

DEADLINE: FEBRUARY 12, 2010

Training and Technical Assistance Program Application

ORGANIZATION PROFILE

Applicant Agency _____
 Contact Name _____
 Title _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____ Email _____
 What year was your agency founded? _____ Website _____

State your organization's mission:

Number of Full -Time staff: _____ **Number of Part-Time Staff:** _____ **Number of Volunteers:** _____

Organization Annual Budget: \$ _____

Incorporation (Please choose one)

- Registered 501(c)(3)
- Incorporated by host or parent organization
- Planning to incorporate
- No plans to incorporate

PROGRAMS

Areas Served (Check all that apply)

- | | | |
|------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Laurens | <input type="checkbox"/> Edgefield | <input type="checkbox"/> Allendale |
| <input type="checkbox"/> Abbeville | <input type="checkbox"/> Aiken | <input type="checkbox"/> Colleton |
| <input type="checkbox"/> Greenwood | <input type="checkbox"/> Orangeburg | <input type="checkbox"/> Hampton |
| <input type="checkbox"/> McCormick | <input type="checkbox"/> Bamberg | <input type="checkbox"/> Jasper |
| <input type="checkbox"/> Saluda | <input type="checkbox"/> Barnwell | <input type="checkbox"/> Other _____ |

Age of Constituents (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Infants/preschool 0 – 5 | <input type="checkbox"/> Youth 13 – 17 | <input type="checkbox"/> Families |
| <input type="checkbox"/> Children 6 – 12 | <input type="checkbox"/> Adult 18 - 55 | <input type="checkbox"/> Senior Citizens, 55 & over |

Special Populations (Check all that apply)

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Veterans | |
| <input type="checkbox"/> Low Income | <input type="checkbox"/> Unemployed | |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> At Risk Youth | |

What services do you provide (Check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Advocacy Services | <input type="checkbox"/> Information and Referral | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Job Training | <input type="checkbox"/> Development/Recreation |
| <input type="checkbox"/> Child Day/Afterschool Care | <input type="checkbox"/> Legal Services | <input type="checkbox"/> Life Skills |
| <input type="checkbox"/> Education | <input type="checkbox"/> Services for the Disabled | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Food Services/Nutrition | <input type="checkbox"/> Shelter/Housing | |
| <input type="checkbox"/> Health | | |

What is your primary service (from the list above) _____

How many constituents does your organization serve each year? _____

GOVERNANCE

How many board members do you have? _____
 Of these board members, how many financially support your organization? _____
 How often does the board meet? _____
 Do you operate under current bylaws? Yes No When were they last updated? _____

FINANCES

Funding Sources	Number of each	Percent of total	Amount
Federal	_____	_____	\$ _____
State	_____	_____	\$ _____
City/County	_____	_____	\$ _____
United Way	_____	_____	\$ _____
Foundations	_____	_____	\$ _____
Corporate	_____	_____	\$ _____
Individual	_____	_____	\$ _____
Fees/Services	_____	_____	\$ _____
Other	_____	_____	\$ _____

How confident are you in the sustainability (maintenance/growth) of your organization?
 No Confidence Little Confidence Neutral Confident Very Confident

PARTNERSHIPS

How many governmental and other nonprofit entities do you work or collaborate with on an annual basis to provide your services.
 _____ Please list partners below:

ORGANIZATION NEEDS

Name three key areas where your organization could use the most technical assistance.

1. _____
2. _____
3. _____

These three areas will be used to assess your technical service needs.

REQUIRED DOCUMENTS

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

Eligibility Requirements - Explain how you meet the Grant Eligibility Criteria. Provide thoughtful consideration to the attendance as required in (3). (No more than 5 pages)

- 1) Applicant organization conducts programs that fall into the scope of economic recovery
- 2) Priority given to applicant organizations serving selected counties of extreme need
- 3) Willingness of the board and staff to make a significant commitment to the initiative (Clear intent for someone to attend nine trainings and complete technical assistance plan, does not have to be the same person.)
- 4) Applicant organization has the potential to make an impact on the economic recovery based on programs and numbers served
- 5) Experience and/or willingness to in collaborate with other organizations
- 6) The ability and willingness to mentor other organizations in the region

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. (Board meeting minutes, resolution, etc.)

Attachments

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status or other documentation.
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

 Signature, Executive Director

 Date

SCANPO

Self-Assessment

Strengthening Communities

Mission and Planning Practice	Do this well	Working on this	Do not do this	What?
1. Our organization has a mission statement that clearly defines our purpose.				
2. Our organization has a clear vision statement for the organization's future.				
3. Our organization has a statement of values that guides our day to day behavior and decisions.				
4. The mission relates directly to the needs of the community served.				
5. The mission, vision, and values statement are periodically reviewed to ensure they are still relevant.				
6. The board, staff, volunteers, constituents, and other community stakeholders participate in the development of the strategic plan.				
7. The plan identifies the agency's internal strengths and weaknesses, as well as				

Mission and Planning Practice	Do this well	Working on this	Do not do this	What?
external threats and opportunities.				
8. The plan identifies critical issues the organization is facing.				
9. The plan includes a comprehensive time-line.				
10. The plan is periodically revised, as needed.				
11. Our organization's operational plans and budget are consistent with the strategic plan.				

Governance Practice	Do this well	Working on this	Do not do this	What?
1. The board understands its role in setting policy and strategy.				
2. Decisions are made consistent with the vision, values and mission of the nonprofit.				
3. Our agency complies with governing documents, including bylaws and articles of incorporation.				
4. The board reviews governing documents regularly and updates them as needed.				
5. The board regularly evaluates the CEO, the board and the nonprofit to make sure policies and strategies are followed.				

Governance Practice	Do this well	Working on this	Do not do this	What?
6. The agency's financial and programmatic performance is evaluated regularly.				
7. Evaluation leads to change in policy or strategy when appropriate in order to meet the mission.				
8. The whole board, and not individual members, establishes policy, determines strategies and gives direction to the nonprofit.				
9. The board speaks with a single voice within the community on matters affecting the nonprofit.				
10. Board members regularly attend board and committee meetings.				
11. Board members receive sufficient information to make decisions.				
12. Board members take the time to review, understand and independently evaluate materials that are presented for making decisions.				
13. The board has policies and processes to ensure that the highest ethical standards are met.				
14. Board members, staff and volunteers adhere to the conflict of interest policy, insuring they do not further their own personal interests.				
15. A deliberate recruitment process is used to insure that board membership is sufficient to effectively govern the organization.				
16. Board members receive regular training in best practices in governing and leading nonprofits.				

Governance Practice		Do this well	Working on this	Do not do this	What?
17.	The board includes a diversity of cultures, experiences, skills and perspectives that reflect the community the nonprofit serves.				
18.	Decision making by the board encourages full discussion from diverse viewpoints and problem solving.				
19.	Board and staff responsibilities and authority are clearly outlined.				
20.	The board hires only the chief executive.				
21.	The board holds the chief executive accountable for the organization's performance.				
22.	Board members serve as ambassadors, representing and advocating for the nonprofit.				
23.	Board members make personal financial contributions commensurate with their ability.				
24.	Board members help raise funds for the organization.				

Accountability, Transparency & Legal Compliance Practice		Do this well	Working on this	Do not do this	What?
1.	The organization's Board and Staff know about and follow applicable federal, state and local laws, regulations and fiduciary responsibilities like the following:				
a.	not hiring family members				

Accountability, Transparency & Legal Compliance Practice		Do this well	Working on this	Do not do this	What?
b.	not using board positions to gain special advantage				
c.	competing with the organization				
d.	failing to read or understand the minutes or financial statements				
e.	failing to ask questions or challenge wrong doings				
f.	asking for loans from the organization				
g.	not paying withholding taxes or getting workers compensation insurance				
h.	having board members serve terms beyond their bylaws				
2.	Our organization has a “whistleblower” policy and systems are in place that allows individuals to report misconduct confidentially and without negative consequence for doing so.				
3.	Our Board keeps a record of meetings minutes for accuracy and are reviewed and approved and approved by the board.				
4.	Our organization has a executive committee to handle matters that may need attention between board meetings				
5.	The board has the skills, knowledge and qualifications to fulfill its responsibilities.				
6.	New board members are given adequate orientation to the organization.				
Operational Planning and Evaluation Practice		Do this well	Working on this	Do not do this	What?
1.	Our organization has and follows a strategic plan.				

Accountability, Transparency & Legal Compliance Practice	Do this well	Working on this	Do not do this	What?
2. Our strategic plan includes specific goals.				
3. The staff develops and works from a strategic plan that defines how we will achieve our goals and objectives within an established timeframe and budget.				
4. Our organization modifies the plan in response to environmental changes and to ongoing evaluation of our successes and failures.				
5. Our budget reflects the operational plan and ensures adequate acquisition and allocation of resources to accomplish the plan.				
6. Our annual budget process includes steps to ensure that the budget is consistent with our mission, values, mission and strategic direction.				
7. We build evaluation into the operational plan, including clearly measurable outcomes, goals, objectives, timelines and key indicators.				
8. Our evaluation plans include defined activities and responsibilities for board, staff and volunteers.				
9. We rely on evaluations to identify our strengths and successes, as well as our weaknesses and failures.				
10. We use evaluation findings continuously to improve program operations and guide the strategic planning process.				
11. We involve organizational stakeholders, including clients, members and constituents, in evaluation activities.				

Accountability, Transparency & Legal Compliance Practice		Do this well	Working on this	Do not do this	What?
12.	Our evaluations include measures of client and constituent satisfaction as well as program efficiency, effectiveness and outcomes.				
13.	We have defined procedures in place for evaluating programs and outcomes in relation to our vision, values and mission.				
14.	We use performance measures that are realistic and appropriate, and we make use of both quantitative and qualitative data.				
15.	We have a complaint policy and process for clients and constituents that we use as a critical evaluation tool for determining how customers feel about what we do and how we do it.				
16.	We seek professional guidance in planning and executing evaluation processes.				
17.	We communicate evaluation results to a broad range of groups, including board, staff, constituents, clients, funders and the public.				
18.	Our organization has contingency plans to manage disasters, disruptions and transitions.				

Financial Management and Accountability Practice		Do this well	Working on this	Do not do this	What?
1.	The organization follows accounting practices which conform to accepted standards.				

Financial Management and Accountability Practice		Do this well	Working on this	Do not do this	What?
2.	Our organization has a system of internal controls that can deter fraud.				
3.	Our organization has written policies and procedures that address financial management.				
4.	Our organization has an annual audit or review performed by an independent CPA.				
5.	Our organization has sufficient financial expertise on the Board of Directors				
6.	Our organization reviews the compensation and performance of the Executive Director annually.				
7.	The board or an appropriate committee reviews the audit report and management letter and institutes necessary improvements.				
8.	The board reviews the Form 990 prior to being submitted to the Internal Review Service.				
9.	Our organization has a documented and published code of ethics policy in place.				
10.	Our Board of Directors either monthly or quarterly reviews financial statements that include comparisons of actual results to budget.				
11.	The organization practices cost containment in a manner consistent with the maintenance of quality and effectiveness.				
12.	The organization prepares a comprehensive annual budget which includes all program and management elements, all development activities and all sources of funds.				
13.	The organization prepares monthly financial statements (Balance Sheet, Statement of Activities and Statement of Cash Flow or Profit and Loss) which compare actual operating revenues and expenses to the organizations approved budget and in relation to the development of activities.				
14.	The organization has written personnel policies and procedures and they are reviewed and updated as appropriate to maintain and legally compliant.				
15.	The personnel policies have been reviewed by an attorney with expertise in employment law within the last two years.				

Financial Management and Accountability Practice		Do this well	Working on this	Do not do this	What?
16.	The organization has insurance coverage which provides suitable protection for the organization, members of the board, staff members, volunteers, and the organization tenants/customers.				

Fundraising Practice		Do this well	Working on this	Do not do this	What?
1.	Our organization has established written policies to govern the acceptance and use of charitable gifts in compliance with applicable laws and regulations and consistent with the organization's mission.				
2.	Our organization has developed a comprehensive fundraising plan of action that reflects diverse revenue sources when appropriate.				
3.	Our fundraising plan is reviewed by the board of directors on a regular basis.				
4.	Our organization has established clear, valid, compelling cases to attract charitable funds.				
5.	Our organization has secured board censuses of fundraising goals, objectives and timelines, with accountability tied to the board committee charged with raising funds.				
6.	Our organization communicates regularly with donors regarding the nonprofit's activities and makes information available through varied means and media.				
7.	Our organization adheres to the knows intentions and restrictions of donors regarding the use of donated funds and property				
8.	Our organization respects the privacy of donors and safeguards the confidentiality of donor information as instructed by the donor.				
9.	Our fundraising communications contain clear, accurate, and honest information about the organization, its activities, and the intended use of funds.				
10.	Our organization recruits volunteers fundraising leadership commensurate with the scope of the fundraising project.				

Fundraising Practice		Do this well	Working on this	Do not do this	What?
11.	Our organization compensates fundraising personnel and contractors on an ethical basis that puts the interest of the nonprofit first.				
12.	The organization regularly evaluates the cost effectiveness of its fundraising activities.				
13.	The organization is involved in advocacy and or lobbying for its constituency, within the limits allowable for 501(c)3 organizations.				

Information Management Practice		Do this well	Working on this	Do not do this	What?
1.	The organization has systems in place that allow us to retrieve accurate information in a timely manner.				
2.	The organizations technology needs are included in the budget.				
3.	The organization has established information and technology policies.				
4.	Staff and volunteers possess the skills necessary to perform the technological functions required for their work.				
5.	The organization has policies and processes to ensure confidentiality of information and the privacy of our employees, volunteers, and clients.				

Program Management Practice		Do this well	Working on this	Do not do this	What?
1.	Our organization's programs are designed to further the organization's mission and address clearly defined needs.				

Program Management Practice	Do this well	Working on this	Do not do this	What?
2. Our organization uses data gathered to inform program modifications or changes.				
3. Our organization clearly understands the nature of well-developed programs; it helps to think of them in terms of inputs, processes, outputs and outcomes.				
4. Our organization's programs are planned using potential clients as much as possible.				

Partnerships/Strategic Alliances Practice	Do this well	Working on this	Do not do this	What?
1. The organization has undertaken activities (e.g. meeting with constituents, needs assessments survey) to gain an understanding of the needs of the community.				
2. The organization has developed written materials for the public.				
3. The organization has made presentations about its activities and services in the community.				
4. The organization, its purpose and its leaders are known and welcome in the community.				
5. The organization has established collaborative relationships with key community members and institutions.				