

**Women In Development of Greater Boston
Institute for Non-Profits Application**

PROGRAM DESCRIPTION AND SUBMISSION REQUIREMENTS

Women in Development of Greater Boston offers a series of seminars with speakers who are development professionals and members of Women in Development. This program is under the direction of the Institute for Non-Profits Committee and is available to area non-profits. All seminar speakers and committee members donate their time and services for the Institute for Non-Profits program. Requirement for eligibility includes:

1. approved or pending 501(c) status;
2. a Development team with 3 or fewer FTEs;
3. operating board of directors;
4. an authorized agency representative with responsibility for fundraising activities to be dedicated to attending the WID Institute for Non-Profits seminars in ensuring the success of the project;
5. the agency representative will agree to attend the scheduled seminars and may bring a staff or board member with them to each seminar as appropriate. Additionally, each nonprofit will work with a member of the Institute for Non-Profits Committee, who will serve as that non-profit's consultant for the duration of the Institute for Non-Profits program. Institute for Non-Profits Committee members will have one (1) initial meeting with their non-profit contact, a total of four (4) meetings during the time period of the program, and one (1) follow-up meeting following the final seminar. The final meeting must be held by June 30, 2010.

Nonprofits meeting the above criteria should submit three complete copies of the application and supporting materials by **Friday, January 29, 2010** to **Women In Development of Greater Boston, c/o Institute for Non-Profits Committee, 5 Wilson Ave, Belmont, MA 02478.**

Date: _____

Agency Name: _____

Contact Person: _____ Position: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

BACKGROUND

1. What is the organization's mission? _____

2. Briefly summarize the organization's history, goals and key achievements. _____

3. Please briefly describe the organization's programs and services. _____

4. Annual Operating Budget: \$ _____

5. Staff:

a. Number of staff: *Full-time* _____ *Part-time* _____

b. Number of fundraising staff: *Full-time* _____ *Part-time* _____

c. Number of fundraising volunteers: _____

6. Board:

a. Board size stated in by-laws: _____ b. Current size: _____

c. How often does the board meet? _____

Please list board committees. _____

FUNDRAISING

1. Please describe the methods of fundraising currently utilized and rate them as to their importance to your organization (i.e., type and number of special events; type and number of direct mail appeals; grant proposals to private and public foundations and/or government organizations). Additionally, please describe in detail your organization's most successful method of fundraising to date. Please attach additional pages if necessary.

2. Please assess your fundraising needs. What are the major areas in which you hope to enhance your fundraising results? Is your organization overly reliant on one form of fundraising and, if so, how would you like to change this?

3. Please describe the make-up of the donor base. Who contributes to your organization? What are your donors' most common reasons for contributing to your organization?

4. Describe any fundraising challenges that your organization currently faces. _____

5. How does your organization keep track of donor information (i.e., does your organization have a database specifically designed for fundraising purposes, or do you use Excel, Access, or a similar program)? Please assess your current database needs.

6. How did the organization hear about WID and the Institute for Non-Profits? _____

7. In what ways do you envision your organization benefiting from participation in WID's Institute for Non-Profits? Specifically, what do you hope to learn from attending these seminars?

8. Please feel free to add pertinent information that has not been covered in the application.

SEMINARS

If your non-profit is accepted into WID's Institute for Non-Profits 2009-2010 program, you will be expected to participate in a series of four seminars (scheduled for February, March, April, and May) covering different fundraising topics. In order for the Institute for Non-Profits program to best meet your needs and in order for our speakers to tailor their discussions to your needs, please answer the following questions that directly pertain to the seminars offered by the Institute for Non-Profits program. Please attach additional pages as needed.

1. Given the climate of fundraising today in an economic downturn, what are the greatest concerns for your organization?

2. Given these concerns, what do you hope the seminars will provide to be most helpful to you?

3. What kind of special events does your organization conduct each year? How much net income do these events provide for your organization? What kind of information do you gather from these events (i.e., new donors, follow-up information, etc.)?

4. How many grant proposals does your organization submit in a year? Are you applying for public foundation grants, private foundation grants, government grants, or a combination of two or more of these? What percentage of the grants for which you apply are funded? Are they primarily one-time-only grants or multi-year grants? How do you track your grant processes?

5. What is considered a major gift for your organization? How are your major gifts secured? Are your board members required to make annual major gifts to your organization? Describe a typical major gift solicitation from start to finish.

6. Describe your organization's annual fund. How many direct mail appeals do you send in a year? Do you send them in-house or do you use a mail house? Describe the typical results of an annual appeal and how you track those results from year to year.

CHECKLIST OF SUPPORTING MATERIALS

All of the following attachments must accompany the nonprofit application. If the organization is unable to provide any of the supporting materials, please provide an explanation for the missing documentation.

- _____ Organizational budget for past three (3) fiscal years
- _____ Year-to-date financial statement for current fiscal year
- _____ Organization brochure (any printed material that would help us in learning more about the nonprofit organization)
- _____ Annual report (if available)
- _____ Current board list with relevant background and affiliation
- _____ Organizational chart, including Development job titles with brief descriptions of the responsibilities of each member of the fundraising staff
- _____ Proof of approved or pending 501(c) status
- _____ A copy of your organization's most recent direct mail appeal, foundation proposal, and special event invitation
- _____ \$160 processing fee/annual WID membership fee (check made out to WID; please note that if your organization is not accepted into the Institute for Non-Profits program, your check will be returned)

CERTIFICATION

By signing this application, the non-profit representative attests that the application has been duly authorized by the governing board and that the non-profit representative commits to the Institute for Non-Profits seminar series/project.

Name _____ Signature _____

Title _____ Date _____