



# Conducting a Community Food Assessment

## *Four Key Steps*

### **Organize**

- ♥ Identify key stakeholders
- ♥ Organize initial meeting(s)
- ♥ Determine the group's interest in conducting an assessment
- ♥ Identify and recruit other participants, representing diverse interests and skills
- ♥ Continue to organize and engage constituents throughout project

### **Plan**

- ♥ Review other assessments
- ♥ Determine assessment purposes and goals
- ♥ Develop an overall plan and decision-making process; clarify roles
- ♥ Define geographic and population boundaries
- ♥ Identify and secure grants, in-kind resources, and/or project sponsor
- ♥ Recruit and train staff and volunteers

### **Research**

- ♥ Develop questions and indicators
- ♥ Identify existing data and information needed
- ♥ Develop research tools and methods
- ♥ Collect and analyze data
- ♥ Compile and summarize findings

### **Advocate**

- ♥ Discuss findings with community and develop recommendations
- ♥ Create action plan to implement priority recommendations
- ♥ Clarify roles and determine whether additional partners should be recruited
- ♥ Develop media strategy (build relationships, frame message, create news)
- ♥ Disseminate findings to the public, policymakers and journalists
- ♥ Advocate for policymakers and others to take action based on recommendations
- ♥ Evaluate assessment project

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