

Needs Assessment Questionnaire

Organizational Structure:

What area do you serve:

- entire country
- selected counties/cities

Is your organization:

- an NGO
- part of a government agency
- part of a private / public service agency

How many people work in your organization:

- part-time
- full-time
- volunteers

Does your organization have:

- a Board of Directors
- an Executive Director
- a financial officer
- a fund raiser or development officer
- a formal management structure / plan

What percent of your budget comes from:

- government funds – grants, contracts, etc.:
- pharmaceutical grants or sponsorships
- private foundations
- other corporate supporters
- individuals
- organization's management team

Do you have a formal plan for fundraising and business development?

Service sector:

What is the total male and female population above the age of 35 years in your service area?

What is the breakdown in age:

- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 and above

What is the incidence and mortality rates, by postal code, for:

- prostate cancer
- breast cancer
- colorectal cancer
- bladder cancer
- kidney cancer
- skin cancer
- diabetes
- hypertension or other heart disease

What has been the trend in these diseases over the past 5 years?

How do the trends compare with other regions in your country or neighboring countries?

Programmatic activities:

Is there a formal government sponsored cancer plan for your area? If yes, please describe it.

What activities are sponsored or provided by your organization in the following areas:

- education
- prevention
- early detection
- testing or screening
- treatment
- medical referrals
- payment support for drugs or family care

Do you have as part of your services:

- a patient Web site
- a newsletter or other information vehicle
- support groups for patients, spouses, caregivers
- a counseling service for patients

Who is the primary target for your services?

What specific activities are directed towards this target population? Why!

Do you develop partnerships or collaborations with other organizations in your programs? If so, please identify the groups.

Do you have a separate budget for programs, promotions, etc.? How is it funded.

How do you promote your activities to your target audience?

How do you measure the effectiveness of each element of the programs?

Are your programs or activities tracked by government agency to measure performance?

Is your organization audited by any outside public or private agencies?

Self-Evaluation:

What has been your single most effective program and how have you determined it to be?