



Nonprofit Preservation Strengthening Partners Grants 2009

Grant Guidelines

As part of the Nonprofit Preservation Initiative, Community First Foundation has committed \$300,000 for a select group of nonprofit organizations to obtain consulting services that focus on executive leadership development.

ELIGIBILITY

Strengthening Partners Grants 2009 are open to all 501(c)(3) organizations that have established a fund at Community First Foundation by noon on Wednesday, December 31, 2008.

In order to participate in the program, 501(c)(3) organizations that have an established fund at Community First Foundation must have complied with all previous grant requirements from the Foundation prior to noon on Wednesday, December 31, 2008.

The executive director/CEO/president of the organization must be the primary recipient of the consultant's time.

PURPOSE

Strengthening Partners Grants 2009 are to provide consultant services for executive leadership development that will strengthen core organizational systems.

The Foundation is specifically interested in supporting the development of "Level 5" leadership skills. "Level 5" Leadership is a term coined by author Jim Collins in his best-selling business book called *Good to Great*, and expanded upon in *Good to Great and the Social Sectors*. Collins claims that long-lasting, successful organizations are led by people whose ambition is "first and foremost for the institution, not themselves." In this way, Strengthening Partners Grants 2009 are to provide consultant services for executive leadership development that will strengthen core organizational systems.

Following is a list of consultant services which may be helpful in strengthening an organization by focusing on executive leadership development:

- Customized executive training designed to improve the organization
- Developing an executive succession plan
- Creating an action plan to build "Level 5" leadership skills with the executive



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- Developing skills related to the implementation and execution of executive tasks such as policy development or strategic planning*
- Leadership/360° assessment*

DESIRED OUTPUTS

- Enhanced executive leadership performance that contributes to the organization
- An executive succession plan
- An action plan to build “Level 5” leadership skills
- Improved skills with the implementation and execution of executive tasks such as policy building or strategic planning
- A leadership assessment including a review of the results with the executive

RESTRICTIONS

Strengthening Partners Grants 2009 may only be used for paying the consulting fees for the executive leadership development.

Strengthening Partners Grants 2009 may not be used for:

- Training non-executive staff
- Paying for a new or existing executive staff position or their time
- Paying for a new or existing FTE or PTE position or their time
- Any expenses other than fees for consulting services for executive leadership development

GRANT AMOUNTS

A total of \$300,000 has been designated to fund this initiative. Due to the number of partner organizations eligible to participate, the Foundation will fund up to \$5,000 per organization for consulting services on executive leadership development. If you desire services in excess of \$5,000, you must explain how you plan to fund the additional expenses.

DEADLINE

All applications for a Strengthening Partners Grants 2009 must be received at Community First Foundation by 3:00 pm Monday, March 2, 2009.

NOTIFICATION

Strengthening Partners Grants 2009 will be awarded by Wednesday, April 1, 2009.

All applicants will be notified whether their grant request was approved or declined.

APPLICATION PROCESS

To support executive leadership development in the spirit of the “Level 5” Leadership concept, the Foundation has identified several consultants skilled in this area. To apply for this unique

* Although other people at the organizations may be involved with these particular services, the executive directors/CEOs/presidents of the organizations must be the primary recipient of the consultant’s time.

granting opportunity, please follow this process. You may use the attached application process checklist to help make sure you are not overlooking any steps:

1. Read through this entire document
2. Select consultants from the attached list (consultants were requested to not contact you, so you will need to contact the consultants you are interested in)
3. Interview the consultants you selected to determine which would be the best fit for the services you require
4. Obtain a service proposal that includes the estimated cost and service(s) to be provided from each consultant you interview
5. Choose one consultant to work with
6. Prepare a grant request based on the guidelines outlined in this document
7. Submit your grant request and supporting documents as an attachment to Sharon Morneau, grants administrator, at smorneau@CommunityFirstFoundation.org. (This must be received at Community First Foundation by 3:00 pm Monday, March 2, 2009).

GRANT REQUEST

- Please prepare your grant request by providing only the information detailed below, and in the same numerical sequence.
- Please **restate each question and the number** below on your grant request before providing a response.
- Your grant request should be one page, single spaced and not less than 12 point font
- Do not include a cover letter
- Note that any attachments such as annual reports, newsletter, brochures, etc. will be removed from the application and will not be considered in the grant request assessment process.
- Submit your grant request and supporting documents for questions 8 and 9 as an attachment to Sharon Morneau, grants administrator, at smorneau@CommunityFirstFoundation.org. (This must be received at Community First Foundation by 3:00 pm Monday, March 2, 2009).

1. Organization name
2. Organization contact information
 - a. Contact person
 - b. Address
 - c. City, State Zip
 - d. Email
 - e. Phone
3. Amount of grant request
4. Mission statement for your organization
5. Describe the need or issue to be addressed
6. Describe the type of consulting services you wish to contract, and explain how it will address the need or issue described in question 5. (Remember, the executive



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director/CEO/president of the organization must be the primary recipient of the consultant's time).

7. Describe how the anticipated outputs of receiving consultant services for executive leadership development will strengthen core organizational systems.
8. Include an attachment of a timetable for implementation and use of funds. (If you desire services in excess of \$5,000, you must explain how you plan to fund the additional expenses).
9. Include an attachment of a copy of the consulting service proposal or invoice
10. Include the name and signature of the organization's executive director/CEO/president, and the date the application is completed at the bottom of the grant request.

Grant requests will be assessed on the basis of need, the clarity of your responses, and how the anticipated outputs of receiving consultant services for executive leadership development will strengthen core organizational systems.

QUESTIONS

If you have questions regarding the Strengthening Partners Grants 2009 grant request, please contact Sharon Morneau, grants administrator, direct at 720.898.5919.