

Promising Practices Catalogue Inclusion Criteria Checklist*

What is a “Promising Practice”?

"A program, activity or strategy that has worked within one organization and shows promise for becoming a best practice with a long term sustainable impact. A promising practice must have potential for replication among other organizations."

Please note. In this document a "Promising Practice," or "Practice," refers to programs, projects, activities or strategies and their products (tools, resources and services associated with the promising practice).

Not all nominated Practices will proceed from Level 1 to Level 2.

Title of Project/Practice:		Date:			
Name of Organization (Grantee):					
Level 1 - Overall Criteria for a Promising Practice	Importance	Yes	No	Uncertain	N/A
(mark appropriate box with an X)					
Is this material (programs, projects, activities or strategies and their products) from a Canadian nonprofit and voluntary sector organization/ program?	(Required)				
Is this material generalizable? e.g., it can be applied or used broadly by other nonprofit organizations either within the sector that they serve or across different sectors.	(Required)				
Level 1 - Physical Characteristics	Importance	good	fair	poor	
Clarity of presentation (clear design)	(Required)				
Readability (clear language)	(Required)				
Accessibility -- ease of use (e.g., easy to download, easy to navigate)?	(Required)				
Comments:					

Promising Practices Catalogue Inclusion Criteria Checklist -- Level 2

Level 2 -- Sector-Oriented Criteria			
Generalizable Practices			
<p>Does this Practice apply to many nonprofit organizations either within the sector that they serve or across different sectors? If yes, mark appropriate boxes that identify the areas in which this Practice can be applied (more than one area may apply). If No, go to the next section.</p>			
Examples of possible areas of Practice:	(mark appropriate box with a	Yes	No
Governance			
Human resources management & Development			
Financial management			
Grant seeking			
Grant management			
Strategic planning			
Partnerships and collaborations			
Outcomes and quality improvement (Evaluation)			
Information technology management			
Fundraising			
Marketing			
Other: (name)			
Programmatic Practices			
<p>Does this Practice address program-related issues? Includes activities that deliver or support services; e.g., aspects of volunteer management. If yes, mark appropriate boxes (more than one area may apply). If No, go to the next section.</p>			
Examples of possible areas of Practice:	(mark appropriate box with a	Yes	No
Needs assessment			
Program design			
Work plans			
Project management			
Information or reporting systems			
Community development			
Volunteer/ Staff recruitment			
Program Evaluation			
Other: (name)			
Organizational Practices			
<p>Does this Practice address issues that impact the effective implementation and management of organizations? (Areas for Promising Practice use within the organizational dimension). If yes, mark appropriate boxes (more than one area may apply). If No, go to the next section.</p>			
Examples of possible areas of Practice:	(mark appropriate box with a	Yes	No
Governance			
Human resources management & Development			
Financial management			
Grant acquisition			
Grant management			
Strategic planning			
Partnerships and collaborations			
Outcomes and quality improvement (Evaluation)			
Informational technology management			
Fundraising			
Organizational Evaluation			
Marketing			
Other: (name)			
Future Need Practices -- Innovation (optional)			
<p>Does this Practice support capacity-building needs that will impact areas of future operations? If yes, mark appropriate boxes (more than one area may apply).</p>			
Examples of possible areas of Practice:	(mark appropriate box with an X)	Yes	No
Program design			
Strategic planning			
Program evaluation			
Partnership development			
Private sector fund development			
Other: (name)			
Comments			