



Shiawassee United Way



Nonprofit Capacity Building Program Description and Capacity Building Grant Application

Program Description

Generous grant funds have been made available to Shiawassee area nonprofit organizations for the next two years to assist with “taking the next step” in improving organizational performance and service delivery. The Nonprofit Capacity Building Program (NCBP), launched in 2006 as a program of the Shiawassee United Way with funding from the Cook Family Foundation, is seeking area nonprofits to participate in the 2009/10 program of increasing their capacity to accomplish true mission achievement. The program is divided into six components described below.

The Shiawassee United Way is welcoming nonprofit agencies who serve the Shiawassee area to participate in some or all of the program components. The outcome of the program is intended to improve the knowledge, skills and capacity of nonprofit agencies’ management and governance to improve organizational performance and assure mission achievement.

The program thanks The Cook Family Foundation for their ongoing mission of helping nonprofits succeed, Carol Vaughn for serving as the program manager and Owosso First Church of the Nazarene for providing meeting space. Nonprofits serving Shiawassee County and the surrounding area are welcome to participate based on simple eligibility guidelines. Component Two and Three are limited to those specifically serving Shiawassee County.

The NCBP is offered in six components:

[Component One: Shiawassee Nonprofit Capacity Academy](#)

[Component Two: Nonprofit Capacity Building Program Grant](#)

[Component Three: Cook Family Foundation NCBP Completion Grants](#)

[Component Four: CEO Quarterly Lunch](#)

[Component Five: Continued Support for Past Grantees](#)

[Component Six: Michigan Nonprofit Association SuperConference](#)

Component One: Shiawassee Nonprofit Capacity Academy

We have developed an enhanced education series by continuing our relationship with the Michigan Nonprofit Association. The series is designed to address the needs of board members, new nonprofit professionals and volunteers as well as seasoned professionals and volunteers in three tracks.

Seminar Schedule

All seminars will be held at Moss Hall of the First Church of the Nazarene, 1865 S. M-52, Owosso, MI 48867

Track One: Basic Nonprofit Management Orientation

For New or Emerging Nonprofit Agencies/Leaders/Staff

Nonprofit Management Boot Camp

December 4- 1:00-5:00 pm and December 5- 8:00 am-4:30 pm

Price: \$40 for up to four people from the same agency for agencies within Shiawassee County, \$40 per person for agencies outside Shiawassee County.

Track Two: Seasoned Professional Track

For those with experience in the nonprofit sector or who have attended Track One, four one-day sessions

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|---|-----------------------------|
| 1. Fundraising/Fund Development | January 14- 8:00 am-4:00 pm |
| 2. Human Resource/Volunteer Management | March 11- 8:00 am-4:00 pm |
| 3. Marketing/Communications/Media | April 15- 8:00 am-4:00 pm |
| 4. Strategic Structuring and Sustainability | June 10- 8:00 am-4:00 pm |

Price: \$25 per person per session or \$80 for all four sessions for agencies within Shiawassee County, \$35 per session or \$105 for all four sessions for agencies outside Shiawassee County.

Track Three: Board Development Track

For Current/Future Board Members, Board Chairs and Executive Directors, three two hour sessions

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|--|---------------------------|
| 1. Basic Board Responsibilities | January 27- 5:15-7:15 pm |
| 2. Board Orientation | February 24- 5:15-7:15 pm |
| 3. Expectations of Board Members and Staff | March 31- 5:15-7:15 pm |

Price: \$25 for up to four people per agency per session or \$60 for all three sessions for agencies within Shiawassee County, \$25 per person per session or \$60 for all three sessions for agencies outside Shiawassee County.

Component Two: Nonprofit Capacity Building Program Grant

Up to six nonprofits serving Shiawassee County* will be selected in 2009 to participate in the Capacity Building grant. The grant will provide for an organizational assessment conducted by outside consultants using both the MNA Assessment tool and the TCC Group's CCAT (Core Capacity Assessment Tool) survey, a consultant-led planning process and action plan to address areas identified in the assessment. This Assessment/Planning Phase will provide the board and staff with a summary of ways in which to become more efficient and effective. The grant will then provide for an Implementation Phase in which consultant(s) serve as an extension of the staff to implement the plan over twelve months. Board and staff commitments, attendance and participation are required throughout the grant period. The total grant value of component two per organization is \$16,060.00.

* The nonprofit must be in Shiawassee County or if located outside Shiawassee County with services provided within the County and County residents serving on that nonprofit's Board of Directors. Preference will be given to those nonprofits that have their 501(c)3 status and a paid executive director but all nonprofits are encouraged to contact Carol Vaughn to discuss their status and eligibility.

Component Three: Cook Family Foundation NCBP Completion Grants

The NCBP Capacity Building grant recipients from Component Two above will also be eligible to apply for the Cook Family Foundation Completion Grant upon successful completion of all board and staff participation requirements, attendance at all Academy Seminars, all quarterly CEO luncheons, implementation of the action plan and measured outcomes from the NCBP process. The grant may be used for program, staffing, capital improvements, facility, supplies or other board-directed and documented purposes. The primary purpose is to encourage completion of the process and to reward the organization for participating in the improvement process. At its discretion, the Cook Family Foundation is prepared to support the nonprofits with grants ranging from \$5,000 to \$30,000. A separate Completion Grant Application Form will be provided.

Component Four: CEO Quarterly Lunch

The quarterly lunches for the Executive Director/CEO of area nonprofits has proven to be an enjoyable and meaningful outlet for this peer group to share like experiences, build friendships and collaborations. It is intended for the top paid professional from the agency. The lunch takes place at area restaurants and is fully grant funded. Attendance is a requirement for Capacity Building Grantees.

Schedule: All on Monday at noon at the Wrought Iron Grill

2008: November 17

2009: February 16, May 11, August 17 and November 16

Cost: Free to the CEO/Executive Director of agencies within Shiawassee County, \$15 per lunch for agencies outside Shiawassee County.

Component Five: Continued Support for Past Grantees

New to the NCBP is continued support for past grantees. The six agencies funded in 2006/08 are eligible for ongoing assessment support and up to six hours of consulting assistance for any capacity building effort if they participate in at least the Board Development Track of the Academy. Past Grantees include: Child Advocacy Center, The ARC, Looking Glass Community Services, Shiawassee Arts Council, Shiawassee Humane Society and Respite Volunteers of Shiawassee.

Component Six: Michigan Nonprofit Association SuperConference

A fully paid one-day registration to the Michigan Nonprofit Association SuperConference in Dearborn is Component Six of the NCBP. Up to 15 people from agencies within Shiawassee County or serving Shiawassee County will attend one day of the May 5-6, 2009 event at a value of \$125 per person. Application will be first come/first for one person per agency and the day of attendance is at the discretion of the NCBP program.

Nonprofit Capacity Building Program Grant Application 2009

Up to six nonprofits serving Shiawassee County* will be selected in 2009 to participate in the Capacity Building grant. The grant will provide for an organizational assessment conducted by outside consultants using both the MNA Assessment tool and the TCC Group's CCAT (Core Capacity Assessment Tool) survey, a consultant-led planning process and action plan to address areas identified in the assessment. This Assessment/Planning Phase will provide the board and staff with a summary of ways in which to become more efficient and effective. The grant will then provide for an Implementation Phase in which consultant(s) serve as an extension of the staff to implement the plan over twelve months. Board and staff commitments, attendance and participation are required throughout the grant period. The total grant value of component two per organization is \$16,060.00.

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This grant application is for the NCBP Component Two ONLY. Applications are not required for Component One, Four, Five or Six if the agency has a Shiawassee County board of directors

or county residents serving on the board, serves the residents of Shiawassee County, and is committed to improving its overall effectiveness.

Component Two Capacity Building Grant Eligibility Criteria

This grant is open to any nonprofit that:

1. has attended the Nonprofit Management Boot Camp seminar featuring the Principles and Practices of Nonprofit Excellence on December 4-5 or attended the same in 2007.
2. serves the residents of Shiawassee County
3. has a paid Executive Director •See above
4. has a local board of directors, or residents of Shiawassee County serve as board members
5. is committed to improving its overall effectiveness and will provide time to this process
6. assures that the Executive Director and at least one board member attend all the Academy seminars
7. assures that the Executive Director attend ALL Component Four CEO Peer Luncheons

Total Component Two Grant Funds

The total value of grant funds to agencies awarded full participation will average \$16,060.

Grant Application Deadlines

Applications for grant funding must be received by 5:00pm, Thursday, December 18, 2008 at the Shiawassee United Way Office or by email to suw@michonline.net. For more information, contact Carol Vaughn at 989-277-0740 or Retta Parsons at 989-723-4987.

Nonprofit Capacity Building Program Grant Application 2009

Date of Application _____

Agency Name _____

Executive Director _____

Address _____

Phone _____ Email _____

Contact Name Responsible for Application _____

1. Executive Summary

Briefly explain why your agency is requesting the NCBP grant and what outcomes you hope to achieve.

2. Eligibility Requirements

Explain how you meet the six Component Two Grant Eligibility Criteria. Provide thoughtful consideration to the attendance as required in numbers 5 and 6.

1. Attended the Nonprofit Management Boot Camp seminar on December 4-5 or attended the same in 2007.
2. Serves the residents of Shiawassee County
3. Has a paid Executive Director
4. Has a local board of directors, or residents of Shiawassee County serve as board members
5. Is committed to improving its overall effectiveness and will provide time to this process
6. Assures that the Executive Director and at least one board member attend all the Academy Seminars.
7. Assures that the Executive Director attend ALL Component Four CEO Peer Luncheons

3. Agency Preparedness

Give evidence that your board of directors and executive director are prepared to undertake a capacity building effort and are willing to implement recommendations for improvement.

4. Areas of Need

Describe two or three of the agency's greater areas of need and how this grant may assist in meeting those needs.

5. Agency Mission/History/Clients/Organization

What is your Agency's Mission Statement?

Provide a brief Agency History. Year Founded _____

Describe your primary programs and services

Describe whom you serve and how you measure your effectiveness to serve those clients:

Do you have a current strategic plan? Yes____ No____ Year Created_____

How many members serve on your board of directors? _____

How frequently does your board meet? _____

How many people on paid staff including the executive director? _____

How many active volunteers serve your agency? _____

What was your 2007 year-end Gross Revenue? \$ _____

6. Attachments

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. List of Board of Directors and affiliations.
3. Organization's current annual operating budget, including expenses and revenue.
4. Letters of support from board members
5. Annual report, if available.

Signature, Chairman of the Board

Date

Typed Name:

Signature, Executive Director

Date

Typed Name:

