

Tool 1: Capacity and Capability Self-assessment

Part of the [Climate 2025 Partnerships resources](#)

Step 1: Complete the tables below to map your current capacities and capabilities

Capacities and Capabilities				
People	Yes	Somewhat; needs strengthening	No	Comments
Staff and Volunteer Capacity				
• Fundraising				
• Admin				
• Legal				
• Cashflow				
• Strategic planning				
• Content development				
• Social media expertise				
• Marketing and campaigns				
• Organising				
• Impact measurement				
• <i>Add others as relevant ...</i>				

Capacities and Capabilities				
Physical Resources	Yes	Somewhat	No	Comments
Equipment				
• Computers / printers				
• Banners				
• Stationery				
• Cameras				
• Loudspeakers				
• <i>Add others here ...</i>				
Buildings				
Transport				
<i>Add others as relevant ...</i>				

Capacities and Capabilities				
Communication Platforms and Products	Yes	Somewhat; needs strengthening	No	Comments
Website				
Social Media Platforms				
Email				
Newsletters				
<i>Add others as relevant ...</i>				

Capacities and Capabilities				
Knowledge Management	Yes	Somewhat; needs strengthening	No	Comments
Technology				
<ul style="list-style-type: none"> Databases of contacts 				
<ul style="list-style-type: none"> Intranet 				
Content				
<ul style="list-style-type: none"> FAQs 				
<ul style="list-style-type: none"> Case studies of impact 				
<ul style="list-style-type: none"> Reports and evidence for campaigns 				
Capacity to hold information sessions				
<i>Add others as relevant ...</i>				

Capacities and Capabilities				
Networks and Contacts	Yes	Somewhat; needs strengthening	No	Comments
Complete stakeholder map				
Key stakeholder groups... <i>for example...</i>				
<ul style="list-style-type: none"> Champions / key allies 				
<ul style="list-style-type: none"> Fundraising contacts 				
<ul style="list-style-type: none"> High net worth individuals 				
<ul style="list-style-type: none"> Influencers and celebrities 				
<ul style="list-style-type: none"> Brands 				
<ul style="list-style-type: none"> Media industry 				
<ul style="list-style-type: none"> Business contacts 				
<ul style="list-style-type: none"> Activists / organisers 				
<ul style="list-style-type: none"> Government contacts 				
<ul style="list-style-type: none"> Trade unions 				
<ul style="list-style-type: none"> <i>Add others as relevant ...</i> 				

Capacities and Capabilities				
Thematic Expertise	Yes	Somewhat; needs strengthening	No	Comments
Advisors / other climate organisations				
Specific experts (eg, academic)				

Training partners				
Add others as needed...				

Capacities and Capabilities

Copy this table for other capacities and capabilities that may be relevant for your movement

	Yes	Somewhat; needs strengthening	No	Comments
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Step 2: List your priority areas for outreach

Once you have completed these tables, identify your top capacity and capability gaps by reviewing your 'somewhat' and 'No' columns. Then decide what you're going to prioritise in terms of outreach to your stakeholders to fill these gaps. Remember that working with significant impact partners is different to simply seeking to fill your capacity and capability gaps.

This Tool is adapted from the [Partnership Brokers Association](#). It also draws on the work of the [Partnership Accelerator](#).