

PRACTICAL GUIDE FOR CULTURAL PEARLS

**How to implement and
use the Self Assessment
tool**

November 2025

1. WHY THIS TOOL?

The Self-Assessment Tool is designed to help Cultural Pearls monitor progress, reflect on achievements, and identify areas for improvement in their Culture and Resilience Action Plans (CuReAPs). It provides:

- A structured scoring system (1–5) for priority outcomes.
- Space for qualitative reflections alongside numeric scores.
- An automated dashboard for quick interpretation.
- Optional benchmarking across cycles.

Why use it?

It turns cultural initiatives into measurable evidence, supporting learning, advocacy, and funding applications.

2. HOW TO USE THE TOOL

Step 1: Configure Priorities

- Open the “Assessment Form” tab in the Excel file.
- Mark “Y” in the Priority column for the outcomes you will focus on.
- This creates your personalized dashboard.

Step 2: Collect Evidence

- During activities, capture:
 - Counts (attendance, venue use).
 - One quote or photo per activity (with consent).
 - Brief reflections on what worked and why.

Step 3: Score Outcomes

- Use the 1–5 scale:
 - 1: No progress
 - 3: Moderate progress
 - 5: Fully achieved
- Add a short reflection for each scored outcome.

Step 4: Review Dashboard

- Check average scores for priority outcomes.
- Interpret results:
 - ≥4: Strong – consider institutionalization.
 - 3–3.9: Moderate – keep improving.
 - <3: Needs attention – consult recommendations.

Step 5: Act on Findings

- Discuss dashboard results with mentors.
- Adjust activities mid-term if needed.
- Use high scores to advocate for policy integration and funding.

3. KEY FEATURES OF THE TOOL

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4. KEY FEATURES – AT A GLANCE

Personalized dashboard:

- Focus only on what matters to your municipality. Mark your priority outcomes and let the tool generate a tailored view.

Simple scoring system:

- Rate progress on a 1–5 scale and add short reflections—no jargon, just clear insights.

Evidence made easy:

- Combine numbers (attendance, activities) with stories (quotes, photos) for a complete picture.

Automated interpretation:

- See at a glance where you're strong, where you need attention, and what to improve next.

Benchmarking option:

- Compare progress across cycles or with other Pearls to learn and grow together.

5. DATA ETHICS & GDPR

- Collect only what you need and keep your dataset lean and purposeful
- Protect privacy by pseudomising notes and secure consent for photos or audio recordings.
- Store safely.