



**Capital Area Food Bank of Texas
Partner Agency Capacity Building Questionnaire**

The Food Bank is committed to providing resources and creative ideas to help you respond to any unique opportunities and challenges that your agency faces. Please help us determine how to best support your agency's efforts by completing this questionnaire. Thank you for your time, and please contact us with any questions.

Date:

Partner Agency Name:

Contact Person:

Email address:

Phone:

How do you feel everything is going with the agency?

1. VISION

Vision *Has your team created a vision statement for your agency? If so, what is it?*

Mission *Has your team created a mission statement for your agency? If so, what is it?*

Average number of individuals/families currently served each month:

Goals

1 year ago: *What goals was your agency focusing on one year ago?*

Today: *What are your agency's major goals today?*

1 year ahead: *What will your agency's goals be 1 year from today?*

5 years ahead: *What do you foresee your agency focusing on in 5 years?*

2. STRATEGY

Overall Strategy *Given what your agency wants to do, have you thought about how you will reach these goals? If so, what steps are needed?*

Performance Targets *How will you know when you've achieved your goals?*

New Program Development *Will achieving your agency's goals require you to start any new program(s)?*

3. TEAM

Staff/Volunteer Breakdown *How many paid staff and/or volunteers are involved in your agency? Do you feel like the agency could use more people?*

Board of Directors/Advisory Council *Does your agency have a board of directors or an advisory council? If so, how many individuals make up your board? How often do they meet?*

Agency Leadership (Pantry Coordinator/Director) *How does the leadership help the pantry carry out its mission?*

Volunteers *How does your team recruit, train and retain volunteers?*

4. FOOD & FUNDS

Sources of Food *In general, what percentage of your agency's food is from CAFB? How do you feel about that? How else do you get food? Do you feel the amount of food you are distributing is enough to satisfy the need in your community?*

Food Items in Demand *Which items are most popular with clients, but most difficult for you to get?*

Does your agency have a budget? *If it does, please describe it.*

Strategies to Secure Additional Food & Funds *Is your agency exploring ways to get more food and funding? If so, how?*

5. ORGANIZATION

Performance Management *How does your agency maintain accountability? What checks and balances are in place?*

Internal Communication *How does your agency keep its team on the same page?*

External Communication *Describe any public relations, marketing, advocacy, partnerships and local community presence that your agency is involved with.. How do you spread the word about your pantry? Do you work with other organizations in the community?*

6. SYSTEMS & INFRASTRUCTURE

Days/Time of Operation

Physical Infrastructure *What does your agency need? Would any additional space, dry food storage, refrigeration/freezers, intake space be helpful? If so, have you thought about ways to get these items?*

Technology *Is a computer used in your agency (for online ordering, client records, etc.)? If training were available, would you participate, and use more technology?*

7. CULTURE

Shared Beliefs and Values *Describe your agency's team spirit. How does your team stay motivated over time?*

ADDITIONAL: Does your agency have any other needs or specific challenges?