APPLICATION

ORGANIZATION APPLICATION FOR REINHOLD FOUNDATION NONPROFIT LEADERSHIP DEVELOPMENT AND CAPACITY BUILDING TRAINING PROGRAMS IN 2025

Through its Leadership Development and Capacity Building Initiative, the Paul & Klare Reinhold Foundation focuses on strengthening the nonprofit sector by strengthening the leadership and capacity of nonprofit organizations that serve Clay County. Any 501(c)(3) nonprofit organization that provides services to Clay County residents is eligible to apply.

***Please complete sections 1 through 4 on the following pages. The Deadline for applications is Friday, November 15, 2024.***

Section 1: Contact and Organization Information

1. Organization name and mailing address of organization:

2. Employer Identification Number (EIN):

3. Contact person and title:

4. Email address and phone number of contact:

5. How do you impact the residents of Clay County? (In 200 words or less, please tell us your

organization’s “story”—who you are, why you exist, and how you impact the community.)

6. How many full-time paid staff do you have? How many part-time paid staff do you have?

7. How many regular volunteers do you have?

8. Have you read the **attached curriculums and objectives** for the workshops your organization is

requesting to attend?

9. Please provide the names and business titles of your Board of Directors.

Section 2: Financial and 501(c) (3) Charity Information

10. If you have never submitted a copy of your IRS 501(c) (3) Exemption Letter to the Paul & Klare

Reinhold Foundation, please attach a copy with this application.

11. Please attach a copy of your most recent financial statement (statement of income and

expenditures). If your **most recent** financial statement is included on pages 9-11 of your Form

990 tax return **and** it is available for review on guidestar.org, you do not need to attach a copy with

this application.

Section 3: Application Worksheet for 2025 Programs

The Paul & Klare Reinhold Foundation is offering eleven nonprofit training programs in 2025. All workshops are being scheduled as in-person training that will take place at the Holiday Inn on Wells Road in Orange Park. The program curriculums are designed and taught by faculty from the Edyth Bush Institute for Philanthropy & Nonprofit Leadership at Rollins College. The Reinhold Foundation is underwriting all costs of training; thus, there are no tuition expenses for selected participating organizations.

***Your organization may request to participate in more than one training program listed below.***

Section 3 APPLICATION WORKSHEET (Please see attached curriculums and objectives)

Is your organization requesting to attend *Getting to the Core of Nonprofit Management*? (This program is 6 total hours of instruction; selected individuals must be committed to attending the full day of training.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *Getting to the Core of Nonprofit Management*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *Getting to the Core of Nonprofit Management* if selected to attend?

Is your organization requesting to attend *Mastering the Middle: You’re Not the CEO, But…*? (This program is 12 total hours of instruction; selected individuals must be committed to attending both days of training.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *Mastering the Middle: You’re Not the CEO, But…*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *Mastering the Middle: You’re Not the CEO, But…* if selected to attend?

Is your organization requesting to attend *Special Event Success*? (This program is 6 total hours of instruction; selected individuals must be committed to attending the full day of training.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *Special Event Success*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending  *Special Event Success* if selected to attend?

Is your organization requesting to attend *Fundraising for Rookies*? (This program is 6 total hours of instruction; selected individuals must be committed to attending the full day of training.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *Fundraising for Rookies*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *Fundraising for Rookies* if selected to attend?

Is your organization requesting to attend *The Complexity of Poverty and Your Work in the Community*? (This program is 7 total hours of instruction; selected individuals must be committed to attending the full day of training.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *The Complexity of Poverty and Your Work in the Community*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *The Complexity of Poverty and Your Work in the Community* if selected to attend?

Is your organization requesting to attend *Change Management for Nonprofits*? (This program is 6 total hours of instruction; selected individuals must be committed to attending the full day of training.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *Change Management for Nonprofits*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *Change Management for Nonprofits* if selected to attend?

Is your organization requesting to attend *Donor Relations and Stewardship*? (This is a three-hour workshop.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *Donor Relations and Stewardship*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *Donor Relations and Stewardship* if selected to attend?

Is your organization requesting to attend *AI 101: Ethics and Implementation for Nonprofits*? (This is a three-hour workshop.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *AI 101: Ethics and Implementation for Nonprofits*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *AI 101: Ethics and Implementation for Nonprofits* if selected to attend?

**The Board Series workshops will be hosted as two-hour breakfast workshops in the morning.**

Is your organization requesting to attend *Navigating the Board Building Cycle*? (This is a two-hour workshop.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *Navigating the Board Building Cycle*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *Navigating the Board Building Cycle* if selected to attend?

Is your organization requesting to attend *Fired Up for Fundraising (Boards)*? (This is a two-hour workshop.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *Fired Up for Fundraising for Boards*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *Fired Up for Fundraising for Boards* if selected to attend?

Is your organization requesting to attend *Effective Storytelling for Board Members*? (This is a two-hour workshop.)

1. Yes \_\_ or No \_\_
2. If yes, please provide the names of the members (no more than four) your organization is requesting to send to *Effective Storytelling for Board Members*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Name*** | ***Position*** | ***How long at the organization*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. Have the above members read the curriculum for this course? What are your organization’s expectations and what do you hope to learn from attending *Effective Storytelling for Board Members* if selected to attend?

Notice: All listed workshops and dates are tentative. The Foundation will make grant decisions in December. Applying organizations will be notified of the status of their application by December 31st.

**Section 4: Signatures**

|  |  |
| --- | --- |
| By signing you certify that the organization is tax-exempt under section 501 (c) (3) of the Internal Revenue Code, in good standing, and that the information you provided in this application is true to the best of your knowledge and belief. | |
| Signature of person preparing application: | Date: |
| Signature of CEO, President, or Chairman: | Date: |

Please email\* or mail one unstapled copy of the application to:

Amy Parker, Executive Director

The Paul E. & Klare N. Reinhold Foundation, Inc.

1845 Town Center Blvd, Suite 105,

Fleming Island, FL 32003

Phone: 904-269-5857 ext. 404

[aparker@reinhold.net](mailto:aparker@reinhold.net)

\*If you submit your application by email, you will receive an email confirmation receipt within 5 business days. If you do not receive email confirmation, please call Amy to confirm receipt.

**The Deadline for applications is Friday, November 15, 2024.**

***(Note: This is attachment is for your reference. It does not need to be returned with your completed application.)***

**CURRICULUMS AND OBJECTIVES**

**2025 REINHOLD FOUNDATION NONPROFIT LEADERSHIP DEVELOPMENT AND**

**CAPACITY BUILDING TRAINING PROGRAMS**

*Through its Leadership Development and Capacity Building Initiative, the Paul & Klare Reinhold Foundation focuses on strengthening the nonprofit sector by strengthening the leadership and capacity of nonprofit organizations that serve Clay County. Any 501(c)(3) nonprofit organization that provides services to Clay County residents is eligible to apply.*

The Paul & Klare Reinhold Foundation is offering eleven nonprofit training curriculums in 2025 (see details below). All workshops will be held in person at the Holiday Inn on Wells Road in Orange Park. The program curriculums are designed and taught by faculty from the Edyth Bush Institute for Philanthropy & Nonprofit Leadership at Rollins College. The Reinhold Foundation is underwriting all costs of training; thus, there are no tuition expenses for selected participating organizations.

In addition, the Paul & Klare Reinhold Foundation is offering a special incentive to organizations that participate in a training program. Organizations can earn “participation gifts” of $200 per person for completion of *Mastering the Middle: You’re Not the CEO, But…* (2 days); $100 per person for completion of *Getting to the Core of Nonprofit Management* (1 day); $100 per person for completion of *Special Events Success* (1day); $100 per person for completion of *Fundraising for Rookies* (1 day); $100 per person for completion of *Change Management for Nonprofits* (1 day); $100 per person for completion of *The Complexity of Poverty and Your Work in the Community* (1 day); $50 per person for completion of *Donor Relations and Stewardship* (3 hours); $50 per person for completion of *AI 101: Ethics and Implementation for Nonprofits* (3 hours); $50 per person for completion of *Navigating the Board Building Cycle* (2 hours); $50 per person for completion of *Fired Up for Fundraising (Boards)* (2 hours); and $50 per person for completion of *Effective Storytelling for Board Members* (2 hours). Participation gifts are paid to the organization and must be used for one or more of the exempt purposes set forth in Internal Revenue Code Section 501 (c)(3).

Organizations may request to participate in more than one training program.

***\*All workshop dates listed in this application are pending and are subject to change.***

***Special Event Success***

**Date and time: January 8, 2025 , 9:00 a.m. to 4:00 p.m. (1 day of instruction)**

In this workshop, participants will challenge how they think about special events, will learn how to maximize their event’s return on investment, and will discover the importance of evaluating their event. Attendees will gain knowledge on the different types, components, audiences and purposes of special events and will then use that knowledge to identify and develop the specifics of their special event resulting in a blueprint for future implementation. \*Prework including the development/documentation of their own special event may be required

As a result of this workshop participants will:

* Assess if a special event is the best method to reach their goals.
* Recognize the major components and tasks required to develop and implement a special event.
* Gain a deeper understanding on how to decrease event costs and maximize revenue.
* Learn the best practices on how to evaluate a special event’s success.

**Participation Gift eligibility for Special Event Success:** $100 per person (Individuals must complete the full day of training above for their organization to be eligible for the Reinhold Foundation’s $100 gift.)

----------

***AI 101: Ethics and Implementation for Nonprofits***

**Date and time: January 16, 2025, 1:00 p.m. to 4:00 p.m. (3 hours of instruction)**

This session is tailored to equip nonprofit professionals with a beginner level understanding of artificial intelligence. Participants will explore various types of artificial intelligence (AI), reflect on their individual perspectives and emotions surrounding AI, and learn how to ensure ethical use of these technologies. Attendees will also explore actionable approaches for integrating AI into day-to-day operations, enhancing organizational efficiency while upholding ethical standards.

As a result of this workshop participants will:

* Identify different types of AI and the pros/cons in their own day-to-day use.
* Learn how to determine and evaluate their ethics surrounding AI use.
* Discover practical methods for integrating AI into their organization’s daily operations.

**Participation Gift eligibility for AI 101: Ethics and Implementation for Nonprofits:** $50 per person (Individuals must complete the three-hour training above for their organization to be eligible for the Reinhold Foundation’s $50 gift).

----------

***Getting to the Core of Nonprofit Management***

**Date and time: January 23, 2025, 9:00 a.m. to 4:00 p.m. (1 day of instruction)**

In this discussion-oriented workshop, participants will incorporate best practices, lessons learned, case studies and peer learning surrounding the core elements needed to lay the foundation for a thriving nonprofit organization. Attendees will gain a better understanding of the basic pillars necessary for any nonprofit’s survival and the strategic considerations that can help an organization shift from surviving to thriving.

As a result of this workshop participants will:

* Understand the foundational elements required of any nonprofit organization and the added bonuses that can help better position them for greater impact.
* Explore the variety of ebbs and flows associated with a nonprofit’s evolution and the key priorities and threats to keep in mind at each bend in the road.
* Gain knowledge on the variety of ways nonprofits can hold themselves accountable –both internally and externally.
* Identify the real struggle between balancing mission vs. margin and the distinctness of the nonprofit business model in and of itself.

**Participation Gift eligibility for Getting to the Core of Nonprofit Management:** $100 per person (Individuals must complete the full day of training above for their organization to be eligible for the Reinhold Foundation’s $100 gift).

----------

***Change Management for Nonprofits***

**Date and time: January 29, 2025, 9:00 a.m. to 4:00 p.m. (1 day of instruction)**

This dynamic workshop is designed to equip participants with the essential skills needed to navigate and lead through change effectively. Attendees will explore various types of change, recognize common reactions and behaviors, and understand how to foster a resilient culture during transitional periods.

As a result of this workshop participants will:

* Learn about the different types of change, common reactions, and individual behaviors exhibited during change.
* Understand the importance of building a resilient culture when experiencing change within change.
* Be equipped as leaders in navigating change and helping lead others through change.
* Identify the organizational needs during times of change.

**Participation Gift eligibility for Change Management for Nonprofits:** $100 per person (Individuals must complete the full day of training above for their organization to be eligible for the Reinhold Foundation’s $100 gift).

----------

***Donor Relations and Stewardship***

**Date and time: February 5, 2025, 1:00 p.m. to 4:00 p.m. (3 hours of instruction)**

During this donor centric session, participants will enhance their ability to build and sustain meaningful donor relationships. Attendees will delve into donor cultivation and learn to effectively implement the four key pillars of donor relations: acknowledgment, stewardship, recognition, and engagement. This interactive session will provide practical strategies for fostering lasting connections with donors, ensuring they feel valued and connected to attendees’ missions.

As a result of this workshop participants will:

* Explore effective strategies for developing and nurturing donor relationships from initial contact through ongoing engagement.
* Understand the key aspects of donor acknowledgement, stewardship, recognition and engagement
* Gain insights into how to maintain and deepen donor relationships through thoughtful stewardship and communications.
* Develop techniques for engaging donors actively in your mission through tailored interactions and opportunities for involvement.

**Participation Gift eligibility for Donor Relations and Stewardship:** $50 per person (Individuals must complete the three-hour training above for their organization to be eligible for the Reinhold Foundation’s $50 gift).

----------

***Mastering the Middle: You’re Not the CEO, But…***

**Dates and time: February 12 and 19, 2025, 9:00 a.m. to 4:00 p.m. each day (2 days of instruction)**

This two-day highly interactive series will challenge nonprofit middle managers to evaluate and/or re-evaluate how they shape, influence, and inform up, down, and across their organizations. A combination workshop and peer learning group, this series is designed by former nonprofit middle managers for current nonprofit middle managers.

As a result of this workshop participants will:

* Learn how and why a nonprofit manager is uniquely positioned to influence their organizational impact.
* Understand the combination of mindset and skillset that can help nonprofit middle managers succeed.
* Gather approaches to leading up, down, and across while keeping their organization’s goals and mission at the forefront.

**Participation Gift eligibility for Mastering the Middle: You’re Not the CEO, But…:** $200 per person (Individuals must complete both days of training above for their organization to be eligible for the Reinhold Foundation’s $200 gift. No partial gifts for a single day attendance or half day attendance will be provided).

----------

***The Complexity of Poverty and Your Work in the Community***

**Date and time: February 27, 2025, 9:00 a.m. to 4:00 p.m. (1 day of instruction)**

This immersive workshop aims to deepen participants’ understanding of poverty and equip them with the tools needed to address its persistent and unique challenges. During this session, attendees will engage in thought-provoking discussions, interactive activities, and reflective exercises designed to tackle the root causes of poverty.

As a result of this workshop participants will:

* Expand their toolbox to reduce persistent instability caused by poverty.
* Provide new/different insights about knowledge, language, and awareness of poverty.
* Identify blind spots to poverty and those in poverty.
* Understand the unintended consequences of organizational politics and practices.
* Expand their context for poverty in the USA.

**Participation Gift eligibility for The Complexity of Poverty and Your Work in the Community:** $100 per person (Individuals must complete the full day of training above for their organization to be eligible for the Reinhold Foundation’s $100 gift).

----------

***Fundraising for Rookies***

**Date and time: March 3, 2025, 9:00 a.m. to 4:00 p.m. (1 day of instruction)**

This engaging workshop will help lay the groundwork for participants’ fundraising efforts. Attendees will learn the development of best practices including the importance of understanding the donor journey, the role of data, and how to ensure that fundraising is connected back to their mission.

As a result of this workshop participants will:

* Learn about the key elements of a fundraising plan.
* Understand the donor journey and their role as a donor’s strategic guide.
* Identify the role of data as a tool to help inform their efforts, establish priorities and set goals.
* Recognize the importance of establishing the link between organizational mission & impact and the funds they will raise.

**Participation Gift eligibility for Fundraising for Rookies:** $100 per person (Individuals must complete the full day of training above for their organization to be eligible for the Reinhold Foundation’s $100 gift).

----------

**The Board Series workshops will be hosted as two-hour breakfast workshops in the morning.**

***Navigating the Board Building Cycle***

**Date and time: January 16, 2025, 8:15 a.m. to 10:30 a.m. (2 hours of instruction – please arrive at 8:15 a.m. for breakfast and the workshop begins at 8:30 a.m.)**

**Intended audience: board members and executive directors**

In this interactive session, attendees will gain a deeper understanding of the board building cycle, the importance of regularly completing a board composition matrix and the need for ongoing strategic recruitment. Discussion surrounding the key components and goals of new board member recruitment and current board member retention will also be included. \*Board matrix prework may be required.

As a result of this workshop participants will:

* Understand the nine steps to finding, recruiting, and engaging nonprofit board members to increase board capacity and effectiveness.
* Recognize the importance of regularly completing a board composition matrix.
* Gather ideas to strategically recruit board members based on the results of their board composition matrix.
* Find a new or renewed interest in working to build their board.

**Participation Gift eligibility for Navigating the Board Building Cycle:** $50 per person (Individuals must complete the two-hour training for their organization to be eligible for the Reinhold Foundation’s $50 gift.)

----------

***Fired Up for Fundraising (Boards)***

**Date and time: February 5, 2025, 8:15 a.m. to 10:30 a.m. (2 hours of instruction – please arrive at 8:15 a.m. for breakfast and the workshop begins at 8:30 a.m.)**

**Intended audience: board members and executive directors**

Participants will receive knowledge of the tools needed to be successful contributors to fundraising for the organization they serve. Discussion will include a donor’s cycle of involvement, the meaning of the donor pyramid, donor retention and strategies, an activity to identify each attendee’s circle of influence, and an actionable 60-day fundraising plan.

As a result of this workshop participants will:

* Understand a donor’s cycle of involvement.
* Articulate the meaning of the donor pyramid.
* Recognize that all board member involvement is equally important.
* Understand donor retention and stewardship strategies.
* Develop an actionable 60-day fundraising plan

**Participation Gift eligibility for Fired Up for Fundraising (Boards):** $50 per person (Individuals must complete the two-hour training for their organization to be eligible for the Reinhold Foundation’s $50 gift.)

----------

***Effective Storytelling for Board Members***

**Date and time: March 12, 2025, 8:15 a.m. to 10:30 a.m. (2 hours of instruction – please arrive at 8:15 a.m. for breakfast and the workshop begins at 8:30 a.m.)**

**Intended audience: board members and executive directors**

This interactive session will equip attendees with the skills and knowledge they need to effectively tell their unique story. Participants will learn the structure of a great story and will then use those techniques to formulate their own story to share their organization’s purpose with donors, community stakeholders, and participants.

As a result of this workshop participants will:

* Gather tools that they can share with their team to make them better organizational brand ambassadors.
* Understand the techniques for telling a great story and identify how they can find their organization’s unique stories.
* Learn how to read and connect with an audience including how to share the purpose and needs of their organization.
* Gain simple yet effective exercises in order to be a compelling presenter.

**Participation Gift eligibility for Effective Storytelling for Board Members:** $50 per person (Individuals must complete the two-hour training for their organization to be eligible for the Reinhold Foundation’s $50 gift.)

----------

Notice: All above listed workshops and dates are tentative. The Trustees will make final decisions in December based on the status of the completed applications.

Questions should be directed to Amy Parker at 269-5857 ext. 404 or aparker(at)reinhold.net.

**The deadline for applications is Friday, November 15, 2024.**