

SELF-ASSESSMENT

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
SIZE How does your space affect your ability to deliver programs?	Space is currently inadequate to house our programs. Programs require more space.	Space is adequate for most programs, but new opportunities are lost because space is not available for new initiatives.	Space is adequate for regular programs and can accommodate new initiatives and collaborations.	Space is adequate for programs and provides clear capacity for collaboration and growth.
COST How does the cost of space impact your financial health?	Monthly costs (e.g. rent, mortgage) are a clear obstacle to our financial health.	Monthly costs are a challenge, but manageable. Operating budget covers current costs but does not support future increases.	Monthly costs are manageable and appear to provide long-term stability.	Monthly costs are reasonable and predictable. Cost of space is not a significant issue.
STABILITY How secure are your rights to occupy the space?	Month-to-month occupancy with no long-term rights, provided by lease or occupancy agreement.	Short-term (3-5 years) right to occupy space. Beyond this time, stability may be threatened.	Intermediate-term lease (5-10 years) allows us to plan for near-term future.	Long-term lease (10+ years) or ownership allows us to proceed without concern about future occupancy.
CONDITION How do the capital needs of your space relate to your budget?	Space has immediate needs. We do not know the extent of costs. We do not have the financial capacity to undertake improvements.	Space requires near-term improvements. We know the costs of improvements. We are working to secure funds to cover costs.	Near-term needs are met. We understand improvement costs for the next 5-10 years. We have a plan to raise funds for improvements.	Near- and intermediate-term needs are secure. We have reserves to cover future capital improvements.
LOCATION How does your location connect with the community?	Location is disconnected. It is a destination for the target audience, but not connected to the community.	Location is visible to the larger community but is not connected to the larger cultural context.	Location is identified as an organizational home and is connected to broader stakeholders and partners.	Location is a significant component of our brand. Our space is integrated into the larger community.

*CIRCLE THE LEVEL THAT MOST ACCURATELY DESCRIBES YOUR ORGANIZATION'S CURRENT SPACE