

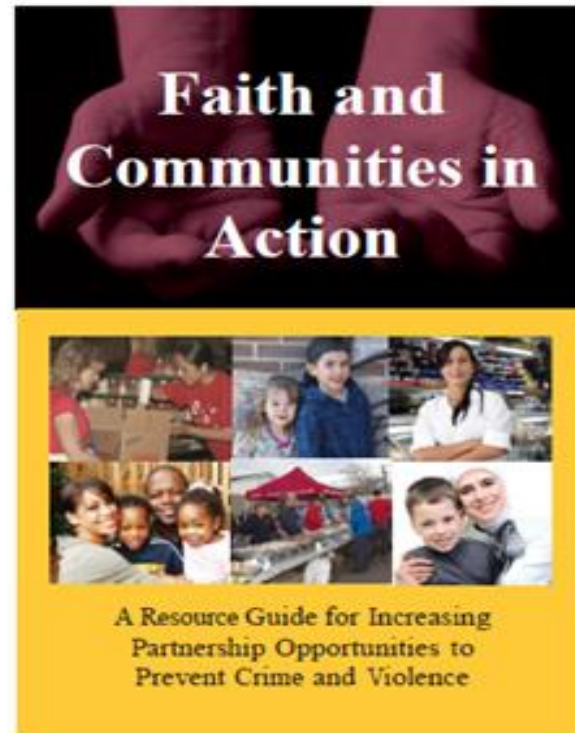
Building Capacity Within Your Organization

Oscar P. Grant, PhD.

OJJDP's MECP

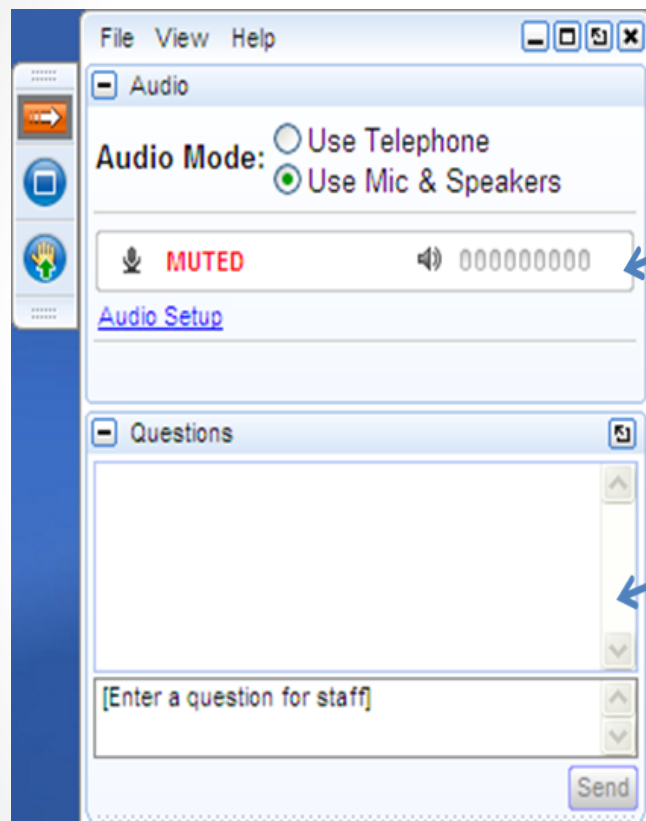
- MECP offers assistance to local, state and tribal law enforcement, nonprofit organizations, and other juvenile justice practitioners to:
 - strengthen their responses
 - increase the use of evidence-based practices
 - identify and address operational and programmatic needs
- Coordinated by Fox Valley Technical College
- For more information or to submit a training and technical assistance request:
 - www.mecptraining.org
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 - 1-888-347-5610

DOJ's Center for Faith Based & Neighborhood Partnerships



<http://ojp.gov/fbnp/>

Webinar Housekeeping



Audio Support:

- Use Telephone or Mic & Speakers
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To ask a Question:

- Type a question in the box; click Send
- Staff will respond in the 'Questions' box

Laying The Foundation

- Develop a roadmap for the organization. Brainstorm questions like those below to ensure success.
 - What is the current state of the organization?
 - Partnerships, Strategic Plan in place, Board members
 - “Who are the team members currently supporting the organization?”
 - Have they helped develop the mission/vision statement?
 - Who will lead the team for strategy session?
 - Outside consultants or Board members



Laying The Foundation

- Research
 - Research
 - Research

Laying The Foundation

Based on Community Needs:

- What is the 2 year, 4 year , 5 year operational plan?
- How will this organization impact the community?
- What research has been done to demonstrate this organization has a reason to exist?
- What are data and anticipated outcomes for the organization? Please note, in most cases, federal dollars are tied to data and outcomes.



Laying The Foundation

- Determine much funding will be needed to pilot a project.
- Determine steps are needed to move forward with the mission or vision of the organization
- Set milestones and benchmarks to assess progress.
- Have a clear timeframe for service delivery.

It's
about
people,
~~not~~
~~profits~~

Laying The Foundation

- What is needed to open the doors?
- Which key staff are needed?
- What type of training will staff/volunteers need?



Laying The Foundation

- Know who (which target population) you need to serve.
- This is different from knowing who you want to serve.
 - Who you need to serve will be based on data.
 - Who you want to serve will be based on your observations, passion and heart of your organization.
- Data supports funding, holistic approaches are often donor supported.

Laying the Foundation

Partnerships are key:

- What is your reputation for serving at risk or intended population?
- What are the barriers?
- What kind of supports from the community will you need?



Capacity Building

Has multiple domains:

- Programmatic capacity
 - Strategic capacity
 - Operational capacity
 - Board capacity
-
- All domains refer to the minimum and maximum resources allowed for success.



Capacity Building



- Some organizations get an outside firm to assist with Board recruitment.
- Board interviews are important to ensure potential Board members have the passion to support the mission and vision of the organization.

Capacity Building



- The most important training for an organization is Board training. Others training will be needed based on assessment done for programmatic and organizational.
- The Board members and most importantly the Board Chair are the driving force of an organization.
- From the hiring of key staff to approving committees and approving the strategic plan, the Board must be trained.

Capacity Building

- Take the lead with community groups by hosting meetings or community mobilization forums to grow support for your program and help build partnerships.
- You will need Memoranda of Understanding (MOU) for potential funders.
- Attend non profit social meetings, this will help facilitate introductions for needed partnerships.

Capacity Building

Until funding is approved:

- Contact your local AARP for a volunteer receptionist.
- Contact your local school/university for data and evaluation support.
- Use social media for seeking volunteers that have a particular expertise your organization needs.
- Raise funds to hire a grant writer.



Capacity Building

Create Job Descriptions:

- For Board members, outlining tasks, committee duties and responsibilities for the coming fiscal year.
- For all hired and “yet to be filled” organizational positions.
- Research private donors to fill key positions while waiting for funding announcements.

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"We need to improve our image, so from now on we're calling ourselves a 'Not for non-profit.'"

Defining Your Organization's Mission

- Your organization's mission needs to be defined.
- Is there an organization that is also known for providing similar services ?
- Does your staff currently have the credentials, knowledge, and certifications to serve the intended group or does your organization currently lack the capacity to serve the intended group?



Defining Your Organization's Mission

Don't try and save the world with your intended services. Based on a thorough and in-depth community scan, carve out specific services and a target population based data, current service providers within a five to ten mile area.



Incorporation Process

Why Incorporate?

- Usually the organization sees the need for non-profit tax exempt status.
- Other reasons include: to qualify for various license's or sometimes to just have a perceived status in the community.



Incorporation Process

Research

Research

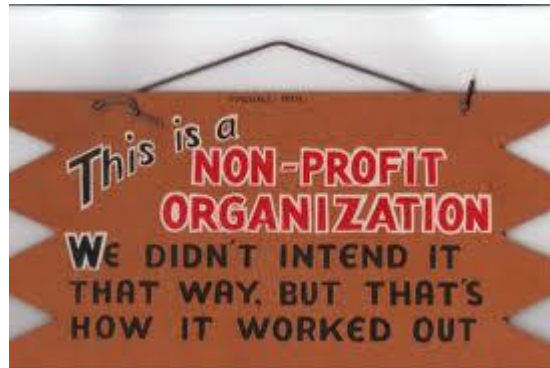
Research

- State Laws
- Articles of Incorporation
- The cost of a consultant vs. a volunteer or attorney submitting the paper work.
- Guidelines and Bylaws for operation
- Active Board of Directors and Officers

Incorporation Process

Board of Directors Handbook Checklist

- A projected budget for the current year
- Minutes from the meetings for the past year
- Financial statements of the organization for the past two years.



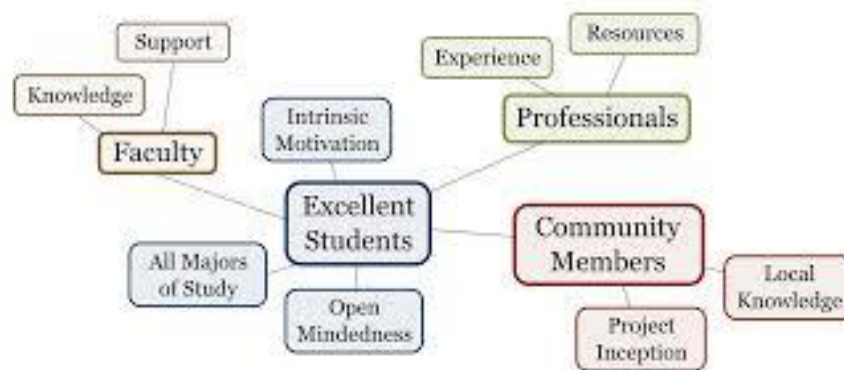
Incorporation Process

Board of Directors Handbook Checklist

- Copy of by-laws, insurance and conflict of interest.
- Description of all committees (finance, marketing, training).
- Job descriptions for board members and committee chairs.
- Policy and procedure manual.
- An organizational chart.

Incorporation Process

- Each state has various requirements for incorporations
- Before you consider a consultant, call your state's SBA.
- Currently, Chase, Wells Fargo, and Citibank will now assist with procuring an SBA loan without requiring you to put up your home as collateral.



Incorporation Process

- You must keep details records during this process.
- Separate programs and services from ministry.
- Incorporation supports donors and federal agencies “giving” to organizations.
- Research costs and fees for incorporation.



Non-Profit Status vs. Tax Exemption

A decision to apply for non-profit status should be based on if the status will help further the mission of the organization and most importantly, if you have the capacity to provide services through public and private funding.



Non-Profit Status vs. Tax Exemption

A non-profit status differs from 501(c)(3) tax exempt status because the non-profit status is granted by the state government while the 501(c)(3) tax - exempt status because the non-profit status is granted by the state government while the 501(c)(3) tax-exempt designation is granted by the Federal Government upon completing an IRS application.



Non-Profit Status vs. Tax Exemption

- Research application fees because they vary.
- Research software that assist with the IRS application process. This can save you almost \$2500.00 in consulting fees.
- The legal requirements for 501(c)(3) exemption may be found on the IRS web page “Taxable Information for Charitable Organizations”
 - www.irs.gov/charities/charitable



Summary

Here are a few myths about tax exemption:

If I call myself a faith based organization, legally the IRS or funders will consider my organization as faith based.

If I am registered with the Secretary of State as a non-profit, I am not required to apply for my 501(c)(3) status as a tax exempt organization.

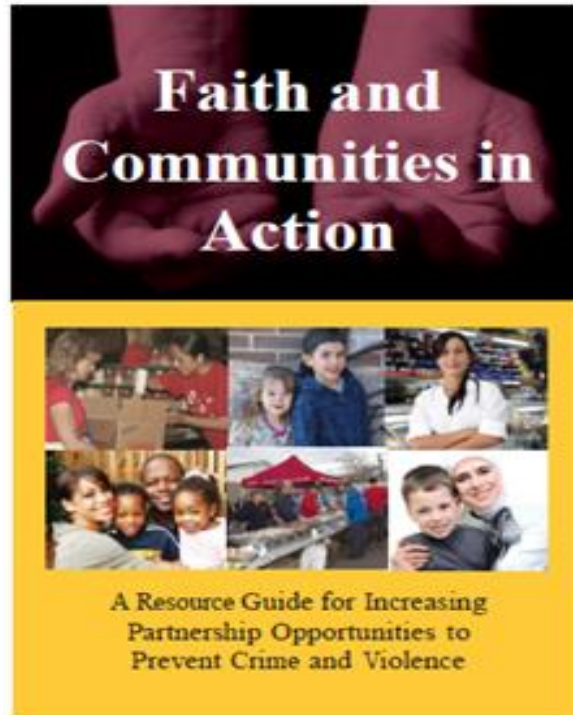


Summary

Create reasonable timelines to complete the following tasks:

- Programmatic design
- The decision to incorporate
- Board recruitment
- Staffing needs and a recruitment strategy
- Volunteer engagement
- Funding streams
- Partnerships
- Training opportunities
- Training needs (which certifications are needed)

Q & A



- Available for download at:
<http://www.ojp.usdoj.gov/fbnp/pdfs/communityaction.pdf>
- Or, in print at: www.ncjrs.gov

Next Webinar in the Series

- *Making Dollars and Sense*

March 19, 2014

2:00-3:00 pm EST

For more information, please

visit http://mecptraining.org/learning_center/.