

AbaF

Analysing and documenting your organisation template

Part 1 – Organisational analysis	
Categories	Descriptions
Name of organisation	
Primary cultural sector	
DGR status	
TCC status	
Mission	
Values the organisation seeks to embody	

Categories	Descriptions
Activities, projects and main achievements	
Local, national and global reach	
Audience, participants and markets (including total annual participation, audience attendance and demographics)	
Annual turnover	
Number of donors, partners or sponsors	

Part 2 – Situational analysis	
Categories	Descriptions
Opportunities	
How can we capitalise these opportunities	
Organisation's strengths	
Potential supporters	
Competitors and challengers	

Part 3 – Needs analysis	
Categories	Descriptions
Cash	
In-kind support	
Staffing	
Skills and expertise	