

Strengthening Partners Initiative Class of 2007-2008 Application

General Information

Do you have big dreams for your small nonprofit or faith-based organization? Are you willing to work hard to achieve your mission? If so, consider participating in the DC Mayor's Office of Partnerships and Grants Development's *Strengthening Partners Initiative (SPI)*.

Through this 12-month intensive training program, you will acquire the skills and contacts you need to raise more money, expand and sustain program services, enhance operations and respond to complex challenges and opportunities faced by nonprofit organizations in today's competitive environment. Over one hundred nonprofit and faithbased organizations have successfully completed the SPI program since its beginning in 2003.

Graduates of the program were asked what the program meant to them and they replied:

"SPI not only helped to take the Bishop Alfred A. Owens, Jr. Family Life Community Center to another level, it helped to assist us to focus on the importance of infrastructure and sustainability. SPI provided a network of other ED's who brought different aspects of creating and maintaining an effective community-based organization. I gained invaluable resources throughout the training duration. It has definitely strengthened our foundation for the Ward 5 community." Beverly Lucas, The Bishop Alfred A. Owens, Jr. Family Life Community Center

"Homes for Hope, Inc. was struggling to find ways to get funding and answer many legal problems. With the resources made available to us through the SPI program, we were able to be paired with a mentor who was sensitive and quite understanding of the plight we faced. As a result, we were able to be guided to funding sources, obtain legal advice and develop a relationship with other agencies that were working to fulfill similar needs.. Without the information and the foundation initiated through this program, Homes for Hope, Inc. would not be able to mark the successes we have garnered for the past year." Veronica Jenkins, Homes for Hope, Inc.

"SPI gave my org a newnetwork of orgs that I might never have had the chance to meet, let alone work with." Mazi A. E. Mutafa, Executive Director, Words Beats and Life Inc.

Description

The Strengthening Partners Initiative is dedicated to improving the organizational effectiveness and long-term sustainability of nonprofit and faith-based service providers located in the District of Columbia. Through capacity-building workshops and peer-learning activities, participating organizations can enhance their organizational infrastructure and revenue streams. The goals of the initiative are:

- To build the skills of participants that are necessary to effectively assess and improve organizational operations;
- To increase the knowledge of participants to access and use grant development and other philanthropic resources;
- To encourage long-lasting networks among established and emerging multi-sector entities including nonprofit, faithbased and for profit executives;
- To expand the capacity of the nonprofit and faith based community to address critical public policy issues and partner with District Government agencies.

Program

The Strengthening Partners Initiative Class of 2007-2008, a one year capacity building program, targets executive directors from up to 30 emerging nonprofit and/or faith-based organizations from the District of Columbia. The program includes three phases.

Phase I consists of workshops to build the knowledge and skills of nonprofit leaders. The workshops are all day or half-day sessions. Workshop topics include sessions on Organizational Assessment, Logic Models, Strategic Planning, Budgeting, Fiscal Management and Controls, Board Roles and Responsibility, Standard Operating Procedures, Human Resources, Fund-raising, Resource Development, Technology, Marketing, and Collaboration.

Phase II focuses on improving an organization's infrastructure to enhance outcomes. Participants are assigned a coach from the public, private or nonprofit sectors to work with them on a special project as well as their final Presentation of Learning which enables each participant the opportunity to present what they have learned throughout the year and how these lessons can strengthen the capacity of their organization.

Phase III is the "Presentation of Learning" activity which focuses on tools learned. Each participant will select a project they would like to present at the end of the session reflecting what they have learned throughout the course of the program and applies to the needs of their organization.

Eligibility

Full/part-time executive directors (or equivalent positions) from emerging nonprofit, faith-based or community-based organizations located and providing direct services in the District of Columbia may apply if the following conditions are met:

- Incorporated in the District of Columbia
- Currently providing services in the District of Columbia that directly benefit district residents 501 (c) (3) tax status from the IRS
- An active Board of Directors who meet regularly and are engaged in supporting the organization
- In operation for at least one year at time of application
- An annual operating budget under \$500,000
- A full/part -time executive director (or equivalent position)
- A commitment to complete the 12 month program and attend all activities
- Allowing a site visit by the selection committee if applicable

Note: Site visits to programs with individuals selected as semi-finalists will take place within 30 days of the final selections.

Strengthening Partners Initiative Class of 2007-2008 Program Year Application

Application Process

Application Format and Requirements

1. Application information should be typed double spaced with one inch margins in 12-point text.
2. Submit one letter of recommendation from the Board Chair. This letter **MUST** include verification of the executive director's compensation and employment status.
 - * Please do not submit additional documentation and materials (for example, brochures, photographs, etc.).

Application Submission Date and Time

A total of four (4) copies (three copies and one original) of the application are to be submitted. **OPGD will not forward the application to the review panel if the applicant fails to submit the required four (4) copies.** E-mail and facsimile submissions **will not be accepted.**

Applications are due no later than 5:00 p.m. on August 10, 2007. All applications will be recorded upon receipt. Applications **submitted at or after 5:01 p.m. on August 10, 2007** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline. Selected applicants will be notified by mail no later than **August 31, 2007.**

The four (4) applications **must be** delivered to the following location:

**Office of Partnerships and Grants Development
1350 Pennsylvania Ave. N.W.
Room 326
Washington, DC 20004
Attention: Pat Henry**

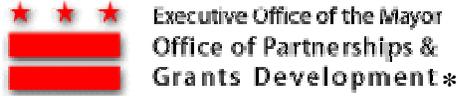
Note: Please bring a picture ID to enter the building.

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by messenger/courier services **must be** sent in sufficient time to be received by the deadline at the above locations. **All deliveries must be made to the above address and not left in the mailroom or at the security desk.**

Questions

Questions regarding the Strengthening Partners Initiative can be directed to Pat Henry, Manager of Nonprofit and Faith-Based Relations, Office of Partnerships and Grants Development, Washington, DC 20004; Tel: (202) 727-8900; Email: Pat.Henry@dc.gov.



**Strengthening Partners Initiative
Class of 2007-2008 Program Year Application**

ORGANIZATION: _____

NAME: _____

TITLE: _____

MAILING ADDRESS: _____

PROGRAM ADDRESS: _____

PROGRAM WARD/S: _____

TELEPHONE #1: _____

TELEPHONE #2: _____

FAX: _____

EMAIL: _____

WEBSITE: _____

25 WORD DESCRIPTION OF THE ORGANIZATION:



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BACKGROUND INFORMATION:

Annual salary/compensation: _____

Length of tenure in current position: _____

Name & email address of Board Chair: _____

How often does the Board meet: _____

Number of active Board members: _____

Number of full-time paid staff: _____

Number of part-time paid staff: _____

Number of volunteers: _____

Year organization was established: _____

Number of clients served during
your last year: _____

Date/s of program _____

Organization's fiscal year: _____

Operational budget for 2006:** _____

Revenue generated in 2006: _____

**To include projected and actual expenses and revenues as well as other resources (in-kind) that support program

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NARRATIVE

On separate paper, address the following topics (four (4) page limit):

1. Describe your strengths as a leader and include at least one specific example that illustrates your leadership abilities.
2. Describe how you manage the day-to-day operations of your organization. (Example, what type of financial management or human resource system do you have in place)
3. Describe how your organization is meeting the critical needs of the community you serve.
4. Describe some of the services your organization provided in the past year and the types/number of people you served.
5. Describe one successful fundraising campaign or resource-based partnering activity. (Example, did your organization submit proposals to foundations in the city and what was your personal role in the fund-raising activity?).
6. Describe the organization's most significant challenge. How can capacity building and networking assist in addressing this challenge?
7. Describe your commitment to personal development and professional growth. Why do you want to participate in this program?
8. Describe the vision for your organization in the next 3-5 years.

ALSO INCLUDE:

- A. A copy of the organization's DC Certificate of Incorporation.
- B. A copy of the organization's 501 (c) (3) letter from the IRS.
- C. A copy of your resume.
- D. One (1) letter of recommendation from the Board Chair. This letter must include verification of the executive director's compensation and full-time status.
- E. A list of current Board members including their phone numbers and email addresses.
- F. A copy of your actual (realized) operating budget for the last fiscal year.