



## **Strengthening Partners Initiative 2005-2006 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*.

Through this 12-month intensive training program, you will acquire the skills and contacts you need to raise more money, expand services, enhance operations and be able to respond to complex challenges and opportunities faced by nonprofit organizations in today's environment.

### **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. Through capacity-building workshops and peer-learning activities, organizations can enhance their organizational infrastructure and revenue streams. 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 faith based community to address critical public policy issues and citizen priorities.

## Program

The Strengthening Partners Initiative 2005-2006 12 month program targets executive directors from up to 30 emerging nonprofit and/or faith-based organizations. The program includes three phases.

|                |   |                                  |
|----------------|---|----------------------------------|
| <b>Phase I</b> | <b>Workshops to build the knowledge and skills of leaders</b> | <b>12 sessions over 6 months</b> |
|----------------|---|----------------------------------|

These are day-long or half-day training sessions. Previous topics include: Organizational Assessment, Standard Operating Procedures, Human Resources, Budgeting, Fund-raising and Resource Development, Fiscal Management and Controls, Technology, Marketing, Program Evaluation and Outcome Measures, Board Roles and Responsibility, and Collaboration.

|                 |   |                             |
|-----------------|---|-----------------------------|
| <b>Phase II</b> | <b>Improving infrastructure to enhance outcomes</b> | <b>4 months of coaching</b> |
|-----------------|---|-----------------------------|

Participants will be assigned coaches from the public, private or nonprofit sectors to work with them on their final Presentation of Learning.

|                  |   |                 |
|------------------|---|-----------------|
| <b>Phase III</b> | <b>“Presentation of Learning” using tools learned</b> | <b>2 months</b> |
|------------------|---|-----------------|

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
- Providing services in the District of Columbia or specifically serving 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
- Currently providing services to actual DC residents
- An annual operating budget under \$500,000
- A full/part -time executive director (or equivalent position)
- A desire for professional and organizational growth
- A commitment to complete the 12 month program and attend all activities
- Allowing a site visit by the selection committee

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

## Strengthening Partners Initiative 2005-2006 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 six (6) copies (five 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 six (6) copies.** E-mail and facsimile submissions **will not be accepted.**

Applications are due no later than 5:00 p.m. on August 31, 2005. All applications will be recorded upon receipt. Applications **submitted at or after 5:01 p.m. on August 31** 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 September 30, 2005.

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

**Office of Partnerships and Grants Development  
441 4<sup>th</sup> Street, NW, Suite 1130 North  
Washington, DC 20001  
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, 441 4<sup>th</sup> Street, NW, Suite 1130 North, Washington, DC 20001; Tel: (202) 727-8900; Fax (202) 727-1652; Email: Pat.Henry@dc.gov.

**Strengthening Partners Initiative  
2005-2006 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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Executive Office of the Mayor  
Office of Partnerships &  
Grants Development

**Strengthening Partners Initiative**

## 2005-2006 Program Year Application

### **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 2004: \_\_\_\_\_

Revenue generated in 2004: \_\_\_\_\_

Expenses paid in 2004: \_\_\_\_\_

**Strengthening Partners Initiative  
2005-2006 Program Year Application**

**NARRATIVE**

---

On separate paper, address the following topics (six (6) 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 the most recent annual report and/or IRS 990, form **if applicable**.
- D. A copy of your resume.
- E. One (1) letter of recommendation from the Board Chair. This letter must include verification of the executive director's compensation and full-time status.
- F. A list of current Board members including their phone numbers and email addresses.
- G. A copy of your actual (realized) operating budget for the last fiscal year.