



Government of the District of Columbia
Adrian M. Fenty, Mayor
Office of Partnerships and Grant Services

**Strengthening Partners Initiative
Class of 2008-2009 Application**

General Information

What dreams do you have for your small nonprofit or faith-based organization? How hard are you willing to work to achieve your mission? Consider participating in the DC Mayor's Office of Partnerships and Grant Services (OPGS) ***Strengthening Partners Initiative (SPI)***.

Through this 12-month intensive training program, you will acquire the following skills and contacts you need to respond to complex obstacles and opportunities faced by nonprofit organizations in today's competitive environment:

- implement successful fundraising plans;
- improve your administrative and program operations; and
- collaborate with like-minded nonprofit organizations.

Over 150 nonprofit and faith-based organizations have successfully completed the SPI program since its beginning in 2002.

Graduates of the SPI program said the following about the training program:

"SPI not only helped to take my organization to another level, it helped to assist us to focus on the importance of infrastructure and sustainability. SPI provided a network of other executive directors 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*

"Thanks to OPGS, Art Enables was made aware early on that good programming is not enough. Behind every good program there must also be a solid organization with sound financial controls and operating systems, clear strategic planning, and effective board management."

Joyce Muir Lowery, *Art Enables*

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 and serving the District of Columbia. Through capacity-building workshops and peer learning activities, participating organizations can enhance their executive leadership skills, organizational infrastructure and revenue streams. The goals of the initiative are:

- to build the skills of participants to effectively assess and improve organizational operations;
- to increase the knowledge of participants to access and use grant and other philanthropic resources more effectively;
- to foster the development of partnerships, collaborations and alliances among established and emerging multi-sector entities including nonprofit, faith-based and for profit executives;
- to expand the capacity of the nonprofit and faith-based communities to address critical public policy issues and partner with District Government agencies and other nonprofit organizations.

Program

The Strengthening Partners Initiative Class of 2008-2009, a one-year capacity building program, seeks executive directors from up to 30 emerging nonprofit and/or faith-based organizations from the District of Columbia. The initiative 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 Responsibilities, 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. The coach also assists with their final Presentation of Learning which gives each participant the opportunity to present what they have learned throughout the program year and how these lessons can strengthen the capacity of their organization.

Phase III is the "Presentation of Learning" activity which focuses on lessons learned during the program. Each participant will select a capacity building project they would like to present to the class and other stake holders at the end of the session. The project demonstrates what they have learned throughout the course of the program and how it 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 and has 501 (c)(3) status from the IRS;
- provides services in the District of Columbia that directly benefit district residents;
- maintains active Board of Directors who meet regularly and are engaged in supporting the organization;

- exist for at least one year before the submission of this application, (i.e., nonprofit must be operational since August 2007 or earlier);
- has an annual operating budget under \$500,000;
- has a full/part-time executive director (or equivalent position);
- has a commitment to complete the 12 month program and attend all activities; and
- agrees to 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 2008-2009 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 (e.g., 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. **OPGS 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 Friday, August 29, 2008. All applications will be recorded upon receipt. Applications **submitted at or after 5:01 p.m. on August 29, 2008** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

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

**Office of Partnerships and Grant Services
John A. Wilson Building
1350 Pennsylvania Ave., N.W.
Suite 324
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 location. **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 Grant Services, 1350 Pennsylvania Ave., N.W., Suite 324, Washington, DC 20004; Tel: (202) 727-8900, Email: Pat.Henry@dc.gov.

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EXECUTIVE DIRECTOR (OR EQUIVALENT) INFORMATION

NAME: _____

TITLE: _____

ANNUAL SALARY/COMPENSATION: _____

LENGTH OF TENURE IN CURRENT POSITION: _____

ORGANIZATIONAL INFORMATION

NAME: _____

YEAR ESTABLISHED: _____

MAILING ADDRESS: _____

PROGRAM ADDRESS: _____
(If different) _____

PROGRAM WARD/S: _____

TELEPHONE #(s): _____

FAX: _____

E-MAIL: _____

WEBSITE: _____

25 WORD OR LESS DESCRIPTION OF THE ORGANIZATION:

**Strengthening Partners Initiative
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Number of active Board members: _____

Name & email address of Board Chair: _____

Frequency of Board meetings: _____

Number of full and part-time staff
and their positions: _____

Number of volunteers: _____

Number of clients served during
the last fiscal year: _____

Date(s) of program: _____

Organization's fiscal year: _____

Operational budget for 2007:**
or last fiscal year: _____

Revenue generated in 2007: _____

**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 (no more than five); including at least one specific example that illustrates your leadership abilities.
2. Describe the process of your work during a typical day.
3. What aspect of your organization is meeting the critical needs of your community?
4. Describe the most important service your organization provided in the past year and the types/number of people you served.
5. Describe at least one successful fundraising campaign or resource-based partnering activity. (Example: Did your organization submit a proposal to the D.C. Government or local foundations for funding? If so, was it funded? What was your personal role in the fund-raising activity?).
6. Describe the organization's most significant challenge. How can capacity building training and networking assist in addressing this challenge?
7. Describe your personal commitment to professional growth and development as a nonprofit executive. Why do you want to participate in this program?
8. Describe the vision for your organization for 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 your Board Chair. This letter must include verification of the executive director's compensation and full-time or part-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.