

**NFP INTERNAL EVALUATION CAPACITY BUILDING TOOL #1**  
**INVENTORY OF EXISTING INTERNAL EVALUATION RESOURCES**  
**INJURY PREVENTION ORGANIZATIONS**

NAME OF ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPLETED BY (Name & Title): \_\_\_\_\_

EXISTING INTERNAL EVALUATION RESOURCES:

1) **Internal Evaluation Staff** (specify name, position title and the fte they are spend on internal evaluation duties):

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2) Specific Areas of Evaluation **Expertise, Knowledge and Skills** possessed by IE staff

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3) **Other Staff** (e.g. managers, program staff and support staff) **with Skills that Contribute to the Internal Evaluation Function** (specify name, position title and fte spent on the performance of internal evaluation duties):

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4) **Staff Names and Skills** Possessed by **Other Staff Members** that Have Been Used or are Potentially Useful for the Organization's Internal Evaluation Function:

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5) Internal **Evaluation Resources** Possessed by the Organization:

\_\_\_\_\_ Evaluation toolkits  
\_\_\_\_\_ Evaluation measures (e.g. Client Satisfaction Survey)  
\_\_\_\_\_ Evaluation books & journals (e.g. Utilization-Focused Evaluation)  
\_\_\_\_\_ Evaluation plans & reports from past evaluations of the organization's programs & projects  
\_\_\_\_\_ Membership of a staff member in the Canadian Evaluation Society  
\_\_\_\_\_ Literature reviews of evaluation & research literature  
\_\_\_\_\_ Evaluation materials from workshops  
\_\_\_\_\_ Other (specify): \_\_\_\_\_

6) **Computer Hardware and Software** that Are Useful in Supporting the Internal Evaluation Function:

\_\_\_\_\_ PC for use by Internal Evaluation Staff  
\_\_\_\_\_ Internet Access  
\_\_\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_\_ Management Information System  
\_\_\_\_\_ Microsoft Word  
\_\_\_\_\_ Excel  
\_\_\_\_\_ Access (or other database software)  
\_\_\_\_\_ PowerPoint  
\_\_\_\_\_ SPSS (of other statistical analysis software)  
\_\_\_\_\_ Visio (or other diagramming software)  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

7) Amounts of **Financial Resources** Available for Internal Evaluation Purposes:

- a) \$ \_\_\_\_\_ Budget designated for IE Salaries & Benefits
- b) \$ \_\_\_\_\_ Program budget funds designated for evaluation costs
- c) \$ \_\_\_\_\_ Organization budget funds designated for other evaluation costs
- d) \$ \_\_\_\_\_ Budget funds designated for IE staff training

**OTHER ORGANIZATIONAL FUNDING THAT COULD BE ALLOCATED TO SUPPORT INTERNAL EVALUATION CAPACITY ON A ONE-TIME BASIS**

- e) \$ \_\_\_\_\_ Budget funds designated for training of Other Staff
  - f) \$ \_\_\_\_\_ Budget funds designated for the purchase of books or journals
  - g) \$ \_\_\_\_\_ Surplus program delivery funds (e.g.; due to staff position vacancies, under spending of line items, etc)
  - h) \$ \_\_\_\_\_ Budget funds designated for general research activities
  - i) \$ \_\_\_\_\_ Grant Funding from Foundations or Other Sources for Organizational or Staff Development
  - j) \$ \_\_\_\_\_ Other available funds (specify source) \_\_\_\_\_
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8) OTHER ORGANIZATIONAL RESOURCES THAT COULD CONTRIBUTE TO THE DEVELOPMENT OF INTERNAL EVALUATION CAPACITY (e.g. Board Member with expertise in evaluation, partner of a staff member with expertise in evaluation or applied social research, organizational membership in an organization that supports evaluation, etc)

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