

**RRF FOUNDATION FOR AGING**  
**Summary of Findings and Priorities**  
**Organizational Capacity Building Readiness Assessment**

After your organization has completed its OCB Readiness Assessment process, and the findings have been reviewed and discussed, **please complete, sign, and attach** this document with your final report to the Foundation. This is intended to summarize aspects of the assessment process, as well as the recommended priorities you discussed with your consultant.

Please see the Foundation's "Reporting Requirements" document for additional instructions about completing your final report.

**I. Organization and Project Information:**

Name of Organization: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Amount Paid to consultant: \$ \_\_\_\_\_

**II. Assessment Process and Findings:**

A. Briefly describe the scope of work completed during your assessment process (i.e. number of staff/board interviewed, additional meetings held, etc.).

B. List three key findings or lessons learned from the assessment process that your organization finds to be most useful (i.e. themes identified during the interviews, organizational strengths/weaknesses, "light-bulb" moments during follow-up discussions, etc.).

- 1.
- 2.
- 3.

**III. Priorities and Next Steps:**

A. List three capacity-related areas your organization believes it is "ready" to tackle and plans to prioritize for its future capacity-building work (please rank order):

- 1.
- 2.
- 3.

B. Note any initial next steps your organization plans to take toward these priorities:

**IV. Additional Information/Comments:** If either the Executive Director or Consultant would like to provide additional information, comments, or clarification, feel free to note it here or attach it separately.

\_\_\_\_\_  
Signature-Executive Director & Date

\_\_\_\_\_  
Signature-Board Chair & Date

\_\_\_\_\_  
Signature-Consultant & Date