



COLLABORATION

Forming and monitoring collaborations is a necessity when trying to initiate community and policy changes. This annotated resource guide provides resources and tools that can help an organization with collaboration work no matter what the stage of development. Collaborations can be formed based on different populations and subject matters. Therefore, the guide has been divided into the following categories:

- A. General collaborations
- B. Youth collaborations
- C. Policy driven collaboration
- D. Rural collaborations
- E. Multicultural collaborations
- F. Collaboration Tools
- G. Running Effective Meetings
- H. Articles and Research Papers on Collaborations
- I. Materials for Purchase on Collaborations

Throughout this guide, you will notice that several of the sections and tools have three asterisks after the title of the tool or resource. These are resources that we have designated as “best bets.” Also, when looking through these resources, keep in mind that more tools are also imbedded within the different categories. This annotated resource guide was created in October 2009 and was last updated in August 2011.

A. GENERAL COLLABORATIONS

Community Toolbox***

http://ctb.ku.edu/en/dothework/tools_tk_1.htm

Outline and Quick Tips for creating a collaborative

This website is a lengthy yet encompassing outline/guidance document developed by the Community Toolbox website. This document helps identify stakeholders, define key partners, identify key challenges and barriers, develop goals and objectives, develop a workgroup structure, continue momentum, sustainability, etc. It also provides necessary questions to ask your current collaboration and tools to assess a collaborations current circumstance.

Community-Based Collaboration: Community Wellness***

<http://crs.uvm.edu/nnco/collab/wellness.html>

This is a resource which explores and explains the process by which citizens, agencies, organizations and businesses make formal sustained commitments to collaborate to accomplish a shared vision or purpose.

Collaboration Framework: Addressing Community Capacity***

<http://crs.uvm.edu/ncco/collab/framework.html>

This resource is designed to help individuals and practitioners who are starting or need help strengthening a collaboration to achieve clearly defined outcomes. This resource also helps in the development of collaborations between universities and communities.

Prevention Institute***

<http://www.preventioninstitute.org/eightstep.html>

Developing Effective Coalitions: An Eight Step Guide

This resource was developed by the Prevention Institute. The link provides takes you to the resource where you can view the guide either online or download the PDF. This guide is 32 pages long but is very detailed and comprehensive. While this resource doesn't include any tangible tools, there are some excellent tips and strategies when moving through the collaboration process.

Center for the Advancement of Collaborative Strategies in Health

<http://www.cacsh.org/index.html>

The Center has developed several trainings and material that can be used to build and assess collaboratives. They have a very detailed coordinator guide, collaborative questionnaire (which covers issues like synergy, leadership, efficiency, etc.) as well as a tool report to help you score your findings.

UCLA Collaboration Website

<http://www.healthychild.ucla.edu/first5careadiness/collaborationtoolkit.asp>

This website was developed by UCLA's Center for Healthier Children, Families and Communities. The site has several tools in the form of surveys, questionnaires, and PowerPoint presentations as well as sample practitioner briefs.

Building Coalitions/Collaborations Fact Sheets

Ohio State University has developed several fact sheets that discuss different characteristics that are instrumental when developing coalitions/collaborations. Each fact sheet differs in length and content. While some of the sheets are in a discussion format, others have tools and instruments that can be used to help with further understanding of the concept you are looking at. The fact sheets that they have developed consist of the following:

- [Coalition Facilitator Guide](#)
- [Coalition Functioning Coalition Goal Setting](#)
- [Communication in Coalitions: Developing Members](#)
- [Communication in Coalitions: What Is It? How Do We Do It?](#)
- [Evaluating the Collaboration Process](#)
- [Extra Resources for a Coalition: Notes on Fundraising and Grant writing](#)
- [Making a Difference: Needs Assessment for Building Coalitions](#)
- [Mobilizing the Community](#)
- [Structure - Construction of a Coalition](#)
- [Turf Issues](#)
- [Understanding the Process](#)
- [Working with Diverse Cultures](#)

- [Networking](#)
- [Tapping Private Sector Resources](#)

To access the entire website with all of the fact sheets, use the link below.

<http://extension.osu.edu/topics/community/building-coalitions-fact-sheet-series>

Citizen Advocacy and Community Organization Fact Sheets

Ohio State has also developed fact sheets for citizen engagement in community organizations as well as development strategies and barriers that arise. Similar to the fact sheets for building coalitions/collaborations, these sheets range in the format of discussion to actual tools that can be used. Topics consist of the following:

- [Citizen Participation In Community Development](#)
- [Conflict Management In Community Organizations](#)
- [Group Maintenance In Community Development](#)
- [Planning and Conducting Effective Public Meetings](#)
- [Seeking The Good Community](#)
- [Written Documents for Community Groups: Bylaws and Standard Operating Procedures](#)

To access the entire website with all of the fact sheets, use the link below.

<http://extension.osu.edu/topics/community/community-organization-fact-sheet-series>

B. YOUTH

Arizona University: Building Partnerships for Youth

http://cals-cf.calsnet.arizona.edu/fcs/bpy/content.cfm?content=community_collab#

This community collaboration tool was developed by Arizona University and is intended to be used by agencies that are developing collaborations built around youth. The site provides fact sheets on youth collaborations and other tools that help an organization bring people together about issues that are important to youth development.

C. POLICY

Canadian Public Health Association

<http://www.project-voice.ca/English/02%20-%20Tools/Framework%20for%20Collaboration.pdf>

This resource is a tool/framework that was designed by the Canadian Health Association to help public health agencies interested in collaborations to address health policy development. The tool has several guidelines on how to develop the **vision, guiding principles, defining goals and objectives, defining roles and responsibilities, implementation requirements, and evaluation**. The tool also has a comprehensive framework based upon the aforementioned focus areas. Note to user: this tool was developed by and for Canadian government agencies. However, many of the lessons speak to and are appropriate for work in the U.S.

D. RURAL

The Rural Assistance Center***

http://www.raonline.org/info_guides/networking/

The Rural Assistance Center (RAC) has developed a comprehensive website that includes a section on the importance of collaborating in rural areas. The section on collaborations on RAC's website has several tools that can be used when trying to form collaboration, potential funding streams and funding partners, regulations, forms needed, other rural assistance programs, acronyms, and a section on frequently asked questions. The website can be accessed below.

E. MULTICULTURAL COLLABORATIONS

Community Toolbox***

http://ctb.ku.edu/en/tablecontents/section_1177.htm

The Community Toolbox, which is a website designed and maintained by the Kansas University and has the mission of "Promoting community health and development by connecting people, ideas and resources" has developed a section that strictly looks at collaborations that are multicultural and or located in multicultural communities. The multicultural section on the website goes over what, why, when, who and how to do multicultural collaboration, tools and checklists, related topics and hyperlinks to other resources, and a PowerPoint slide that covers the basic description of multicultural collaboration.

F. COLLABORATION TOOLS

Collaboration for youth

<http://cals->

[cf.calsnet.arizona.edu/fcs/bpy/Community_collaboration_tool/BPY_com_collab_manual.pdf](http://calsnet.arizona.edu/fcs/bpy/Community_collaboration_tool/BPY_com_collab_manual.pdf)

This tool was developed by the Arizona University. It is a PowerPoint presentation that can be used to help bring people together about issues that are important for the health, education and well-being of young people as well as a manual that details the steps necessary to customize the PowerPoint presentation for use in your state or community. The presentation provides practical examples for how community, family, and school can be strengthened through non-school-hour youth development programs. Included in the presentation are questions designed to initiate discussion among state and community groups.

Collaboration for Policy

<http://www.project-voice.ca/English/02%20-%20Tools/Framework%20for%20Collaboration.pdf>

This collaborative tool was designed by the Canadian Health Association to help public health agencies interested in collaborations to address health policy development. The tool has several guidelines on how to develop the vision, guiding principles, defining goals and objectives, defining roles and responsibilities, implementation requirements, and evaluation. The tool also has a comprehensive framework based upon the aforementioned focus areas. Note to user, this tool was developed by and for Canadian government agencies. However, many of the lessons speak to and are appropriate for work in the U.S.

Collaboration Success Factor Online Worksheet

<http://wilderresearch.org/tools/cfi/index.php>

This is an online survey developed by Wilder Research that helps you determine the success of your collaboration. The survey has 20 questions, allows you to register your group so others can take it, produces a summary sheet with your results and is free. Some of the subjects that the survey covers are collaboration cohesiveness, decision making, member involvement, political climate, needs, etc.

Resource Briefs

<http://crs.uvm.edu/nnco/rebriefs.htm>

The National Network for Collaboration developed five resource briefs that help when creating and sustaining collaboratives. The five briefs consist of Building Effective Local Community Development Strategies, The Youth Development Pyramid, Future Communities: The New and Emerging Community Conditions, Assessing Community Development Activity in a Community and Arenas of Human Service Activity: Putting Prevention in Context.

Assessing Your Collaboration

<http://www.joe.org/joe/1999april/tt1.php>

This is a self-evaluation tool that was developed to assist existing and forming collaborations. It allows groups to rate their collaboration on key factors such as goals, communication, sustainability, evaluation, political climate, resources, catalysts, policies/laws/regulations, history, connectedness, leadership, community development, and understanding community.

E. Running Effective Meetings

The Community Toolbox-Group Facilitation and Problem Solving

http://ctb.ku.edu/en/tablecontents/chapter_1016.htm

The Group Facilitation and Problem Solving chapter within the Community Toolbox has four sections including, conducting effective meetings, developing facilitation skills, capturing what people say, and techniques for group discussions. Each section contains background about the topic, including what, why, when, who and how, as well as examples, related topics, tolls and checklists, and a PowerPoint presentation that reviews the principle points in the section.

Meeting Management-PAT

<http://management.about.com/cs/people/a/MeetingMgt0601.htm>

This article about meeting management describes the PAT (purpose, agenda, timeframe) method in detail.

Mindtools- Running Effective Meetings

<http://www.mindtools.com/CommSkill/RunningMeetings.htm>

This article covers three primary topics regarding meetings in detail: (1) they achieve the meeting's objective (2) take up a minimum amount of time and (3) leave participants feeling that a sensible process has been followed.

The Goodman Center-Meetings: Less Pain, More Gain

<http://www.thegoodmancenter.com/meetings.php>

This webinar (\$250) by the Goodman Center goes into detail regarding running effective meetings. Topics covered include: the importance of a written agenda, different methods of decision-making, and how to manage conflicts and move to consensus.

F. ARTICLES AND RESEARCH PAPERS ON BEST PRACTICES FOR COLLABORATIONS

Building Collaborative Capacity in Community Coalitions: A Review and Integrative Framework

<http://www.ncbi.nlm.nih.gov/pubmed/11446279>

This is an extensive article conducted by the American Journal of Community Psychology on a qualitative look at over 80 articles and chapters that discuss best practices when developing collaborations conducted.

A Review of Collaborative Partnerships As A Strategy For Improving Community Health

<http://www.ncbi.nlm.nih.gov/pubmed/10884958>

This article by the Annual Review of Public Health discusses the capacity for collaboration to have an impact on community and systems change, community wide behavior changes, and population level health outcomes.

A Model Memorandum of Collaboration: A Proposal

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1308708/>

This is an article published in Public Health Reports proposes a model memorandum when collaborating state and community partnerships, support organizations and grant makers.

Collaboration Toolkit: How to Build, Fix and Sustain, Productive Partnerships***

http://www.cops.usdoj.gov/html/cd_rom/inaction1/Collaboration_Toolkit_toc_f.htm

This is an extensive toolkit that has both discussion formatted sections as well as tools and diagrams to help when building a collaborative. This is a great tool to interact with during any stage of collaboration.

G. Material for Purchase

Collaboration: What Makes It Work, 2nd Edition

<http://www.fieldstonealliance.org/productdetails.cfm?PC=126>

The Neighborhood Organizer's Handbook

<http://www.amazon.com/Neighborhood-Organizers-Handbook-Rachelle-Warren/dp/0268014485>

How to Make Collaboration Work

<http://www.amazon.com/gp/search?index=books&linkCode=qs&keywords=1576751287>