NEWORG PLANNING FRAMEWORK

Nonprofit Needs Assessment Template

Complete each section with your team. Brief answers are fine.

Organization	Prepared by	Date

1 Define & Research

Establish the purpose of your assessment and gather relevant information.

01 Assessment Question — What are we trying to understand or decide?

02 Target Population — Who is affected by the issue?

03 Existing Data — What information do we already have?

04 Additional Information — What questions remain unanswered?

2 Identify & Prioritize

Examine the evidence and identify where support is needed most.

05 Needs Identified — What challenges or unmet needs have emerged?

06 Strengths & Resources — What services, partnerships, and community assets already exist?

07 Service Gaps — Where are needs not being adequately met?

08 Priority Needs — Which needs should the organization address first, and why?

3 Plan & Measure

Turn your findings into action and evaluate the results.

09 Program Response — What actions could address the identified gaps?

10 Success Measures — How will we determine whether the response is working?

Key takeaway: Revisit your findings as community needs and program conditions change.