

## **Strengthening Partners Initiative 2006-2007 Application**

### **General Information**

#### **Introduction**

Are you the executive director of a small or emerging nonprofit/faith-based organization? Do you recognize the need for new sources of income, improved fundraising and financial management in addition to long-term sustainability? If so, apply today to participate in the DC Office of Partnerships and Grants Development's Strengthening Partners Initiative (SPI).

Participating in this one-year intensive training program, executive directors will acquire the skills and contacts needed to raise more money, expand services, enhance operations and be able to respond to complex challenges and opportunities faced by nonprofit and faith-based organizations in today's environment.

According to a recent national study of nonprofit executive leaders—*Daring to Lead 2006*—executive directors are concerned with organizational sustainability so are seeking new skills and strategies through capacity building training and other professional development. The SPI program provides this much needed and desired professional development. So apply now to participate in this exciting one year program.

#### **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 will enhance both 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 2006-2007 program targets executive directors from up to 30 promising nonprofit and/or faith-based organizations. The program includes three phases over the course of the program year.

Phase I	Workshops to build the knowledge and skills of leaders	12 sessions over 6 months
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These are full or half-day training sessions. Topics include: Organizational Assessment, Standard Operating Procedures, Human Resources, Budgeting, Fund Raising and Resources Development, Fiscal Management and Controls, Technology, Marketing, Program Evaluation and Outcome Measures, Board Roles and Responsibility, and Collaboration.

Phase II	Improving infrastructure to enhance outcomes	4 months of coaching
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Participants are assigned a coach from the public, private or nonprofit sector to work on their final presentation of learning.

Phase III	Preparing presentation of learning using tools learned	2 months
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Participants will select a project they would like to present to their classmates at the end of the session reflecting what they have learned throughout the course of the program.

### Eligibility

Executive Directors (or equivalent positions) from small/emerging nonprofit, faith-based or community-based organizations located and providing direct services in the District of Columbia may apply if their organization meets the following conditions:

- Is incorporated in the District of Columbia
- Is providing services in the District of Columbia or specifically serving District residents
- Has 501 (c) (3) tax status from the IRS
- Has an active Board of Directors who meet regularly and are engaged in supporting the organization
- Is currently providing services to actual participants (must have people currently in your program)
- Has an annual budget under \$500,000
- Has an Executive director (or equivalent position)
- Has a commitment to professional and organizational growth
- Makes a promise to complete the 12 month program and attend all activities (attendance requirements enforced)
- Will host a selection committee site visit

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

## **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 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. This letter MUST include verification of the executive director's compensation, if applicable. Only one letter per application will be reviewed.

3. Please do not submit extra documentation and materials (e.g., 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, e-mail, and facsimile submissions will not be accepted.

Applications are due no later than 5:00 p.m. on Friday, June 30, 2006. All applications will be recorded upon receipt. Applications submitted at or after 5:01 p.m. Friday, June 30, 2006, 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 22, 2006.

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

#### 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. 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 2006-2007 program 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](mailto:Pat.Henry@dc.gov).

**STRENGTHENING PARTNERS INITIATIVE 2006-2007**



Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical location of program \_\_\_\_\_

Ward(s) where program is located \_\_\_\_\_ Telephone (1) \_\_\_\_\_ Telephone (2) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Organization's Website (if applicable) \_\_\_\_\_

Executive Dir. Annual Salary/Compensation for Current Year \_\_\_\_\_

Length of Tenure in Current Position \_\_\_\_\_

Name of Board of Directors Chairman \_\_\_\_\_

Number Serving on Your Board of Directors \_\_\_\_\_

Number of Paid Staff Members \_\_\_\_\_ Full-time # \_\_\_\_\_ Part-time # \_\_\_\_\_

Number of Volunteers \_\_\_\_\_

Year Organization Established \_\_\_\_\_

How Many Clients/Beneficiaries Have Been Served in he Last Fiscal Year \_\_\_\_\_

Most Recent Fiscal Year Ended (Date) \_\_\_\_\_

Actual (not projected) Budget for 2005 \_\_\_\_\_

Total Actual Funds Raised in 2005 \_\_\_\_\_

## STRENGTHENING PARTNERS INITIATIVE 2006-2007

### Additional Materials

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1. On separate paper, address the following topics (six page limit):
  - a) Describe how your organization is meeting the critical needs of the community you serve.
  - b) Describe the mission of your organization.(25 words or less)
  - c) Describe some of the services your organization provided in 2005 and the types/number of people you served that year.
  - d) 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 fundraising activity?).
  - e) Describe the organization's most significant challenge. How can capacity building and networking assist in addressing this challenge?
  - f) Describe your commitment to personal development and professional growth. Why do you want to participate in this program?
  - g) Describe the vision for your organization in the next 3-5 years.
2. Provide a photocopy of the organization's D.C. Certificate of Incorporation.
3. Provide a photocopy of the organization's 501 (c) (3) letter from the IRS.
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. This letter must include verification of the executive director's compensation. Only one letter per application will be reviewed.
7. Include a list of current Board members and their phone numbers and/or email addresses
8. Provide a copy of your actual (realized) operating budget for the last fiscal year. If needed, you may use the attached format as an example only.

## SAMPLE PROJECT BUDGET

(This is an example only and does not have to be used for your budget submission.)

EXPENSES	Cost
Salaries	
Fringe Benefits-Taxes	
Fringe Benefits-Health	
Advertising	
Retreats	
Graduation	
Stipends	
Conference & Seminars	
Consultants	
Staff Development	
Copying	
Merchandise	
Office Rent	
Office Supplies	
Postage & Mailing	
Printing	
Payroll Services	
Events	
Membership Dues	
Subscriptions/Publications	
Telecommunications	
Travel: Airfare/Hotel	
Local Travel	
Total Expenses	
<b>INCOME</b>	
Fund Raiser	
Foundations	
Corporations	
Individuals	
Other	
Total Income	