

## Community Development Extension Library Resource Intake Guide

The purpose of this guide is to provide additional instruction, definitions, and details regarding how to fill out the Community Development Extension Library – Resource Intake Form. The intake form is available here: [Community Development Extension Library Resource Intake Form](#)

The title that you provide for the resource will determine the name that is listed within the resource library.

Title of Resource *(Required)*

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Provide the contact information for the person that the library user should contact if they have questions about the resource.

Primary contact for this Resource? *(Required)*

Primary contact's email address? *(Required)*

Primary contact's phone number?

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If would like another person in addition to the primary contact notified when the resource has been posted. Note: The additional contact person will *not* be listed on the published resource page for the library user to contact.

**Additional contact to notify once resource has been posted.**

Name

Email

Select the name of institution that hosts the resource from the dropdown menu. The institutional source will be displayed to the library user as a part of the information about an individual resource.

What is the name of the institution that hosts this resource? (Note: Institutions are listed alphabetically including the words "The" and "University," you may need to scroll down to find your institution) *(Required)*

Select a Host Institution ▼

In some cases you may want to share a tool or resource that is part of a larger curriculum. If the resource is part of a larger program/curriculum, then provide the name of that program/curriculum. This will enable the users to contextualize the resource and potentially seek out information about the larger program/curriculum that the resource is drawn from.

Is this Resource being submitted part of a larger program or curriculum? *(Required)*

- Yes  
 No

Name of the larger program / curriculum that Resource is a part of

The library includes resources that are both free to use and those that institutions charge to use. Some resources are immediately available, and some will require the library users to email the primary contact for access. Select the option that best describes the resource that you are uploading. The access option *No cost (email address required/ material immediately available)* provides the resource author the option to follow-up with the user for resource evaluation and impact.

Please select how the extension professional will access the resource. *(Required)*

- No cost (materials immediately available)  
 No cost (email address required/materials immediately available)  
 Fee for use (materials immediately available through partner website/provide URL)  
 No cost OR fee for use (requires user to email primary contact)

**Resource Type:** Choose only one option. If you select resource will be housed on the CD Extension Library, an upload button appears with upload instructions. If you select resource will be housed on external drive, a box appears for you to provide the website link to a resource. (See screen captures below.) Note: If you are uploading more than one file, place your files into a compressed (zipped) folder and upload the folder. [How do I zip files?](#)

**Resource Type** *(Required)*

- Files will be housed and downloaded from CD Extension Library (upload files)
- Files will be housed and downloaded to an external website (provide URL)
- No files required (user will email primary contact)

**Upload Resource** *(Required)*

No file chosen

Max. file size: 32 MB. If more than one file, please place files in a compressed (zipped) folder and upload the zipped folder.

**Resource Type** *(Required)*

- Files will be housed and downloaded from CD Extension Library (upload files)
- Files will be housed and downloaded to an external website (provide URL)
- No files required (user will email primary contact)

**Resource URL** *(Required)*

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The resource library is designed to help Extension professionals as they engage in the various phases of a community development process. Each of these phases has a slightly different purpose and may require different tools. When selecting the phase(s) that the resource addresses, only select those phases for which the contribution of the resource is significant. In other words, a resource for “Visioning & Planning” may have a small evaluation component, but if that evaluation component is incidental and limited in scope, then the resource probably should not also be listed under “Evaluating & Reflecting.”

By limiting the number of phases that the resource is associated with, library end-users will be able to more quickly find resources that most closely fit their needs.

Please indicate the planning phases (check all that apply): *(Required)*

- Initiating & Scoping: Preliminary planning before you even know if you will be working with the group.
- Organizing: Preparing to do the work, determining how we will work together and being intentional about defining desired impacts.
- Assessing: Gathering and analyzing data to inform decisions and actions. Making data informative/understandable to all.
- Visioning & Planning: How the community defines its desired future, and determine the steps it needs to make progress toward that desired future.
- Implementing: Getting things done: who does it and when, and how we will recognize progress.
- Evaluating & Reflecting: Measuring outcomes, assessing the planning effort and tracking progress towards goals.

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The resource description is critical because the library users will most likely decide whether the resource is useful to them based on the description. You can write a paragraph(s) of up to 150 words (maximum 600 characters).

Please provide a brief description of this resource. This description will be displayed when this resource is returned as a search result in the resource library (up to 150 words). *(Required)*

0 of 600 max characters

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A resource may have more than one format. Select the format or formats that apply to the resource being shared.

Please indicate the format(s) of this resource (check all that apply): *(Required)*

- Program
- Fact Sheet
- Worksheet
- Process Guide
- Presentation
- Tool
- Web-based Tool

**Topic Areas:** In addition to the community development phases, the resources will also be labeled by major topic areas. A resource may be appropriate for more than one topic area. A brief description of each topic area is as follows:

- **Community-Based Economic Development**

Programs designed to strength local economies through community or organizational action. Programs are focused on planning for, managing and evaluating community-level changes that support economic growth and productivity. Audiences include local elected officials, community organizations, business organizations, and nonprofits engaged in community change projects designed to strengthen local economies.

*Example program topics: tourism infrastructure and support for tourism amenities; capacity assessment; business retention and expansion; downtown revitalization*

- **Business Development**

Programs designed to improve business performance through new knowledge, tools, and processes. Program topics include marketing, accounting and bookkeeping, development of market opportunities, managing business contracts, financial planning, and compliance with local, state and federal requirements. Audiences include business owners and managers, or those thinking about starting or expanding a business, including entrepreneurs.

*Example program topics: e-commerce; business development/management; entrepreneurship; workforce development; customer service*

- **Inclusive Processes and Engagement**

Programs and processes designed to involve stakeholders in governance, community projects, and decision-making. There is an intentional focus on including underrepresented voices to ensure that decisions reflect diverse viewpoints, perspectives, and values. Programs might include facilitating conversations about difficult issues, including immigration, gentrification, historic inequities, addressing concerns about policing, or race relations. These engagement processes might be included in other programs.

*Example program topics: racial equity and addressing racism and inequality; bridging the urban-rural divide; building understanding across generations; cultural traditions; diversity in Extension/cultural competence/inclusive organizations; recruiting and retaining talent*

- **Human Capacity Building**

Community, organizational, or role-specific programs which enable individuals to improve their leadership, management, and organizing skills. Programs range from individual skill development and practice to engaging with others, building teams, and influencing outcomes at the organizational or community level. Audiences include local government officials, community leaders, organizational leaders, community event planners.

*Example program topics: leadership development; local government education; civic engagement, public deliberation, analysis of public issues; volunteerism; cultural traditions; leading or facilitating community conversations*

- **Community Planning, Resilience, and Sustainability**

Programs designed to guide planning efforts that result in documents describing the mission, vision, goals, objectives, strategies and action plans developed through a participatory process. Planning processes range in scope and duration, from long-term strategic plans for an entire community to short-term plans for a project. Audiences include municipal staff, community leaders, organizations and interest groups, leaders in the arts community and artists, and the business community.

*Example program topics: city, county, or regional planning; planning for community infrastructure, including broadband; disaster preparedness and recovery; arts and culture programs; community food systems*

- **Community Health**

Programs designed to improve health outcomes for individuals and communities, or to organize efforts to address health issues such as obesity, substance misuse, or stress. This would include efforts to gather information about the incidence of health conditions and efforts to create partnerships and coalitions to address issues and change or create policy that affects health outcomes. Audiences include public sector health organizations, community advocates and leaders, private sector health care providers, and individuals.

*Example program topics: community support for healthy infrastructure; planning to organize community level responses to health issues; understanding and documenting health conditions or health disparities; addressing health related policy*

- **Natural Resources**

Programs to help communities, organizations and individuals understand, appreciate, and manage natural resources, understand relevant policy, and determine appropriate and feasible processes to manage resources and protect the environment. Audiences include youth, k-12 educators, environmental advocates, community leaders, and elected officials.

*Example program topics: energy management or provision; alternative forms of energy, including green energy sources; climate change and acclimation plans; natural resource management; environmental issues*

- **Organizational Development**

Programs to help organizations and groups in the public sector and private sector work more effectively with their boards and advisory groups, conduct assessment activities, manage effectively, plan programs and products, and stay in compliance with state and federal requirements. Audiences include organizational managers, board members, council members, nonprofit staff and managers, and civic organizations.

*Example program topics: nonprofit board development; organizational budget development and budget management; team building for staff and volunteers; building community partnerships and collaborations; developing plans, goal setting, action planning, evaluation, and accountability*

Which of the following topic areas are associated with the content of this resource? (please choose at least one of these options) *(Required)*

- Community-Based Economic Development
- Business Development
- Inclusive Processes and Engagement
- Human Capacity Building
- Community Planning, Resilience, and Sustainability
- Community Health
- Natural Resources
- Organizational Development

The library users may use keywords to find resources in the library. Please list keywords that you would associate with the resource to enable it to be easily found. Multiple keywords can be submitted, separated by commas.

What keywords describe this resource? (List up to 5 keywords separated by commas). *(Required)*

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Is there additional information about this resource available online that you'd like to include with its listing (i.e., website, videos, etc.)? If so, please include the website link where the library user can learn more about the resource.

Is there a website link for this Resource that the user can visit for more information? If so, please share the website link that leads the library user to more information about this resource.

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*Thank you for sharing your resources with your Extension colleagues! The Community Development Extension Library website is not possible without your contributions. If you have additional questions about sharing a resource, please contact us using [this page](#).*