Defining your needs worksheet

**Use this worksheet to help you get started in defining and documenting your needs.
Tips for documenting a needs statement:**

- Clearly and concisely describe the need - Keep it simple, avoid jargon and make it easy to read.
- Include evidence such as statistical facts, data, documented research, and expert views.
- Describe the target population to be served - Focus on the people to be served, rather than the organization's needs.
- Include project impact - What change will occur as a result of the proposed project? How will it positively impact the target population?

A needs statement addresses five fundamental questions:

1. What is the need that your agency wants to address in the county or city?
2. Why is it important? What happens if the problem is not resolved?
3. Data, statistics, expert information to back-up that there is a problem?
4. Who is the target population? How are they being impacted?
5. How would resolving this problem positively impact the target population?

What is the problem or need? Focus on a central issue.

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How do you know it is a problem? Why is it important?

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Data, statistics, expert information to back-up that there is a problem:

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Target population to be served?

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Project impact - What change will occur as a result of the proposed project? How will it positively impact the target population?

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