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**2020 Capacity Building Workshop Series**

**Application**

**Workshop Series Description**

The CFGNB 2020 workshop series will build the capacity of Executive Directors and Board members in greater depth than more general capacity building workshops offered in prior years. We believe it is now the appropriate time to help organizations delve more deeply into the role of the board, understanding how they can strengthen that role, be strategic and embrace their roles as fundraisers. This workshop series will provide a deeper dive into board work and target key areas in board development so that board members can govern with greater confidence and serve their nonprofits well.

**Workshop Series Topics/Dates and Times**

Danosky & Associates will offer Three (3) in-depth sessions for Executive Directors and 2-3 Board members per session. We request that the Chairman attend a minimum of two workshops, if possible. If an organization wishes to bring more board members, we will try to extend the maximum number of people to accommodate that. (The same board members do not have to attend each session.) Because the series as a whole is more impactful in building organizational capacity than participation in individual workshops, preference will be given to organizations that commit to participating in the entire series of all 3 workshops. We will take sessions and make them available to share with your entire board to enhance organizational impact.

Each workshop will be 4.5 hours in length and take place at Stanley Black and Decker from 4:00 to 8:30 PM. Each workshop will include a working dinner. Attached is a full description of each workshop:

1. Assessing your Board - (February 19, 2020/ snow date: Feb. 25)
2. Strategy Focused/High Impact Board - (March 18, 2020/snow date: March 19)
3. The Board’s Role in Fundraising - (April 8, 2020)

**Workshop Capacity, Eligibility and Selection**

Local non-profit organizations based in or significantly serving Berlin, New Britain, Plainville and Southington are eligible to apply. Each workshop can accommodate 15 non-profits, consisting of the Executive Director and 2-3 Board members per organization. Due to limited space, organizations will be selected to participate through a competitive application process. This series is not designed for municipal or quasi-governmental organizations. Priority will be given to staffed organizations however, volunteer-run organizations will be considered as long as an active, working governing board of directors is in place.

Organizations that attend all 3 workshops will be eligible to apply for a grant award of up to $2,000 at the end of the training session. The grant will support implementation of some aspect of what you learned from the sessions that will strengthen your organization. The award is not guaranteed but will be based on our review of your application.

**Additional Requirements**

* Unless there is an unforeseen emergency, attendance at your selected workshops is required.
* 2-3 board members must attend each session
* Participants agree to bring the information gained back to the entire board and report back to us on how that was done.
* It is expected that all staff and board members attend the workshops in their entirety unless there is a pre-arranged agreement with CFGNB to leave early
* Staff and board complete workshop surveys sent by the CFGNB
* If an organization does not participate in a workshop it agreed to attend, eligibility for a mini-grant may be for forfeited.

**2020 Capacity Building**

 **Training Application**

**Organization:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Year Established:** \_\_\_\_\_\_\_

**Executive Director:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Size of annual operating budget:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Board Chairperson name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If your organization is not based in our service area, what percentage are those you serve are from Berlin, New Britain, Plainville and Southington? \_\_\_\_\_**

**Do you have authorization from your Board to participate in this program? Y / N**

**Total number of paid staff:** \_\_\_\_\_\_ **Total number of volunteers:** \_\_\_\_\_\_

1. **Indicate the session(s) for which you are applying. (Preference will be given to organizations that sign up for all 3 workshops.)**

\_\_\_\_\_ Assessing your Board - (February 19, 2020/ snow date: February 25)

\_\_\_\_\_ Strategy-Focused/High Impact Boards - (March 18, 2020/snow date: March 19)

\_\_\_\_\_ The Board’s Role in Fundraising (April 8, 2020)

1. **Please list below who from your board will attend each session (you can bring up to 3. If you wish to bring more than 3 board members, we will try to extend the maximum number of people to accommodate that.) Please indicate who on your list fills the role of chairperson.**
2. **Please describe your board’s readiness to participate in these workshops and integrate what you learn within the organization.**

**Executive Director Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Chair Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*By signing, we commit to:*

* *Attend all workshops I sign up for in their entirety (unless there is an unforeseen emergency or there is a pre-arranged agreement with CFGNB to leave early)*
* *Have 2-3 board member attend each session (unless it is not required)*
* *Agree to bring the information back to the entire board and report back to us on how that was done.*
* *Complete surveys sent to me by the CFGNB*

*I further understand that if I participate in all three workshops, I will be eligible to apply for a grant of up to $2,000 to implement something to increase organizational capacity that is learned from the workshops. If I do not participate in a workshop I signed up for, I understand that I may forfeit my eligibility for a mini-grant.*

**ED Printed Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Chair Printed Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email this application to Joeline Wruck: jwruck@cfgnb.org or mail to:**

The Community Foundation of Greater New Britain

Attn: Joeline Wruck

74A Vine Street

New Britain, CT 06052

***APPLICATION DEADLINE IS FRIDAY, JANUARY 24, 2020***

**2020 Capacity Building Workshop Descriptions**

The CFGNB 2020 workshop series will to build the capacity of Executive Directors and Board members in greater depth than more general capacity building workshops offered in prior years. We believe it is now the appropriate time to help organizations delve more deeply into the role of the board, understanding how they can strengthen that role, be strategic and embrace their roles as fundraisers. This workshop series will provide a deeper dive into board work and target key areas in board development so that board members can govern with greater confidence and serve their nonprofits well.

**Workshop Descriptions**

All workshops will take place from 4-8:30 P.M at Stanley Black and Decker. Each workshop will include a working dinner. Participation is required by the Executive Director and a minimum of 2 board members; up to 3 board members can attend. Sessions will be taped and made available to share with your entire board to increase organizational impact.

**WORKSHOP DESCRIPTIONS**

1. **Assessing Your Board**

The first workshop will review board roles and responsibilities through the lens of their own organization. Each group will evaluate how they believe they are doing and compare with each other. This will begin a discussion of how to improve their board services. We will delve into a number of subjects, all while the group is evaluating and comparing their own experience. They will also be asked to problem-solve how to improve what they are doing, while being provided with examples and cases of board which are working well – or not. The topics that will be covered are:

* How is your board doing meeting its basic responsibilities–
* What is your board’s composition and is it right for your board – right now?
* How is your board structured, what are your committees, are they working?
* Board work – how do you get it done; how are meetings run and how is the board moving forward?

*Case studies and group exercises will provide opportunities for board members to share experience*

1. **Strategy-Focused/High Impact Boards**

The second workshop will help board members understand the types of items, issues and concerns they should be addressing. Vision, mission and strategy are fundamental to an organization’s success – yet they are the three most overlooked and least discussed areas during a board meeting. This workshop will lead the discussion in how a board can drive success and achieve significant impact, where members will explore:

* Organizational lifecycles; the lifecycle of a board and where they are in the process
* The role diversity plays in creating a strong board and how to build and sustain a diverse board
* Creating a culture of inquiry on the board where new ideas and perspectives are discussed
* Generating strategic discussions and the importance of a strategic plan
* How to use an organization’s mission as a touchpoint for board discussions and decisions
* Evaluating the organization’s impact

*Board members will be challenged to look at their board service and to generate new ideas for engaging in more generative discussions at their next board meeting*

1. **The Board’s Role in Fundraising**

*If the organization has a Development Director, they may be invited to this session.*

For too long we have been recruiting Board members with the expectation of “Give and Get.” Not only is this discouraging to the new Board member; it does not represent the best use of their time and talent. With the average non-profit losing nearly 57% of their donors annually, it’s time to stop asking Board members to ask for money and teach them to build relationships with people who can sustain the organization for the long-term. This workshop will examine:

* Setting appropriate expectations as it relates to fundraising: what works; what doesn’t
* Understanding the fundraising plan and the Board’s role in making the plan work
* Recruiting a ‘fundraising’ board
* The role of board members as ambassadors to the organization
* Communicating the organization’s vision and purpose
* How to measure fundraising effectiveness