

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

Instructions

- Using the example provided as a model (**Sample Stakeholder Perspectives Narrative Responses**), create a spreadsheet with the verbal or written responses to survey and interview questions for all non-numeric questions.
- To the extent possible, be sure to keep the data segmented by category. This will be useful when you analyze the data in other categories.

Sample Stakeholder Perspectives Narrative Responses (Qualitative)				
Question Number	Respondent ID #	Respondent's Stakeholder Group	Racial/Ethnic Background	Comments from Respondents
Mission Q1	2	FS	SA	Communities of color are in great need of XYZ's work.
Mission Q4	5	S	W	It should explicitly state that serving diverse communities is a priority.
Mission Q4	4	B	W	It is great the way that it is; it's generic and it speaks to everyone's needs.
Mission Q5	6	FS	AA	There's a myth at XYZ organization that they are already serving the needs of communities of color adequately, which isn't true.
Governance Q3	1	S	W	The board tries to address issues of race but without more diversity it's very hard.
Governance Q3	3	B	L/C/H	The Board did a good job when it created a policy regarding bilingual language capacity - now it needs to be implemented.
Governance Q5	6	FB	W	Become more diverse; develop advisory committees with p.o.c.
Personnel Q1	1	S	W	We try to recruit people of color but they don't seem to want to work for us
Personnel Q1	3	B	L/C/H	People of color won't be interested in XYZ organization until its programs are more responsive to communities of color.
Personnel Q3	6	FB	AA	The ED has only limited knowledge about communities of color so she doesn't recruit effectively.
Personnel Q3	6	FS	AA	There's a lot of good effort made to recruit people of color but the organization is based in a mostly white community so people of color are not as interested in working there.
Programs Q3	2	FS	SA	Good work translating into Spanish; could improve with more Vietnamese translations.
Programs Q4	4	B	W	The staff are diverse.
Programs Q4	1	S	W	The executive director has prevented staff from developing new outreach programs that would help us learn more about communities of color.
Programs Q5	2	FS	Y	There's a lack of basic knowledge about communities of color, especially immigrant communities. For example, there are concerns among immigrants around utilizing law enforcement due to fears of deportation that staff don't seem to get.

Name of Organization _____

Date Worksheet Completed _____