



Technical Assistance Application

Name of Nonprofit:

Address of Nonprofit:

Name of Executive Director/CEO of Nonprofit:

Phone:

Fax:

Email address:

Website address:

Name of Board President/Chair:

Phone:

Email address:

Year Nonprofit was established:

Mission Statement:

Number of Staff:

Annual Operating Budget:

Background

The Council of Community Services has received funding from the U.S. Department of Health and Human Services Administration for Children and Families. The purpose of these funds, in part, is to provide training and technical assistance to help nonprofit faith-based and community organizations better serve those in need and to increase nonprofit organizations' involvement in the economic recovery. Capacity building technical assistance activities provided by the Nonprofit Resource Center under this grant are designed to increase your organization's sustainability and effectiveness, enhance its ability to provide social services, and increase your organizations ability to work in collaboration with other organizations and government agencies to better serve those most in need.

Capacity building activities are defined as the process of implementing activities critical to the long-term viability of your organization by increasing the effectiveness of programmatic activities and organizational

operations. Capacity building activities are designed to increase your organization’s sustainability, enhance its ability to provide social services, and create opportunities for collaborations to better serve those most in need.

Organizations selected to participate through this application process will receive long-term, (approximately 18 months) one-on-one and small group technical assistance *at no financial cost to the organization*. A limited number of organizations will be selected to participate in these technical assistance opportunities.

Purpose of this Application

Organizations completing this application will be considered for participation in the Nonprofit Resource Center’s long term technical assistance. The purpose of this application is to identify the potential pool of faith-based and community organizations that are interested in receiving capacity building technical assistance. This application is the first step in a two step process. Applications will be screened, and selected organizations will be invited to participate in the second step of the application process. The second step is an interview at the Council of Community Services where nonprofit faith-based and community organization leaders will have an opportunity to ask questions regarding the technical assistance and provide rationale for being selected to participate. It is anticipated that interviews will be held in late spring and selection of participating organizations made in May 2010.

Step One

By filling out the above information and agreeing to the following conditions, your organization will be considered for participation in this capacity building technical assistance application. Completing this application does not mean that your organization has been selected to participate. Final decisions regarding participation will be made as described above. There is *no cost* associated with this application or participation if selected in the capacity building technical assistance.

We agree that by submitting this application to access free Technical Assistance through the Nonprofit Resource Center we will abide by the terms and conditions outlined below if the application is approved:

1. Commit Board leadership and staff to an initial strategic planning session designed to develop a capacity building plan based on an organizational needs assessment for their organization
2. Complete a pre- and post-capacity assessment survey
3. Be involved in broad economic recovery issues present in the Roanoke community
4. Demonstrate a history of serving clients who are most in need or a potential to serve those most in need
5. Demonstrate the existence of at least one substantial secular social service program that will benefit from the services of this project
6. Participate in evaluation activities
7. Able to enter into partnership with other organizations and/or government agencies to increase sustainability and increase effectiveness of services
8. Take steps to separate, in time or location, any inherently religious activities from the programs or services whose capacity is being built through this project
9. Serve City of Roanoke residents

Executive Director/CEO Signature

Board President/Chair Signature

Date

Date