

Rooted & Ready: A Guide for Resilience and Action During Crisis and Change

Toolkit 2 Organizational Adaptability Collection



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Introduction and Acknowledgements

**Thank you for taking the time, energy, and care to invest
in this important reflection and planning process as a team.**

Provecho Collective, formerly the Colorado Blueprint to End Hunger, envisions a Colorado where everyone can access the food they choose, where they want it, and when they need it. To achieve this, we are building a movement for a more responsive, equitable, and sustainable food system by shifting power to our Colorado communities.

This guide is made up of toolkits which are designed to support organizations through understanding, exploring, and strategizing for potential risks. Such lofty goals cannot be achieved alone, which is why we believe in designing actionable tools as a way to ensure we are all supported in moving forward through collective impact. We hope the accompanying toolkit serves as a guiding light toward organizational resilience, fostering adaptability amid changing conditions while helping you stay grounded in your mission-driven work.

This work is courageous and demands confrontation with uncertainty, scarcity, and changing realities in creative and values-aligned ways. Whether your organization is able to make bold shifts, take small steps, or simply begin to gather information, your intentional leadership matters and makes a difference. We hope this toolkit will offer you helpful starting points while affirming the knowledge and wisdom that's already held amongst your team.

With thanks and solidarity,

Justice Onwordi,
Former Impact Director

Kasey Neiss,
Evaluation Analyst

Grace Benasutti,
Community Justice Coordinator

SPECIAL THANKS

This has been a major team effort and a labor of love as we reflect on the many ways in which community power and collaboration can be deeply impactful. Special thanks to:

- Nourish Colorado, specifically **Wendy Peters Moschetti** and **Alex Zalanis**, as they developed their own responsiveness process to drastic federal funding shifts. Their willingness to share their process with the larger food movement helped to refine the structure in this toolkit.
- Our deepest appreciation extends to **Hallie Nelson** of Jefferson Food Policy Council, **Rachel Landis** of The Good Food Collective, and **Dani Lindo** of Food to Power and Rocky Mountain Impact, who all contributed to the revision process of a very lengthy draft document.
- Within Provecho Collective, **Michelle Ray** and **Leticia Macias** were instrumental in the accessibility, editing, and translation of this toolkit.
- Lastly, this project would not be possible without the generous financial support of **The Colorado Trust**.

STAY CONNECTED

Please don't hesitate to reach out with feedback, support needs, reflections, or general questions as you navigate this toolkit. Stay tuned for more resources and support offerings coming in the near future!

Contact us at
info@provechocollective.org
or visit
ProvechoCollective.org.

How to Use this Toolkit



Toolkit 2: Organizational Adaptability Collection includes accompanying worksheets to make your assessment and strategizing more approachable. It's intended to be used by the staff of nonprofit organizations—ideally on an annual basis—to ensure adaptability amidst new and emerging contexts. The worksheets support the development of messaging both within your staff and among the larger community.

Worksheets include “**Finding your Narrative & Message Crafting**,” “**Sustaining Team Morale & Wellbeing**,” “**Cultivating Strength Through Organizational & Community Partnerships**,” and “**Shifting in Times of Crisis**.” External narratives and national-level upheavals are extremely draining for those involved in social good movements, and the consideration of morale and joy during preparedness planning is a vital part of this process. Additionally, small adjustments to programming can allow you to be more responsive to community needs.

While certain leadership staff may hold the specialized knowledge needed to fill out each worksheet in this toolkit, we also want to call out the benefits of holding these conversations collectively with your entire team. An approach that engages all staff can ensure transparency across the organization and communicates the value and skill that all team members bring to the table, regardless of their title or rank.

As you move through the worksheets you will notice the headers at the top of each page like the one below. Use this to determine the best people in your organization to complete each worksheet.

Example:

Why this worksheet matters:	<i>This worksheet can support your team in understanding how each grant affects your organization financially and beyond.</i>
What it will help you do:	<i>Create long-term and short-term goals to protect your organization</i>
Who this worksheet is for:	<i>Everyone on the team!</i>

Toolkit 2:

ORGANIZATIONAL ADAPTABILITY COLLECTION

ORGANIZATIONAL PREPAREDNESS FROM THE INSIDE OUT

Assessing financial risk is essential, especially in today's unpredictable funding landscape. And, protecting the people and sustainability of your organization goes beyond dollars and budgets. It also means taking a closer look at your internal culture, your values, collective partnerships, and how you're building and maintaining meaningful relationships with your communities.

This toolkit is designed with multiple intentions: to reflect and recommit to your internal practices and simultaneously explore how your organization is showing up in the world through messaging, narratives, engagement, and collective action. This isn't just about where you are today but also identifying shifts that are both appropriate and necessary as you move toward where you want to go. We would encourage you to approach these worksheets one at a time, giving time and intention to each all the while considering your boundaries and capacity as an organization.

USING THESE WORKSHEETS

The following worksheets offer strategies to look internally at your organization of identity and practice. They are designed to help reflect the real, often messy realities of doing values-aligned and community-centered work. Each worksheet offers space to reflect, brainstorm, and explore areas for alignment and growth. At the end of each is a "Synthesize and Act" section, where you'll have the option to identify tangible next steps and craft an actionable plan based on what you've uncovered.

Worksheet 2a: Finding your Narrative & Message Crafting (Jump to this worksheet) This worksheet is intended to support your team in recommitting to or refining the messages that your organization shares with the world. Through values clarification, audience-specific messaging, and practical reflection prompts, your team will stay true to your adaptive and community-rooted communications.	Worksheet 2b: Sustaining Team Morale & Wellbeing (Jump to this worksheet) This worksheet supports you in strengthening the heart of your organization (hint: your team!) by reflecting on practices of trust, reducing burnout, and centering wellbeing and morale. You can use this to reflect on formal and informal policies, feedback loops, continuous learning opportunities, and centering celebration.
Worksheet 2c: Cultivating Strength through Organizational & Community Partnerships (Jump to this worksheet) This worksheet will support leadership in reflecting on how your organization shows up in community and organizational partnerships, identifying possibilities for collaboration, resource sharing, and collective action. The tool is intended to help you prevent isolated work through stronger networks and deeper trust building.	Worksheet 2d: Shifting in Times of Crisis (Jump to this worksheet) This worksheet supports your team in navigating crises by identifying what matters most, how to pause or pivot, and how to respond with integrity. By reflecting on organizational capacity and external realities, you may better be able to align your work and your values with current needs.

Facilitation Suggestions

These worksheets are comprehensive and offer depth—which is why it's important to not complete or perfect these all at once, but to utilize them in ways that support meaningful conversations, reflection, and potentially aligned action over time. Here are a few strategies you can use to better facilitate these conversations.

1. Pick one worksheet to focus on in a team meeting, board meeting, or retreat.
2. Delegate people to prep key questions in advance (or at least review the worksheet).
3. Use the "Synthesize and Act" section to choose your next steps with caution and intention.

Toolkit 2:

ORGANIZATIONAL ADAPTABILITY COLLECTION

POSSIBLE WAYS TO APPROACH WORKSHEETS



Individual Reflection

Have leadership/team members work through these individually before a meeting.



Team Discussion

Work through these worksheets as a full team during a meeting, and revisit as necessary.



Retreat/Strategy Session

Work through the full toolkit during a longer, more in-depth meeting time.

LEVEL SETTING

- ✓ Consider what core skills, knowledge, and/or attitudes each member of your team needs to have to be able to participate and engage in this process. Be sure to build in prepwork or level-setting into your process to ensure everyone has what they need to show up and contribute.
- ✓ Make sure that you are starting with intention and reminding your team that this isn't about perfection or achieving, rather identifying a shared understanding.
- ✓ It's okay to not complete everything in full and to skip over questions.
- ✓ Strive to create safe and brave spaces for your team to share honestly and be able to balance what is real and what is possible.

LOGISTICAL RECOMMENDATIONS

- ✓ Come up with group norms/agreements before diving in.
- ✓ Take your time. Slow down when you can to ensure deep reflection and intention.
- ✓ Use breakout rooms or small groups to better encourage vulnerability and more focused conversations.
- ✓ Questions may need to be adapted, depending on whether leadership or other staff members are answering them.
- ✓ Identify patterns or themes that arise for future conversations.
- ✓ Decide as a team how you will make decisions and come to a consensus around certain action items, as needed.
- ✓ Bring snacks! Have fun!

Toolkit 2:

ORGANIZATIONAL ADAPTABILITY COLLECTION

HELPFUL DEFINITIONS

Boilerplate Language	Ready-to-use, standard text that helps describe your organization's mission, history, vision, values, and impact. It can easily be copied and adapted for messaging, grant writing, reporting, and other communications to ensure consistency and save you time.
Narrative	An organizational narrative is different from a story, although aspects of storytelling may be used as a guide to help interpret meaning. While a story follows a plot arc with a beginning, middle, and end, a narrative is about overarching ideas, opportunities, and challenges. An organizational narrative may include aspects of your history, mission, vision, values, challenges faced, opportunities, and collective actions to take.
Noise	Distractions from your goals that may drain your energy and don't require action (i.e. media drama, commentary that's not based on your community's reality, misdirection or false information, irrelevant criticism, fearmongering).
Proactive	Taking initiative and action before a crisis hits, or in anticipation of a crisis. Planning, preparing, and setting boundaries as individuals and as an organization.
Reactive	Responding in the moment and often under pressure. This is sometimes necessary in issue-based work and in an ever-changing climate but can be harder to sustain.
Threat	Real risks that may harm your team, community, or mission and need a thoughtful and intentional response from your organization.

Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

Why this worksheet matters:	The way you talk about your work helps people understand who you are and why it matters. Narratives can either help build connection or create confusion, and it's essential that your narrative reflects your values and builds trust in your community, especially in complex and shifting environments.
What it will help you do:	This worksheet will help you get clear on your message and ensure language and values alignment. It will help you better understand how to message to specific audiences.
Who this worksheet is for:	Executive leadership, directors, and managers

Having your own unique narrative can help you transition your messaging to hold more clarity and intention, moving from a place of fear to a community-centered approach that's grounded in resilience and love. This worksheet is intended to help you ensure that your **narrative reflects the strengths of who you are as an organization and what you stand for**.

One first tip is to **be cautious of repeating narratives** that don't align with your values, mission, and vision. Repeating harmful commentary, gossip, misinformation, or dominant narratives that undermine your work can unintentionally reinforce these messages in the minds of others.

Disclaimer: This worksheet is designed to support reflection and intentional adjustment of your language, not a full-scale overhaul. While some organizations may choose to adapt some of their language in response to today's funding/political climate, it's equally important to remain grounded in your mission, values, and long-term purpose. Use this worksheet in a way that honors both your core commitments and the realities you are navigating; only making shifts where they feel necessary and aligned.



What is a narrative?

An organizational narrative is different from a story, although aspects of storytelling may be used as a guide to help interpret meaning. While a story follows a plot arc with a beginning, middle, and end, a narrative is about overarching ideas, opportunities, and challenges.

Narratives inspire your team and community members to live out their own stories within the larger context or environment of your work. An organizational narrative may include aspects of your history, mission, vision, values, challenges faced, opportunities, and actions we can take together.

Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

EXAMINE YOUR LANGUAGE

Recommit to your mission, vision, and values and what remains true. Alter your language where appropriate, being cautious to not use jargon and instead being descriptive and getting to the heart of what you mean.

Mission, Vision & Values

- What is your organization's mission?

- What is your organization's vision?

- What are your organization's values? (Jump down to the [Values Activity](#) below for guidance, if needed)

Brainstorm:

Note: If you are adjusting language due to **Medium** or **High Risk** Grants, explore alternate ways to communicate your work if certain words like “equity,” “diversity,” and other words create barriers in some situations like the federal context right now ([federally banned words list](#)).



Tip: Consider using a trusted AI tool to review your language and offer alternative words.

A few examples of alternative words to use:

Equity – fair access, targeted universalism, inclusive opportunity, removing barriers, responsive support, community-informed resourcing, tailored support, meeting people where they are, context-aware approaches, resource alignment

Diversity – broad representation, inclusive participation, varied perspectives, cultural richness, multi-background collaboration, people from all walks of life, representation across experiences, cross-community engagement, range of lived experiences, inclusive community voice



Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

Where do you need to incorporate the language outlined above (mission, vision, values, and reframing certain words) throughout your communications to educate and reinforce your position?

Values Activity: Defining shared organizational values

With the appropriate team members for your organization's structure, select 3-5 organizational values from [List of Values - Brené Brown](#) (or your own list). You can have individuals do this on their own and then convene as a group, or go through this process as a group.

Once you have team alignment of 3-5 primary organizational values, prioritize them as a group in descending order. You can write each value on a note card and physically move them around to find the best order. First, try doing this silently, then open up a discussion about consensus after you have your first drafted list. Re-order as necessary.

1.

2.

3.

4.

5.

Other(s):

Discuss as a group: How does this list compare to your values as individual team members? Where do you agree or disagree?

Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

BUILD YOUR NARRATIVE & CONSIDER THE AUDIENCE

Like playing cards, you may want to hold some cards close to your chest while other times you play with an open hand. It's important to be cautious with your narratives and messaging to strategically communicate with various audiences. The table below outlines examples of different audiences that may (or may not) need different styles of communication.

Audience	Definition	Alignment
Internal Team	Examples: Team members, board of directors, apprentices, interns, etc.	Examples: Highly aligned in your mission and vision; have the power to establish and drive forward organizational culture and values.
	List Team:	Alignment:
Community & Clients	Examples: Participants in your programs, volunteers, newsletter subscribers, social media followers, etc.	Examples: Contribute to and reinforce your mission and values. Benefit from the culture and activities you provide.
	List Community:	Alignment:
Allied Funders	Examples: Funding sources that have publicly aligned with your values, etc.	Examples: Supports and agrees with your approach to the work, mission, and values. Controls access to resources you need.
	List Allied Funders:	Alignment:
General Public or Unknown	Examples: Website visitors, public events, public media, etc.	Examples: No clear alignment with your mission, unsure who messaging is reaching.
	List examples of the general public or unknown:	Alignment:
“Unsafe” or Adversaries	Examples: Federal government agencies, non-allied funders, etc.	Examples: Knowingly unaligned with your mission, may have power or influence to disrupt your operations.
	List examples of “unsafe” or adversaries:	Alignment:

Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

Next, you can draft language, vocabulary, and messages to define your narrative as an organization. For each message about your program/activity, consider if this is the same message for every audience or if there is a need to make adjustments to communicate effectively and safeguard your organization and activities.

It is so important that your organization remains consistent, unique, and tethered to your values. When you are determining whether to offer narratives to different audiences, keep a strong throughline to ensure your consistency.



Tip: Add “call(s)-to-action” for your identified narratives dependent upon programs and audiences. Following a narrative through inspiring action can be dynamic depending on the target audience.

- Ex: Organizational call-to-action = “Sign this petition to advocate for land access policies that protect community growers...”;
- Ex: Programmatic call-to-action = “Sign up for our Winter CSA program to receive weekly fresh produce from local farms....”

Overall Organizational Language and Message

Message to **community and clients**:

Call to action:

Message to **allied funders**:

Call to action:

Message to **for “unsafe” or public audiences**:

Call to action:



Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

Program/Activity #1 Description and Message

Program Name:

Internal:

Different message to **community and clients** (note if no changes are needed):

Call to action:

Different message to **allied funders** (note if no changes are needed):

Call to action:

Different message to **“unsafe” or public audiences** (note if no changes are needed):

Call to action:

Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

Program/Activity #2 Description and Message

Program Name:

Internal:

Different message to **community and clients** (note if no changes are needed):

Call to action:

Different message to **allied funders** (note if no changes are needed):

Call to action:

Different message to **“unsafe” or public audiences** (note if no changes are needed):

Call to action:

Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

Program/Activity #3 Description and Message

Program Name:

Internal:

Different message to **community and clients** (note if no changes are needed):

Call to action:

Different message to **allied funders** (note if no changes are needed):

Call to action:

Different message to **“unsafe” or public audiences** (note if no changes are needed):

Call to action:

Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

Program/Activity #4 Description and Message

Program Name:

Internal:

Different message to **community and clients** (note if no changes are needed):

Call to action:

Different message to **allied funders** (note if no changes are needed):

Call to action:

Different message to **“unsafe” or public audiences** (note if no changes are needed):

Call to action:

Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING



SYNTHESIZE AND ACT

You have done the deep thinking—now, take a moment to capture what feels most important right now. This doesn't need to be a to-do list or strategy; rather, a space to notice what stood out and name a few next steps that feel within reach.

Questions to Consider

- *What is one part of our narrative and language that feels strong and aligned?*
- *Are there specific words or narratives that no longer serve you or may carry risk? Where might reframing help you stay true to your purpose and adaptable?*
- *What part of your narrative feels sensitive or strategic to hold close? Where is it important to differentiate between internal vs. public language?*
- *What is the feasibility/possibility of each action outlined below? What are the impacts of these actions?*



Tip: Boilerplate language documents can be maintained and updated to minimize risk, maximize grant writing efficiency, and ensure consistency of your message and narrative. If such a document doesn't exist for your organization, now is the time to create it—and you can use language you've already outlined here! This can live in a shared folder and be revisited on a regular basis.



Worksheet 2a:

FINDING YOUR NARRATIVE & MESSAGE CRAFTING

SET YOUR PLAN IN MOTION

Material or content you will review or revise (either for stronger messaging overall or to adjust for specific audiences)	Audience	Staff Responsible	When & How
Example: Update Instagram Bio	Online Audience and New/Existing Followers	Social Media Manager	Refresh bio with clear mission and narrative/ message - end of May

Worksheet 2b

SUSTAINING TEAM MORALE & WELLBEING

Why this worksheet matters:	Your team is your heart and your powerhouse. Taking care of your team helps everyone else that your organization serves to thrive.
What it will help you do:	This worksheet will help you check-in on what staff care is working or not working, and identify action steps toward a more supportive and sustainable team culture.
Who this worksheet is for:	Everyone on your team!

Take the time to create a plan that supports human needs and responds to requests from your team to prevent turnover and burnout. These prompts invite you to revisit your organization's existing policies and practices with care, and identify opportunities to better meet the needs of your team.

This worksheet can help you identify the role of your organization in building a culture of trust, sustainability, and joy in the work you do. As you work through this worksheet, be sure to consider how identity, power, and roles contribute to differing experiences of morale, burnout, and voice amongst the team.

Before you begin: Leadership may want to spend some time evaluating team morale before answering the following prompts regarding policies and strategies. Here are some questions for leaders to reflect upon and consider:

Worksheet 2b

SUSTAINING TEAM MORALE & WELLBEING

POLICIES & STRATEGIES

Policies

List any existing HR policies that allow staff to take care of their own individual mental, emotional, and physical health (i.e., mental health days, flexible schedules, wellness stipends, caregiver support).

Existing policies:

Are there opportunities to implement new policies and practices that reflect your organizational values and staff wellbeing? (Consider looking at partner organizations whose models you admire.)

Policy opportunities:

Feedback Loops

Do you have safe space(s) for your team to engage in multidirectional feedback with one another like citing concerns, elevating issues, or making requests of colleagues?

Existing avenues for feedback:

Worksheet 2b

SUSTAINING TEAM MORALE & WELLBEING

When considering comfortability and power dynamics, what additional opportunities exist to co-create additional feedback avenues with your team? (i.e., anonymous and open feedback)

Feedback opportunities:

Professional Development

Do you currently share professional development opportunities with your team? How can these opportunities be made more available and accessible?

Do you recognize informal expertise, lived experience, and peer learning as valuable forms of growth and “professional development”? How?

What resources, training, or skill-building does your team need and want?

At what frequency do you want to provide professional development opportunities to your team?

Worksheet 2b

SUSTAINING TEAM MORALE & WELLBEING



Tip: Ask your team what they are interested in! After brainstorming topics of interest, take some time to research possible learning opportunities and note any funding needs. You may not have the resources to offer everything right now, and that's okay! This activity is intended to help you understand your team's professional goals and get creative about how to support individual and team growth over time.

Topic of Interest	Identified Training or Resource	Cost	What funds/capacity building support is available (or could be shifted) to meet this need?	Other Details

Decision-Making

Is your entire team involved in making or informing decisions, particularly those that most directly impact smaller teams and individuals?

Transparency around decision-making can be a model of respect for your organization. What timelines can employees expect when facing decisions made by leadership?

Type of Decision	Who / Timeline / Process
Significant decisions (i.e., team structuring, layoffs, program sunsets)	
Moderate decisions (i.e., shifts in job expectations, changes in resources or budgets)	
Smaller decisions (i.e., requests from the team, work schedule shifts)	



Worksheet 2b

SUSTAINING TEAM MORALE & WELLBEING



CELEBRATIONS & SUPPORT

Celebration and support are deeply important, especially in emotionally and labor-intensive spaces where there is often grief and a sense of heaviness!

Brainstorm: How do you, or can you, celebrate each other and your successes in the work? What should be celebrated? (Consider what types of celebration feel affirming and accessible for the whole team.)

Brainstorm: Do you have spaces and opportunities within your organization that contribute to team-building and support? What additional spaces could be created?

Brainstorm: What are some opportunities to provide deeper support for your team? From top-down? From team to team?

Place the above strategies on the Impact X Feasibility Matrix. Based on effort, capacity, and impact for each strategy, choose the ones that can be accomplished. Remember, lack of follow-through can cause further harm and drain your team!



Worksheet 2b

SUSTAINING TEAM MORALE & WELLBEING



SYNTHESIZE AND ACT

Commit to your team. Review your matrix and the reflection you've engaged in above. Honoring your team's humanity doesn't require perfection, just honest steps. Choose a few opportunities to move forward with care and intention.

Questions to Consider

- *What's one way your organization is already showing up for staff wellbeing and morale?*
- *What's one place where your policies and culture could be improved to better support your team, and better reflect your organizational values?*
- *What will accountability look like for the changes you are deciding to commit to?*
- *What is the feasibility/possibility of the actions outlined below? What is the impact of each action item?*

SET YOUR PLAN IN MOTION

Area of Focus	Existing Practice(s) to Uplift	New Practice(s) to implement
Example: Feedback Loops	<i>Practice: Staff town halls Who: Executive Director When: End of each quarter</i>	<i>Practice: 15-minute feedback round at the end of every all-staff meeting Who: Meeting facilitator When: Implement at next meeting</i>
HR Policies	Practice: Who: When:	Practice: Who: When:
Feedback Loops	Practice: Who: When:	Practice: Who: When:
Professional Development	Practice: Who: When:	Practice: Who: When:
Decision-Making	Practice: Who: When:	Practice: Who: When:
Celebration & Support	Practice: Who: When:	Practice: Who: When:

Worksheet 2c

CULTIVATING STRENGTH THROUGH ORGANIZATIONAL & COMMUNITY PARTNERSHIPS

Why this worksheet matters:	Strong organizations don't (and shouldn't) stand alone. You are part of a larger web of community and connection, and strong partnerships support in building resilience and sharing in ideas and resources.
What it will help you do:	This worksheet will help you reflect on how your organization connects with others and identify where deeper collaboration rooted in care and intention may be possible.
Who this worksheet is for:	Executive Leadership, Directors, Program Managers

Funders and communities are calling for collective action. In a time of heightened community need and increasingly uncertain funding landscapes, organizational resilience is not built in isolation, but in relationship. This worksheet is designed to support leadership teams in identifying how you show up in community, deepen interdependence upon your networks, and cultivate meaningful partnerships. The intention is to contribute to greater responsiveness and sustainability by assessing community engagement, network strength, and collaboration opportunities.

CENTERING COMMUNITY

Are there ways that you are showing up in the community as an organization? As staff? (i.e. site visits to partners, volunteer days, support for communities)

Do you have strategies in place to ensure community voice(s) are centered in your work? How can you, or are you actively incorporating community input into your work with care and follow-through (i.e. listening sessions, surveys, 1:1s, public testimony support, community advisory boards, participatory budgeting)?

How can you be accountable to communities most directly impacted by the issues you are working on, or by changes being made on a federal/state/local level? What does this accountability look like in practice?

Worksheet 2c

CULTIVATING STRENGTH THROUGH ORGANIZATIONAL & COMMUNITY PARTNERSHIPS

MAPPING YOUR NETWORKS

Use the prompts below to quickly scan your network. This doesn't need to take too long, but if your team prefers a visual process, you can try plotting your network using an [axis template](#).

Think of your collaborators, mutual supports, and aligned figures across sectors. Respond honestly.

Strong and Aligned	Who are your allies? (You trust each other and have previously or currently do work together.)
Values Aligned	Who do you share values with but have not yet collaborated with much?
Potential Collaborators	Who is doing good work, but you're not totally sure how to partner with them yet?
Reassess	Who do you need to reassess, pause, or repair your relationship with?



Tip: Pick a partner from each of the above categories that you want to tap into this month through connection, repair, or collaboration.



Worksheet 2c

CULTIVATING STRENGTH THROUGH ORGANIZATIONAL & COMMUNITY PARTNERSHIPS

Who in your community (individuals, organizations) may need to step back and why? How do we give grace to those partners?

Who could possibly provide us cover and who can we provide cover for? (i.e., providing expertise, shared administrative burdens, shared resources or infrastructure, collaborative programming, accommodations, new engagement strategies)

What barriers have prevented us from collaborating with partners in the past, and what could make collective efforts feel safer and more sustainable for our team?



Worksheet 2c

CULTIVATING STRENGTH THROUGH ORGANIZATIONAL & COMMUNITY PARTNERSHIPS

COLLECTIVE POSSIBILITY

This section is designed for brainstorming and idea development—not for making final decisions. Begin imagining what's possible and what your organization can offer in reciprocity. In order to practice intentional partnership and transparency, decisions about collective action and resourcing should be made with partners at the table when the time is right.

Before focusing on specific areas of collaboration (below), reflect on where you have seen collaboration work well in the past. What made that possible?

What internal and external power dynamics should be considered as we explore collective resourcing?

SHARED RESOURCES OR INFRASTRUCTURE

What resources do we have that others might benefit from?	
What kinds of resources would we love access to if partnership were possible? <i>(e.g., office space, vehicles, storage facilities, technical databases, expertise, relationships)</i>	

Notes:

Worksheet 2c

CULTIVATING STRENGTH THROUGH ORGANIZATIONAL & COMMUNITY PARTNERSHIPS

JOINT FUNDING EFFORTS

What are some values-aligned organizations you could imagine working with to access funding together in the future? <i>(could be organizations with similar or interconnected goals, shared audiences, complementary programs)</i>	
What kinds of shared funding approaches might feel realistic or exciting to explore? <i>(e.g., joint grant applications, shared donor networks, combined fundraising efforts, mutual aid funds, collective purchasing and bargaining)</i>	
What would you need in place to feel ready for a shared funding opportunity? <i>(think about trust, time, communication expectations, resources, and clarity around technical considerations like fund sharing agreements and who will hold/manage funds)</i>	
What risks could be present through joint funding efforts?	

Notes:

Worksheet 2c

CULTIVATING STRENGTH THROUGH ORGANIZATIONAL & COMMUNITY PARTNERSHIPS

PROGRAM COLLABORATION

What opportunities are there to collaboratively develop or combine programs with other organizations in your network?

(coordinating with partners – identify the leaders in this work and how can you support one another's efforts)

Consider the different ways collaboration could look for programmatic efforts.

(e.g., collaborative survey development and data collection efforts, shared program development templates and documents)

Notes:



Worksheet 2c

CULTIVATING STRENGTH THROUGH ORGANIZATIONAL & COMMUNITY PARTNERSHIPS



SYNTHESIZE AND ACT

Take some time to reflect on what stood out to you and your team through this worksheet. Use this to name what stood out in regards to different types and levels of partnership, and identify a few possible next steps.

Questions to Consider

- *What relationships or opportunities feel the most worth nurturing right now?*
- *What patterns are emerging in the ways we collaborate? Does anything need to shift?*
- *What kind of community and organizational overlap makes sense? For us? For others?*
- *What is the feasibility/possibility of this action? What is the impact of this action?*

SET YOUR PLAN IN MOTION

Area of Focus	What can we offer within our capacity?	What is our ask of partner(s)?	What partner(s) are we prioritizing?	Who & When
Example: Community Voice	Host a community conversation, provide 2 hours per week of planning and coordination	Engagement with Spanish speakers and understanding needs in the community	Colorado Blueprint to End Hunger, Families in our Zip Codes	(Jose and Sally) June – connect with partners August – Host event
Shared Resources or Infrastructure				
Joint Funding Efforts				
Program Collaboration				
Community Voice				
Shared Resources or Infrastructure				
Program Collaboration				



Worksheet 2d

SHIFTING IN TIMES OF CRISIS

Why this worksheet matters:	A crisis can look many different ways and, whether it's internal or external, can impact everything. Having a grounded response plan in place can help you move forward with purpose.
What it will help you do:	This worksheet will help you sort out what's actually urgent and identify how and if your organization will respond. It intends to support the adaptability of your team and your programming while staying true to your values.
Who this worksheet is for:	Executive leadership, directors, and managers

In moments of crisis (political, internal, or environmental), organizations often must choose how to respond and where to shift. This worksheet helps your leadership team reflect on team capacity, align around values, and assess what programmatic shifts or community responses are the most appropriate and necessary. By identifying bold actions, safety measures, and possible collaboration opportunities, this tool may help you better know what to shift, share, and hold.

PATHFINDING IN CRISIS

Define what “crisis” means to your organization and your community. Use this section to get clear on where to focus your energy and what to let go of when a crisis is present and stakes are high.

Noise vs. Threat

**Noise:**

Distractions from your goals that may drain your energy and don't require action (i.e., media drama, commentary that's not based on your community's reality, misdirection or false information, irrelevant criticism, fearmongering).

**Threat:**

Real risks that may harm your team, community, or mission and need a thoughtful and intentional response from your organization.

What is the current “noise” that your organization may be experiencing and feeling drawn to but probably doesn't require your energy?

What is an actual threat (opposite of “noise”) that may require action?

Worksheet 2d

SHIFTING IN TIMES OF CRISIS

Proactive vs. Reactive

**Proactive:**

Taking initiative and action before a crisis hits, or in anticipation of a crisis. Planning, preparing, and setting boundaries as individuals and as an organization.

**Reactive:**

Responding in the moment and often under pressure. This is sometimes necessary in issue-based work and in an ever-changing climate, but is harder to sustain.

Where are we being reactive in our current work? Is it necessary?

Where are we being proactive? Is there more space for us to be proactive?

Boldness and Boundaries: Where to show up?

As you consider how and where to show up as an organization, be mindful of the partnerships you identified in [Worksheet 2c: Cultivating Strength through Organizational & Community Partnerships](#); consider the gaps where allies are not already leading and acting, and then determine your role moving forward.

Role and Scope

What is outside of your scope and capacity as an organization right now?

Which action or areas might be more appropriately held by other organizations? And how can you uplift their efforts?



Worksheet 2d

SHIFTING IN TIMES OF CRISIS

Now that you've identified your role and scope as an organization, use the following prompts to help you decipher what actions may feel familiar, what might stretch you, and where you want to remain cautious.

Familiar / Comfortable	Growth	Bold
<i>What actions or stances has your organization taken previously that felt safe or within your comfort zone?</i> <i>How has your organization previously responded to political or social shifts? Anything that has felt more neutral and less disruptive?</i>	<i>What actions would feel bold for your organization but still aligned with your values?</i> <i>What fears come up when you consider pushing those boundaries as an organization? What safety precautions would need to be in place to protect your team?</i>	<i>What is an area that your organization might stretch at this moment with integrity?</i> <i>Where do you want (and need) to remain cautious or quiet? Why?</i> <i>How can you communicate your organizational stance transparently when you choose to not act directly?</i>

Worksheet 2d

SHIFTING IN TIMES OF CRISIS

PROGRAMS IN PRACTICE

This section will help you assess where your existing programs can evolve to meet the moment. Pausing or ending a program is not a sign of failure but rather of adaptability and intentionality.



Worksheet 2d

SHIFTING IN TIMES OF CRISIS

Consider what programs are already positioned, or could be positioned, to be responsive to the current climate or crisis. Consider what programs lose efficacy, relatability, or feasibility during a crisis. Refer to the table below for each program you offer, and use it to help guide your decisions in the “Synthesize and Act” section at the bottom of this worksheet.

DECISION	PROGRAM IMPACT	ALIGNMENT WITH MISSION	CAPACITY REQUIRED	FUNDING RISK
 Maintain	High Impact: Making a noticeable difference	High Alignment: Clearly and directly advances the mission	Manageable: Your team has the capacity, skill, and resources needed	Low - Medium: Funding is not under threat or is diversified.
 Pause	Moderate - High Impact: Impact is long-term	Some Alignment: Good alignment, but may be duplicative.	High Effort: Resource- intensive and energy-intensive.	Medium - High: Funding is at risk or lost.
 Pivot/Merge	Moderate - High impact: Some impact or work is duplicated in other areas	Low-Moderate Alignment: Opportunity to create closer alignment with small changes.	Variable Effort: May be improved with a different approach or resources.	Medium - High: Funding may be at risk or lost, but other funding sources are identified.
 Sunset	Low Impact: Not meeting community's needs, or already has completed its intended goal.	Low alignment: Priority or strategy shifts have made this program less aligned.	High Effort: Program takes more effort than it gives and drains energy from the team.	Medium - High: Funding is at risk or lost.



Tip: It may be hard to decide what next steps to take with your programming. Here are a few questions that may be helpful as you process potential programmatic changes:

- How are participants experiencing this program now?
- What kind of feedback are we hearing?
- What is a key indicator that tells us this program needs to shift somehow (i.e., staff burnout, funding constraints)?
- Is this program aligned with your values in the current climate?

Worksheet 2d

SHIFTING IN TIMES OF CRISIS



SYNTHESIZE AND ACT

You've explored possibilities of your organizational shifts, along with balancing the capacity of your team and your programs. This section should hopefully allow you to summarize what feels most urgent, promising, and grounding; and determine if you will maintain, pause, pivot/merge, or sunset this work.

Questions to Consider

- *What feels clear after working through this worksheet reflection?*
- *What makes sense to pause, pivot, or sunset; and what programs may be deserving of more energy and resources?*
- *What are the possible emotional impacts of these program shifts on your team?*
- *What is the feasibility/possibility of the actions you are outlining below? What is the impact of each action item?*

Small Actions and Next Steps

Use this space to identify 3-5 actions you are ready to take now. Consider this:



Maintain

How will we ensure that this program is sustainable long term?



Pause

How long would this be and why?



Pivot/ Merge

How will you pivot? What direction are you shifting to, higher investment, or less investment?



Sunset

When would you sunset this program and how do you decide this?

Program Name	Maintain, Pause, Pivot/Merge, or Sunset	Actions Needed	Who	When
Example: Family Cooking Classes	Pause	Notify participants, pause recruitment, and identify a timeline to reassess	Family Engagement Coordinator	Notify by early June, Reassess in September
	Maintain			
	Pause			
	Pivot/Merge			
	Sunset			
	Maintain			



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