

# NONPROFIT CAPACITY BUILDING REQUEST FOR PROPOSALS

Organizations that attend one or more workshops are eligible to submit a Nonprofit Capacity Building request for proposal (RFP) that addresses a particular issue within one of the four key organizational development areas. **CMF will award grants of up to \$10,000 to 25 organizations.**

For further details on the Leadership Institute and its associated RFP process, please visit:  
[cmfdn.org/capacity-building/leadership-institute](http://cmfdn.org/capacity-building/leadership-institute)

CAPACITY  
BUILDING:  
Whatever is needed  
to bring a nonprofit to  
the next level

— National Council of Nonprofits

# GRANTMAKERS CHANGEMAKERS

## BUILDING THE HEALTHIEST REGION IN THE COUNTRY — TOGETHER

Community Memorial Foundation is dedicated to measurably improving the health of those who live and work in the western suburbs of Chicago. Since 1995, the Foundation has invested more than \$68 million dollars into the community through our responsive grantmaking program. Together with our grantee partners, we continue to be agents of change through our capacity building initiatives and community-led Regional Health and Human Services Agenda.



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# STRENGTHENING ORGANIZATIONS

## MAXIMIZING MISSION

LEADERSHIP  
INSTITUTE  
&  
NONPROFIT  
CAPACITY  
BUILDING  
REQUEST FOR  
PROPOSALS



# LEADERSHIP INSTITUTE

Community Memorial Foundation's 2017 Leadership Institute will take the Foundation's capacity building program to the next level. As in years past, the Foundation will offer workshops in key areas of organizational development; but this year, the Foundation will provide grantee organizations more opportunities for self-assessment and a unique opportunity to strengthen their organizational effectiveness.

The workshops offer training for board members and executive directors in **four key organizational development areas:**



FISCAL  
MANAGEMENT



GOVERNANCE



LEADERSHIP  
DEVELOPMENT



FUND  
DEVELOPMENT

## REGISTRATION INFORMATION

To register for the workshops, please contact **Gale Christoff** at [gchristoff@cmfdn.org](mailto:gchristoff@cmfdn.org) or **630.654.4729**

- There is no fee to attend the workshops.
- Attendees are limited to three individuals per organization; one must be a board member.



## LEADERSHIP DEVELOPMENT

### LEADERSHIP DEVELOPMENT WORKSHOP

#### Leading Effectively

Facilitated by Lynn Fick-Cooper | Center for Creative Leadership  
May 3 | 4:30–7:30 PM | La Grange Country Club | 620 S. Brainard, La Grange

Workshop participants will gain a better understanding of how to apply leadership techniques and framework to their organization. Senior leaders can work individually on challenges related to their organization or in small teams if they attend with board members.



## FUND DEVELOPMENT

### FUND DEVELOPMENT WORKSHOP

#### Keeping Your Donors — Building Profitable Relationships That Last

Facilitated by Nancy Peterman | Alexander Haas  
May 10 | 4:30–7:30 PM | Chicago Marriott Southwest at Burr Ridge  
1200 Burr Ridge Parkway, Burr Ridge

Successful organizations develop loyal donors by operating a donor-centered organization with a comprehensive relationship-building program. This program must include two key elements: donor-centered communications and extraordinary donor experiences. Participants in this workshop will learn:

- Why relationships are more important than ever before
- How to create a donor-centric organization
- How to design and implement a relationship-building plan



## GOVERNANCE

### GOVERNANCE WORKSHOP

#### Practices of High-Performing Boards: What the Best Boards Do Well

Facilitated by Susan Meier | Board Source  
May 10 | 4:30–7:30 PM | Chicago Marriott Southwest at Burr Ridge  
1200 Burr Ridge Parkway, Burr Ridge

This workshop is appropriate for boards that understand governance basics and want to accelerate their performance for mission impact. Attendees will:

- Discover tools and practices of exceptional boards and learn how to incorporate them
- Demonstrate a working knowledge of key governance principles
- Cultivate shared understanding and appreciation that fosters mutual accountability and engagement

CONCURRENT SESSIONS



## FISCAL MANAGEMENT

### FISCAL MANAGEMENT WORKSHOP

#### Charting the Course for Long Term Financial Health: Fiduciary Oversight for Board Members

Facilitated by Hilda Polanco | Fiscal Management Associates  
May 17 | 4:30–7:30 PM | La Grange Country Club | 620 S. Brainard, La Grange

This workshop explores how to set annual financial goals and budgets, the importance of multi-year financial forecasting, and how to establish effective mechanisms for monitoring financial performance. With a focus on compliance, protection of assets, and risk management, this workshop will also touch on the following:

- The board's role in financial oversight, regulatory compliance, and ensuring transparency
- The board's role as steward of internal controls
- Management processes and timelines for the audit and finance committees

## RFP INFORMATION

### ELIGIBILITY CRITERIA

Organizations can submit a request for a grant of up to \$10,000 to address Fiscal Management, Governance, Leadership or Fund Development. Organizations must have:

- Received a grant (responsive or challenge) from Community Memorial Foundation in the past five years
- Sent board/executive teams to sessions within the Leadership Institute
- A commitment from staff and board members to be actively engaged in the capacity building program and the project to be funded through the RFP process
- Demonstrate a service impact that reaches people from one or more of CMF's target communities

### SELECTION CRITERIA

Up to 25 organizations will be selected for the program. Organizations will be chosen based on their participation in the capacity building program and their potential for, and commitment to, long-term organizational change.

#### Applicants must exhibit:

- Dedication to improving the health of people who live and work in the 27 communities served by CMF
- Alignment with the Foundation's Regional Health and Human Service Agenda, including an emphasis on collaboration, coordination and integration
- Readiness and ability of staff and volunteer leadership to focus on an in-depth capacity building project

### TIMELINE

- Workshops | May 2017
- RFP process | Fall 2017
- All Projects Completed | Spring 2018

### HOW TO APPLY

An application form will be distributed to eligible organizations by June 15th.

## Q&A

### Can an organization submit more than one proposal?

Organizations are only permitted to submit one proposal and must have attended the workshop for which their proposal addresses. (i.e. If your organization is requesting to fund financial business planning, you must have attended the fiscal management workshop.)

### Can organizations submit a proposal together?

Organizational collaboration is welcomed and encouraged.

### Do I have to attend all four of the Leadership Institute workshops to be considered for the capacity building grant?

While attendance is encouraged, an organization must only attend the workshop which addresses their RFP's identified need.

### How can our organization use the capacity grant funding?

Funding may be used for coaching, training, consulting, etc.

### If awarded an RFP grant, do we have to retain the services of the presenting organization?

Organizations may seek the assistance of the workshop presenters or may choose to retain other consultants. All proposals must include a scope of work, budget, and biography of the selected consultant.