

Before You Ask©

SAMPLE SYLLABUS : The order in which sessions are presented may change.

- Session 1:** **Why am I here? Defining and analyzing mission: What is the core business of the organization?**
Objectives:
To define and refine the purpose for being in business
To acknowledge and protect the public trust
- Session 2** **How do I know what the community needs: Assessing the need**
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To examine different ways to assess community needs
To identify the need and look at how other organizations are addressing that need
- Session 3:** **How will I meet the need?**
Objectives:
To determine the program that will address mission and meet the need
To understand the principles of program development including program model
To utilize strategic/business planning in program development
- Session 4:** **How much will it cost?**
Objectives:
To understand your organization's business model and the need for a business plan
To examine the various types of budgets including a program budget
To develop a budget and a basic understanding of nonprofit financials
- Session 5:** **How can I engage the board and others to help?**
Objectives:
To engage in the power of effective communication
To build the board of directors and community support. To understand the role of executive director
- Session 6:** **How can I determine if I am making a difference?**
Objectives:
To know what you are doing and what difference it made utilizing evaluation
- Session 7:** **Fundraising in good times and bad**
Objective:
To determine first steps in fundraising
To revisit the business model and identify best strategies for acquiring resources
- Session 8:** **Grant Righting**
Objective:
To determine when your circumstances are right for seeking grant funding
To determine what is the right way to write a grant proposal. To critique your proposal for the "right stuff." To review what not to do in proposal writing
- Session 9:** **Ethical Dilemmas**
Objectives:
To discuss ethical dilemmas
To build a framework for resolving right vs right
- Session 10:** **Collaboration and Community Resources**
Objectives:
To identify community resources
To understand the methods for and power of collaboration in an uncertain economy
To examine options for potential collaborative projects
- Session 11:** **Developing a plan for next steps**
Objective:
To identify and present to the class your next steps in improving capacity
- Session 12:** **Ask and you will be answered**
Ask any question you ever wanted to ask a funder! You will get an answer.

Responsibilities of the Participants

Arrive on time and stay until the end with cell phones and other communication devices off. Attend all sessions – If for some reason you cannot attend, make certain that the person who attends in your place has been informed of the content of all preceding sessions. Complete the work in the session. Contact the instructor for coaching and meet as mutually agreed. Participate in any evaluation components to the program. Share what you have learned with the Assisi Foundation as directed.

Please note: Participation in this program does not guarantee funding from The Assisi Foundation of Memphis.

Organizations may schedule time to receive an hour of individual coaching from the consultant.