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Bayview Nonprofit Capacity Building Project

The Bayview Nonprofit Capacity Building Project will provide coaching, technical assistance and/or training to strengthen the operational and fiscal systems of nonprofits located in the Bayview neighborhood. Guided by a multi-departmental Steering Committee, the project will focus on nonprofit organizations that receive funding from the City and County of San Francisco. In partnership with CompassPoint, we will provide support on such critical topics as: 1) *Financial Management and Reporting*; 2) *Agencywide Budgeting*; 3) *Fiscal Policies and Procedures*; 4) *Cost Allocation Procedures*; 5) *Financial Statements*; 6) *Tracking and Properly Recording Fiscal Transactions*; 7) *Governance*; 8) *Board Development*; and 9) *Personnel Policies*. The amount and duration of assistance will vary depending on the needs of participating organizations and the number of organizations interested in the program. An additional one-time workshop on *Applying for City Funding* will be open to all Bayview nonprofits.

Project Objectives

- Increase capacity of City-funded Bayview nonprofits
- Address and strengthen areas of concern in fiscal and operational health
- Provide an opportunity to participate in peer-to-peer learning

Project Stages

1. Bayview nonprofits receive the project description and program application (*December*)
2. Interested Bayview nonprofits submit program applications (*January*)
3. Project team reviews the program applications and selects nonprofits for participation (*January*)
4. Project team, in partnership with CompassPoint, conducts stakeholder interviews to assess the needs of program participants (*February*)
5. CompassPoint provides one-on-one coaching, technical assistance, workshop/s and/or peer learning with selected nonprofits (*March – end of 2014*)
6. Nonprofits participate in post-program surveys to evaluate the project's effectiveness (*end of 2014*)

Selection Considerations

Nonprofit agencies selected for the program must meet the following minimum criteria:

1. City-funded 501(c)(3) nonprofit organization
2. Programs, services, and/or administrative functions in the Bayview
3. Need technical assistance and/or coaching in fiscal, compliance, or operational issues

In selecting program participants, the City will strive for a mix of nonprofits with different service offerings, target populations, and organizational capacities. The City will also consider the following factors in determining nonprofit selection:

1. Does the organization serve as an *anchor institution* in the Bayview?
2. Does the organization have *clear, achievable goals* within the project timeframe and budget?
3. Is *coaching/technical assistance a priority* for this organization in 2014?
4. Do the necessary staff have the *time* required in 2014 to participate in technical assistance efforts?
5. Does the organization serve as a *fiscal agent to—or partner with—other nonprofits* in the Bayview?

Should you have any questions, please feel free to contact Sheryl Ude at 415-554-7819 or Sheryl.ude@sfgov.org.