

Community Fact-Gathering Work Plan: Topic, Source, and Person Responsible

This worksheet was created by The Denver Foundation's Inclusiveness Project (www.nonprofitinclusiveness.org) to support organizations doing inclusiveness work.

Users are encouraged to customize the worksheet to meet the needs of their respective organizations.

Instructions

- Write your definition of community here as defined in **Defining Community**.
- Definition of Community:
- Fill in column 1 (Community Information) by writing in all the “high priority” areas as identified in **Selecting Facts to Collect about Your Community**.
- Fill in column 2 by considering known sources and by researching other sources.
- Fill in column 3 by assigning a person responsible for gathering the facts.
- You may want to copy the blank page, should your list be longer.

EXAMPLE for a fictitious child-care organization in Denver, Colorado

- Definition of community: City and County of Denver, Colorado

Community Information	Fact Source	Responsible Person (fictitious)
Racial/ethnic breakdown of population	2000 U.S. Census	Catalina Jimenez
Percentage of monolingual Spanish speakers in population	2000 U.S. Census	Joe Young
City/County Government Agencies with childcare centers in predominantly Latino neighborhoods	Denver Department of Health and Human Services	Janice Doe

Community Information	Fact Source	Responsible Person

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Name of Organization _____

Date Exercise Completed _____