

8.6 SUSTAINABILITY TOOLKIT

Purpose: Plan long-term success so Healthy Brain Community efforts continue beyond the first activity, event, or workplan year.

How to use this packet: Work through each step as a group. You do not need to have every answer right away. Use the prompts to identify who will lead the work, what support is needed, how funding or in-kind support may be secured, and what priorities come next.

AT-A-GLANCE: WHAT TO COMPLETE

Step	What You Will Decide	Tool to Complete
1	Who will continue leading the work	Sustainability Plan Template
2	Which partners will stay involved	Sustainability Plan Template
3	What resources are needed	Sustainability Plan Template
4	What funding or in-kind support may be available	Funding Strategy Worksheet
5	What comes next after the current activities	Sustainability & Next Steps Plan
6	How progress will be reviewed and shared	Sustainability Plan Template

STEP-BY-STEP SUSTAINABILITY PLANNING GUIDE

STEP 1: IDENTIFY THE ONGOING LEAD

Choose one organization, group, or individual who will help keep the Healthy Brain Community work moving forward.

Discussion Questions:

- Who is already coordinating this work?
- Who has capacity to send reminders, schedule meetings, and keep records?
- Who will serve as the main contact for partners?

Example: The local public health office, senior center, hospital community health team, Extension office, tribal health program, or community coalition.

STEP 2: CONFIRM PARTNER ROLES

List the partners who want to stay involved and describe what each partner can contribute.

Discussion Questions:

- Who can help host events?
- Who can help promote activities?
- Who can provide meeting space, volunteers, speakers, printing, transportation, or referrals?

Example: A library may provide meeting space; a clinic may provide a speaker; a faith-based organization may help share information.

STEP 3: IDENTIFY WHAT IS NEEDED TO CONTINUE

Think through the practical resources needed to continue activities over the next 6–12 months.

Discussion Questions:

- What supplies, materials, or printing are needed?
- Is staff or volunteer time needed?
- Are there costs for space, speakers, outreach, or transportation?

Example: Printing handouts, hosting a caregiver education session, promoting a community awareness event, or maintaining a local resource list.

STEP 4: EXPLORE FUNDING AND IN-KIND SUPPORT

Identify possible sources of financial or non-financial support.

Discussion Questions:

- Are there local grants or community foundation funds?
- Can partners contribute space, printing, food, promotion, volunteers, or staff time?
- Are there businesses or civic groups that may sponsor an activity?

Example: A local bank may sponsor printing; a community center may donate space; a healthcare partner may provide staff time.

STEP 5: PLAN THE NEXT PHASE

Decide what the group will focus on next after the first round of activities is complete.

Discussion Questions:

- What worked well and should continue?
- What new need or gap was identified?
- What is realistic to complete in the next 3–6 months?

Example: After a dementia awareness event, the next phase may be starting a caregiver support group or offering dementia-friendly business training.

STEP 6: SET A CHECK-IN SCHEDULE

Create a simple schedule to review progress and keep the work moving.

Discussion Questions:

- How often will the group meet?
- Who will track progress?
- How will updates be shared with partners and community members?

Example: Meet quarterly, review the workplan, update the partner list, and identify one next action item.

SUSTAINABILITY PLAN TEMPLATE

Use this template after completing the discussion questions above.

Planning Area	Questions to Answer	Community Response	Next Action / Responsible Person
Ongoing Lead	Who will coordinate the work moving forward?		
Partner Roles	Which partners will stay involved, and what will they contribute?		
Activities to Continue	Which activities should continue or be repeated?		
Resources Needed	What supplies, space, staff time, volunteers, or materials are needed?		
Funding / In-Kind Support	What funding, sponsorships, or donated resources may support the work?		
Next Phase	What is the next priority for the community?		
Communication Plan	How will partners and community members be kept informed?		
Progress Review	How often will progress be reviewed?		

FUNDING STRATEGY WORKSHEET

Use this worksheet to identify possible funding sources and in-kind support. Communities may include both formal grants and local contributions.

Potential Source	Type of Support	What Will Be Requested?	Who Will Follow Up?	Timeline / Status
Community foundation	Grant	Funds for printing, outreach, or event supplies		
Local business	Sponsorship	Sponsor refreshments, printing, or venue costs		
Healthcare partner	In-kind	Speaker, staff time, screening support, or promotion		
Library / community center	In-kind	Meeting space or event hosting		
Faith-based organization	In-kind	Promotion, volunteers, or meeting space		
Civic group	Donation / volunteers	Support for community event or awareness campaign		
Other:				

SUSTAINABILITY & NEXT STEPS PLAN

Complete this section at the end of the planning discussion. This can be shared with partners as a simple next-step summary.

Area	Decision / Plan	Next Step
Ongoing Lead		
Funding		
Next Phase		
Next Meeting / Check-In		

SIMPLE EXAMPLE

Area	Example Decision / Plan	Example Next Step
Ongoing Lead	Senior center will coordinate quarterly partner check-ins.	Director will send calendar invites by June 15.
Funding	Local bank may sponsor printing for fall awareness campaign.	Coalition member will contact bank by July 1.
Next Phase	Offer dementia-friendly business training to local businesses.	Identify trainer and date by August meeting.
Next Meeting / Check-In	Partners will meet quarterly.	Next meeting scheduled for September.