

Strengthening Partners Initiative 2002 Application

General Information

Introduction

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, then consider joining with the DC Office of Partnerships and Grants Development by participating in the new *Strengthening Partners Initiative*.

Through this one-year intensive training program, you will acquire the skills and contacts you need to raise more money, expand services and enhance operations. Apply now to be a part of this pilot program that will result in strong and sustainable nonprofit and faith-based organizations that are able to provide effective and expanded services to the District of Columbia's residents.

Description

The Strengthening Partners Initiative is dedicated to improving the immediate effectiveness and long-term sustainability of nonprofit and faith-based organizations located and providing services in the District of Columbia. **Priority will be given to those organizations that serve residents in the Congress Heights, Bellevue, and Columbia Heights sections of the city.** Through capacity-building workshops and peer-learning activities focused on resource development, organizations will enhance both their organizational infrastructure and revenue streams. Specifically, the goals of the initiative are:

- To build the skills of participants to assess and improve organizational operations;
- To increase the knowledge of participants about financial and partnership resources and their utilization;
- To encourage long-lasting networks among established and emerging nonprofit and faith-based organizations in program areas and by neighborhood clusters;
- To expand the capacity of the nonprofit and community sector to address critical public policy issues and citizen priorities.

Program

The Strengthening Partners Initiative 2002-2003 Pilot Program (12 months) will involve executive directors from up to 25 emerging nonprofit and/or faith-based organizations. The pilot program will contain three phases over the course of a year: the first consisting of workshops and group work; the

second, of one-on-one technical assistance; the third, of participant presentations. Networking within subject areas and by neighborhoods will be integrated into the entire program. Skills addressed include leadership and management, grant writing and fundraising, board development, strategic planning, and budgeting and accounting.

Phase One: Building the knowledge and skills of leaders	12 sessions over 6 months
Phase Two: Improving infrastructure to enhance outcomes	4 months of mentoring
Phase Three: Sharing best practices and strengthening partnerships	3 sessions over 2 months

Eligibility

Executive Directors (or equivalent positions) from emerging nonprofit, faith-based or community-based organizations located and providing direct services in the District of Columbia (priority given to those organizations in the Congress Heights, Bellevue, and Columbia Heights sections of the city) may apply if the following conditions are met for their organization and position:

- Incorporated in the District of Columbia
- Have a 501 (c) 3 tax status from the IRS
- Have an active Board of Directors who meet regularly and are engaged in supporting the organization
- An annual budget under \$200,000
- A full-time Executive Director
- A desire for professional and organizational growth
- A willingness to host a site visit by the selection committee

Note: Interviews for individuals selected as semi-finalists will take place within 45 days of the application deadline. In order to participate in the program, a formal Memorandum of Understanding that outlines the participants' and organizations' commitments to the program will be necessary.

Application Process

Application Format and Requirements

1. Application information should be typed single-spaced with no less than ½ inch margins. The text should appear no smaller than 12-point size. Additional documentation being attached to the application should NOT be re-typed to fit this standard.
2. Submit one letter of recommendation from a member of the Board of Directors, preferably the Board Chair, which MUST include verification of the executive director's compensation. Only one letter per application will be reviewed.

3. Please do not submit extra documentation and materials (i.e., brochures, photographs, etc.) that are not specifically requested.

Application Submission Date and Time

A total of six (6) copies of the application are to be submitted in an envelope or package. **Of the six (6) copies, one (1) copy must be an original. OPGD will not forward the application to the review panel if the applicant fails to submit the required six (6) copies.** Telephonic, telegraphic and facsimile submissions **will not be accepted.**

Applications are due no later than 5:00 p.m., on August 30, 2002. All applications will be recorded upon receipt. Applications **submitted at or after 5:01 p.m.,** August 30, 2002 will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The six (6) applications **must be** delivered to the following location:

Office of Partnerships and Grants Development
441 4th Street, NW, 500 South
Washington, DC 20001
Attention: Pat Henry

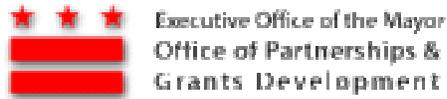
Mail/Courier/Messenger Delivery

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. Messenger/Courier services delivering applications at or after the post dated time **will not be accepted.** **All deliveries must be made to the above address and not left in the mailroom.**

Questions

Questions regarding the *Strengthening Partners Initiative* Pilot Program 2002-2003 can be directed to Pat Henry, Manager of Nonprofit and Faith-Based Relations, Office of Partnerships and Grants Development, 441 4th Street NW, Suite 530 South, Washington, DC 20002; Tel: (202) 727-8900; Fax (202) 727-1652; Email: Pat.Henry@dc.gov.

Application Packet 2002



STRENGTHENING PARTNERS INITIATIVE

Name and Title

Organization

Address

Telephone

Fax

Email

Organization's Webpage

Ward

Location

Services (list all services and use additional paper if needed)

Annual Salary/Compensation for Current Year

Length of Tenure in Current Position

Name of Chair of the Board of Directors

Number Serving on Your Board of Directors

Number of Paid Staff Members-----Full-time #

Part-time #

Number of Volunteers-----

Organization Establishment (Year)

Most Recent Fiscal Year Ended (Date)

Total Budget for That Year

Submit this form with additional materials listed

STRENGTHENING PARTNERS INITIATIVE

Additional Materials

1. On separate paper, address the following topics (six page limit):
 - Describe your strengths as a leader and include at least one specific example that illustrates your leadership abilities.
 - Describe how you manage the day-to-day operations of your organization. *(Example, what type of financial management system do you have in place)*
 - Describe how your organization is meeting the critical needs of the community you serve.
 - Describe some of the services your organization provided in 2001 and the types/number of people you serve.
 - Describe one successful fundraising campaign or resource-based partnering activity. *(Example, Did your organization submit proposals to foundations the city and what was your personal role in the fundraising activity).*
 - Describe the organization's most significant challenge. How can capacity building and networking assist in addressing this challenge?
 - Describe your commitment to personal development and professional growth. Why do you want to participate in this program?
2. Provide a photocopy of the organization's Articles of Incorporation and certificate of tax exemption.
3. Provide a copy of the organization's 501 (c) 3 letter from the IRS.
4. Provide a photocopy of the most recent annual report and/or IRS 990 form if available.
5. Provide a copy of your updated resume.
6. Include one letter of recommendation from a member of the Board of Directors, preferably the Board Chair. Only one letter per application will be reviewed.
7. Include a list of current Board members.