APPLICATION

ORGANIZATION APPLICATION FOR REINHOLD FOUNDATION NONPROFIT LEADERSHIP DEVELOPMENT AND CAPACITY BUILDING TRAINING PROGRAMS IN 2023

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 Thursday, November 17, 2022.***

Section 1: Contact and Organization Information

1. Organization name and mailing address of organization:

2. Employer Identification Number:

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 2023 Programs

The Paul & Klare Reinhold Foundation is offering six nonprofit training programs in 2023. 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 *Fundamentals of Successful Fundraising*? (This program is 24 total hours of instruction and selected individuals must be committed to attending all 4 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 *Fundamentals of Successful Fundraising*, 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 *Fundamentals of Successful Fundraising* if selected to attend?

Is your organization requesting to attend *Finding Grant Funding*? (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 *Finding Grant Funding*, 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 *Finding Grant Funding* if selected to attend?

Is your organization requesting to attend *A Short Course in Proposal Writing* (Grant Writing)? (This program is 12 total hours of instruction and 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 *A Short Course in Proposal Writing*, 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 *A Short Course in Proposal Writing* if selected to attend?

Is your organization requesting to attend *Special Event Success*? (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 *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 *Driving Impact through Marketing and Technology: 101 (Basic information, especially for organizations with FEWER than 5 employees)?* (This program is 6 total hours of instruction and selected individuals must be committed to attending the full day.)

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 *Driving Impact through Marketing and Technology 101 (geared for organizations with fewer than 5 employees)*, 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 *Driving Impact Through Marketing and Technology 101 (geared for organizations with fewer than 5 employees)* if selected to attend?

Is your organization requesting to attend *Driving Impact through Marketing and Technology: 201 (“201” training, recommended for organizations with more than 5 employees)?* (This program is 6 total hours of instruction and selected individuals must be committed to attending the full day.)

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 *Driving Impact Through Marketing and Technology 201 (geared for organizations with more than 5 employees)*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

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| --- | --- | --- | --- |
|  | ***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 *Driving Impact Through Marketing and Technology 201 (geared for organizations with more than 5 employees),* if selected to attend?

Is your organization requesting to attend *Preparing for Leadership Transition*? (This program is 6 total hours of instruction and 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 *Preparing for Leadership Transition*, each member’s title and role within the organization, and the length of time they have been involved with the organization.

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| --- | --- | --- | --- |
|  | ***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 *Preparing for Leadership Transition* 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 Thursday, November 17, 2022.**

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

**CURRICULUMS AND OBJECTIVES**

**2023 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 six nonprofit training curriculums in 2023 (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 $400 per person for completion of *Fundamentals of Successful Fundraising* (4 days); $200 per person for completion of *A Short Course in Proposal Writing* (2 days); $50 per person for completion of *Finding Grant Funding* (3 hours); $50 per person for completion of *Special Event Success* (3 hours); $100 per person for completion of *Preparing for Leadership Transition* (1 day); and $100 per person for completion of *Driving Impact Through Marketing and Technology* (1 day). 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.

***Fundamentals of Successful Fundraising***

**Dates and time: February 6, 7, 27 & 28, 2023, 9:00 a.m. to 4:00 p.m. each day (4 days of instruction)**

*Intended Audience: Fundraising and development professionals, managers, and aspiring leaders*

Prepare your organization for long-term fundraising success. This workshop provides a comprehensive overview of the fundraising process, including records retention, that will give your organization the resilience to weather economic ups and downs. Designed for those at beginner or intermediate levels of fundraising experience.

As a result of this course, you will:

* Understand the components of an ethical and comprehensive development program.
* Emerge with a comprehensive understanding of fundraising vehicles and methods.
* Recognize and organize a layered approach to fundraising.
* Learn how best to work with volunteers, Boards, and community colleagues.
* Become a more effective development representative within his/her workplace.

**Participation Gift eligibility for Fundamentals of Successful Fundraising:** $400 per person (Individuals must complete all 4 days of training above for their organization to be eligible for the Reinhold Foundation’s $400 gift. No partial gifts for a single day attendance or half day attendance will be provided).

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***Finding Grant Funding***

**Date and time: January 11, 2023, 1:00 p.m. to 4:00 p.m. (3 hours of instruction)**

*Intended Audience: Fundraising and development professionals*

As a primer to *A Short Course in Proposal Writing* (grant writing), this session will introduce you to grant making and how to use sources to identify foundations, corporations, and government funding partners. You will also capture key strategies related query letters, funder networking and grant stewardship.

As a result of this course, you will:

* Become familiar with the steps required for identifying grant opportunities.
* Learn about grant funding directories.
* Capture the cycle of cultivating grant opportunities.

**Participation Gift eligibility for Finding Grant Funding:** $50 per person (Individuals must complete the three-hour training for their organization to be eligible for the Reinhold Foundation’s $50 gift.)

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***A Short Course in Proposal (Grant) Writing***

**Date and time: January 25 and 26, 2023, 9:00 a.m. to 4:00 p.m. each day (2 days of instruction)**

*Intended Audience: Fundraising and development professionals*

Participants will receive a step-by-step approach to the proposal writing process, receiving tools to develop carefully targeted, well written proposals. This workshop is intended to be interactive using group discussion and exercises. Topical focus will include writing the cover letter, executive summary, mission statement, project description, case for support, budget, and budget narrative. Research principles and the importance of networking will also be addressed.

As a result of this course, you will:

* Receive a critical review of the proposal writing process.
* Understand the importance of research and forethought.
* Grasp an organizational and analytical approach to proposal writing.
* Capture the benefits of a time sensitive approach.
* Appreciate the value of team engagement in the process, ensuring sound outcomes.

**Participation Gift eligibility for A Short Course in Proposal Writing:** $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).

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***Special Event Success***

**Date and time: January 11, 2023, 9:00 a.m. to 12:00 p.m. (3 hours of instruction)**

*Intended Audience:* Fundraising and development professionals, board members, and volunteers

Virtual or live events offer an opportunity to: 1) Increase visibility, 2) Engage volunteers, 3) Develop leadership, 4) Open doors for new donors and “friends,” 5) Improve donor relations, and 6) Raise unrestricted operating support. Prepare yourself to establish clear goals for an event while implementing proven strategies.

As a result of this course, you will:

* Understand if a particular special event is the best method to reach your goals.
* Recognize the major tasks required to implement a special event.
* Capture how to execute logistics, while maximizing event revenue.

**Participation Gift eligibility for Special Event Success:** $50 per person (Individuals must complete the three-hour training for their organization to be eligible for the Reinhold Foundation’s $50 gift.)

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***Preparing for Leadership Transition***

**Date and time: March 22, 2023, 9:00 a.m. to 4:00 p.m. (1 day of instruction)**

*Intended Audience:* Senior leaders, board members

Whether a transition occurs due to an unexpected vacancy on the team or due to the anticipated transition of a long-tenured leader, a deliberate and thoughtful plan will help a nonprofit weather the inevitable challenges of leadership transition. Participants will discuss the necessary steps to ensure a smooth leadership change. This training is ideal for current executive directors, board members, and staff involved in the hiring process.

As a result of this course, you will:

* Understand the role of the board and executive director in leadership planning.
* Learn to identify qualities needed to navigate a transition and interim leadership.
* Capture how to create a transition timeline, position description, compensation structure and onboarding process.
* Recognize how to effectively communicate news of a transition to internal and external stakeholders before, during and after the change.

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

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***Driving Impact through Marketing and Technology: 101 (recommended for organizations with fewer than 5 employees)***

**Date and time: March 8, 2023, 9:00 a.m. to 4:00 p.m. (1 day of instruction)**

*Intended Audience:* Staff and volunteers responsible for marketing and technology

As nonprofit organizations consider an appropriate sustainability model, it is important to understand how effective marketing and technology work together to create the greatest amount of mission impact. This course will help ‘smaller staffed nonprofits’ (fewer than 5 employees) who need a basic understanding of marketing and technology principles, use of MS Office and Google docs.

You will leave the day recognizing how to improve your value as a staff professional or volunteer.

As a result of this course, you will:

* Receive a basic understanding of marketing and technology for the nonprofit sector.
* Capture tools, such as MS Office and Google Docs, that can enhance your organizations’ messaging.
* Understand current and future communication trends.

**Participation Gift eligibility for Driving Impact through Marketing and Technology:** $100 per person (Individuals must complete the full day of training for their organization to be eligible for the Reinhold Foundation’s $100 gift.)

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***Driving Impact through Marketing and Technology: 201 (recommended for organizations with more than 5 employees)***

**Date and time: March 9, 2023, 9:00 a.m. to 4:00 p.m. (1 day of instruction)**

*Intended Audience:* Marketing & social media professionals, program managers, volunteers

As nonprofit organizations consider an appropriate sustainability model, it is important to understand how effective marketing and technology work together to create the greatest amount of mission impact. This course will focus on ‘next level’ of training for ‘larger staffed’ nonprofits (more than 5 employees) who desire a more enhanced view of marketing tools and technological systems.

You will leave the day recognizing how to improve your value as a staff professional or volunteer.

As a result of this course, you will:

* Identify how planning, goals and measures can enhance your mission impact.
* Explore a collaborative approach to messaging to enhance awareness.
* Identify metrics to measure the success of your plan.

**Participation Gift eligibility for Driving Impact through Marketing and Technology:** $100 per person (Individuals must complete the full day of training for their organization to be eligible for the Reinhold Foundation’s $100 gift.)

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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 Thursday, November 17, 2022.**