

THE CITY OF HAMMOND
STRENGTHENING COMMUNITIES FUND 2009
Capacity –Building Program

**Building, Strengthening & Growing our Nonprofit
Agencies**

Aegis Systems

321 Buckthorn Circle, Covington, La 70433

Ph: 888 404 4146 / 504 957 4880

cohscf@aol.com



The SCF Program

Funding has been provided under the SCF State, Local & Tribal Government Capacity Building program of US Department of Health & Human Services (DHHS).

Overview of the Program

SCF is:

- A federal initiative
- A capacity building process
- Utilizing the concepts of a learning process:
 - Training
 - Coaching
 - Modeling
 - Collaboration

[This training & technical assistance program is offered at no cost to interested grassroots, faith & community-based organizations.](#)

Purpose

- ❖ To increase participating agencies' ability to serve & meet social & community needs
- ❖ To build, strengthen & grow the capacity of our grassroots faith & community-based social organizations in & around the City of Hammond

Capacity Building

A term that is broadly used to describe any action or activity that increases organizational effectiveness, enhances an organization’s ability to provide services, & promotes sustainability.

THIS PROGRAM WILL NOT PROVIDE DIRECT CLIENT SERVICES

We will provide technical assistance to the participating agencies.

This will not include any direct service provision to your clients, i.e. our services will focus on building your agency's capacity by teaching/coaching the required skill sets that you are able to accomplish your mission.

CAPACITY BUILDING vs. DIRECT SERVICES

| CAPACITY BUILDING - <i>inclusive</i> | DIRECT SERVICES - <i>exclusive</i> |
|--|---|
| Skill sets & guidance in researching & developing new programs & services | Implementing a program, program activities, or program curriculum that provides services to clients |
| Developing skills to create/design a program or program curriculum | Purchasing food for service programs |
| Guidance in, & tools to evaluate current needs | Paying management costs for existing programs |
| Skills & knowledge to implement systems to keep records on client needs, referrals, service recipient satisfaction, or service recipient outcomes | Holding seminars or events for clients |
| Rendering one-on-one coaching to develop specific skills | Paying staff to work directly with clients |
| | Costs of organized fundraising, including financial campaigns, endowment drives, solicitations of gifts, & similar expenses incurred solely to raise capital or obtain contributions |
| | Augmenting or supplanting direct services |

| | |
|--|---|
| | Construction costs , purchase of real estate |
|--|---|

The implementation of activities critical to long term viability:

- Increases organization’s sustainability & effectiveness
- Enhances organization’s ability to provide social services
- Creates collaborations to serve those most in need

Program Selection Criteria – Participant Eligibility & Restrictions

| |
|---|
| 1. The SCF State, Local & Tribal Government Capacity Building Program does not fund direct social provision, i.e., cannot provide direct client services & the cost of the augmenting or supplanting of direct services is unallowable |
| 2. Participating agencies must have at least one secular social service program that is intended to benefit from the SCF program services |
| 3. Participating agencies will be faith-based &/or secular agencies providing social services to the community |
| 4. Participating agencies must be Louisiana-based organization serving City of Hammond citizens |
| 5. Participating agencies must be registered with the La Secretary of State as a nonprofit corporation |
| 6. This program will not support inherently religious activities, such as religious instruction, worship or proselytizing |
| 7. The selection process for participation will not favor either secular or faith-based organizations, or intent is to include a diverse range of participants |
| 8. In the case of faith-based organizations, participation by individuals receiving services in religious activities/components of their programs, must be voluntary |
| 9. Participating faith-based organizations must take steps to separate, in time & location, their inherently religious activities from the SCF program & services |
| 10. All participating agencies must be represented at workshops by the Chief Executive, Executive Director &/or Chairperson – 2 seats per agency |
| 11. All participating agencies must be willing to make the time commitment to organizational growth & excellence |

Program Priority Areas of Service

- ✧ Workforce Development
- ✧ Homeless
- ✧ At-risk youth
- ✧ Welfare to work
- ✧ Substance Abuse
- ✧ Provision of support services to the under-served & un-served members of the community
- ✧ Elders in need
- ✧ Ex-offenders reentry & children with incarcerated family members
- ✧ Health-related services
- ✧ Mental Health
- ✧ & other pertinent social services to address the unmet needs of our community

Program Overview

To build, strengthen & grow participating agencies' capacity in 5 primary areas by leveraging resources & partnerships:

- i. Leadership Development
- ii. Organizational Development
- iii. Program Development
- iv. Community Engagement
- v. Revenue Development Strategies -fund development

5 PRIMARY AREAS OF CAPACITY BUILDING

1. Leadership Development

Board of Directors:

- Composition & Functions – skills development
- Role & Responsibilities
- Board selection & composition criteria
- Fiduciary Stewardship
- Bylaws
- Board policies & procedures
- Board & Staff Relationship/Distinctions
- Management / leadership training

2. Organizational Development

- Clarifying mission, vision, values – strategic planning skills
- Resources inventory
- Fiscal Accountability
- Policies & Procedures
- Strategic planning
- Creation of job descriptions
- Executive succession planning
- Staff performance review processes
- Monitoring & evaluating organizational development

3. Program Development

- ❖ Community Needs Assessment to ensure services match community needs
- ❖ Program logic model development - theory of change
- ❖ Program Planning & Implementation
- ❖ Monitoring & Evaluating program outcomes

4. Community Engagement

- Community Asset Mapping
- Community Outreach
- Establishing Collaborative Relationships
- Developing a brand identity
- Marketing Collateral & planning
- Making Presentations in the Community
- Public Participation Efforts

5. Revenue Development Strategies

- ➔ Learn strategic diversified fund development
- ➔ Grant writing
- ➔ Donor Development Strategies
- ➔ Prospect Research

& more...

Upon Program Acceptance

Initial activities include:

- **Preliminary meeting of interested nonprofit agencies**
- **Individual Agency Baseline Assessments (PPA)**
- **Development of Individualized Work Plans (IWP)**
- **Workshops – training**

Followed by:

- **Coaching/mentoring/modeling**

Our Commitment

- *To provide training in the 5 primary areas of capacity development*
- *To provide 20 hours of 1:1 coaching for each participating agency*
- *To provide additional 20 hours of 1:1 coaching/modeling for each participating agency to reinforce training concepts as indicated by specific needs of application for individual agencies*

Participating Agency Commitment

- *To participate in all training sessions & meetings - 2 seats per agency*
- *Ideally, the board chair & CE should attend to ensure maximum effectiveness of the training modules*
- *To complete the baseline assessment & post-term assessments as needed*
- *To complete training/coaching assignments*

- *To participate in coaching & modeling*
- *To submit all surveys/reports/materials as required in a timely & professional manner*
- *If departing from the program, to complete an exit survey*

MANDATORY REQUIREMENTS

The SCF Program seeks to build the capacity of participating agencies utilizing multi-dimensional methods.

Participants selected for the SCF Program will be provided with training, coaching & modeling efforts.

Each of these elements is essential to receive maximum benefit & impact for your organization.

Attendance, therefore, at monthly workshops & participation in individual coaching are all mandatory. Majority of these activities will occur during normal business hours unless mutually determined & communicated well in advance

CE/ED must attend workshop training sessions

Board chair must attend governance training sessions

Participating agencies must complete the baseline PPA & IWP

In addition to the first baseline assessment, there will also be 3 more assessments through the life of the program to monitor each individual agency's progress according to its benchmarked milestones indicated in the IWP.

These 4 assessments will collectively provide the basis for outcomes tracking & evaluation for the overall program as well as your progress.

NEXT STEPS

Communicate your interest to participate by reviewing the application form & duly filling it out. The Application Form along with a copy of the SCF Program Announcement & further details will be available on the City of Hammond website:

Once completed, please email to: cohscf@aol.com as per the link provided on the website.
Or submit to:

SCF Applications
321 Buckthorn Circle
Covington, La 70433

Should you have any questions, contact:

Robert Mayfield at: 404 839 2196 or

Kera Moseley at: 985 515 6263 or

Zee Miller: 504 957 4880

NOTE: this program can only service 30 agencies,

therefore once the first 30 qualify, no more will be accepted!

THE INITIAL PROCESS

| ACTIVITY | DUE DATE |
|--|--------------------------------------|
| Applications completed & submitted for selection | January 31, 2010 |
| Selection of 30 nonprofit agencies for SCF Program | February 5, 2010 |
| Pre-program Assessments (PPAs) & compilation of individual work plans (IWPs) | February 6, 2010 - March 15, 2010 |
| Workshop 1 | March 23, 2010 |

