by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (% or lbs).

Increase the amount of produce/meat (circle one) moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (% or lbs).

Other, please specify. Make sure you include how you will measure this goal:

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**STEP #2:**

Write down some actions you need to take to reach your goal and the steps you will take to complete those actions. Actions may include raising money, increasing volunteers, extending opening hours, acquiring equipment etc. Next to “Action”, write the larger action. Under “Tasks,” write the smaller tasks that need to get done in order to complete the action.

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| **ACTIONS**  *What do I need to do to reach my larger goal? How can I break those tasks down into smaller steps?* | **SUPPORT**  *What support do you need in order to complete this action?* | **TIMELINE**  *When do you hope to have this done by?* |
| **Action:**  **Tasks:** |  |  |
| **Action:**  **Tasks:** |  |  |
| **Action:**  **Tasks:** |  |  |

Might any of these actions require accessing our Capacity Grant program?

If so, use the space below to briefly describe what you might need the funds for:

While our emphasis is on moving more Food Bank food, your involvement in the following categories is still important and valued. Please briefly describe what (if anything) you plan to do in each of the following categories – contact Valerie if you would like to discuss ideas at [valeriec@foodbankwma.org](mailto:valeriec@foodbankwma.org).

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| **ADVOCACY**  *i.e. contacting legislators, responding to Food Bank Advocacy Alerts* |
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| **NETWORKING**  *i.e. attending Area Meetings, attending trainings, visiting another program* |
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| **NUTRITION**  *i.e. have a representative from The Food Bank do a cooking demo, provide healthy recipes* |
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| **SNAP**  *i.e. have Food Bank SNAP representative visit program, refer clients to The Food Bank* |
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This year, all programs that write a Growth Plan will be invited to a virtual networking event part way through the year. This event will be an opportunity to talk to other programs about their plans, meet other programs that might have similar goals, and share best practices with each other. Please indicate your preference below:

I would be interested in attending this meeting via Zoom.

I am not interested in attending this meeting.