

## Community Fact-Gathering Work Plan: Topic, Source, and Person Responsible

*This worksheet was created by The Denver Foundation's Inclusiveness Project ([www.nonprofitinclusiveness.org](http://www.nonprofitinclusiveness.org)) to support organizations doing inclusiveness work.*

*Users are encouraged to customize the worksheet to meet the needs of their respective organizations.*

### Instructions

- Write your definition of community here as defined in **Defining Community**.
- Definition of Community:
- Fill in column 1 (Community Information) by writing in all the "high priority" areas as identified in **Selecting Facts to Collect about Your Community**.
- Fill in column 2 by considering known sources and by researching other sources.
- Fill in column 3 by assigning a person responsible for gathering the facts.
- You may want to copy the blank page, should your list be longer.

EXAMPLE for a fictitious child-care organization in Denver, Colorado

- Definition of community: City and County of Denver, Colorado

Community Information	Fact Source	Responsible Person (fictitious)
Racial/ethnic breakdown of population	2000 U.S. Census	Catalina Jimenez
Percentage of monolingual Spanish speakers in population	2000 U.S. Census	Joe Young
City/County Government Agencies with childcare centers in predominantly Latino neighborhoods	Denver Department of Health and Human Services	Janice Doe

Community Information	Fact Source	Responsible Person




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**Name of Organization** \_\_\_\_\_

**Date Exercise Completed** \_\_\_\_\_