



## **Contingency Planning for Nonprofits During Pandemics**

Webinar Companion:  
A Reflection and Discussion Guide for Underserved Grantees

### *Self-reflection*

- 1. Impact of the pandemic/s. How have these impacted...**
  - a. you?
  - b. your organization?
  - c. your OVW-funded Underserved project?
  - d. clients and communities you serve?
  
- 2. How do you attend to your wellness? (before and during pandemics)**
  
- 3. What came up to the surface for you and/or resonated the most about the content of ALSO's presentation?**
  
- 4. What next steps would you like to take in relation to the presentation topic? Timeline?**

*For self-reflection and/or discussion with others in your organization*

- 5. What scenario planning has your organization carried out in terms of finances and programming? (slides 2, 3, & 9)**
  - a. What have been some challenges related to this planning?
  - b. What have been some opportunities related to this planning?
  - c. How has your organization been intentional about centering planning on staff, clients and communities most impacted by these pandemics (who are also most affected by racism, sexism, transphobia, homophobia, xenophobia, & ableism)?

**6. How would/does mission-centered planning look like for your organization?**

(slide 6)

- a. What are your organization's mission, values and beliefs?
  - i. How do these show up/not show up in your work/project?
- b. What programs support your organization's mission and bring in revenue?
- c. Who are your key staff? (You may need to define what key staff means for your organization first)

**7. What has been your organization's approach in terms of staff and Board of Directors engagement/communication related to scenario planning? (slide 10)**

- a. What has been effective/well received? What could make it more effective?

**8. Balancing programmatic excellence with the safety, health and well-being of staff and clients: Decision making aspects. (slide 11)**

- a. Who has been involved in the decision making in terms of remote operations and/or return to "normal" operations?
- b. What data (and sources) has your organization relied on for decision making? National? Local? Population/community-focus?
  - i. Has this data included staff and client narratives?
- c. What are some logistical and technological concerns and needs of staff and clients?
- d. What support has been provided in terms of remote staff supervision?
- e. How has organizational culture and ongoing connection been attended to?

**9. How has your organization attended to the wellbeing of its staff, volunteers and clients? (slides 15-17)**

- a. What has been effective?
- b. What needs to be improved?

**10. What are some next steps your organization would like to take related to the presentation topic? Timeline?**

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