

## Proposal for Partnership



Community Connection's mission includes encouraging the formation of organizations and programs that fill unmet needs in the community. In pursuit of this goal, Community Connection sometimes serves as a temporary "incubator" for new programs that have not yet developed the necessary organizational structure and administrative support required for fund-raising purposes (including grant application/administration).

Organizations that wish to be considered for partnership with Community Connection are asked to contact the Executive Director to discuss their intent to apply. Ultimately they will submit a written proposal to the Board of Directors. Please note that all proposals must be reviewed by the full Board; therefore partnership applicants should allow adequate time for review, and should coordinate their requests with regularly scheduled Board meetings.

Proposals must address the following:

1. Project Information:
  - Name of project
  - Mission and Vision
  - Description of Project and Services
  - Brief history of how/why project came about
  - Assessment of Need – including discussion of existing projects in same service area
  - Method of evaluating project outcomes
  - Projected timeline of partnership
  
2. Resources
  - Current and projected funding (including sources and in-kind commitments)
  - Role of board and staff in daily operations
  - Physical space
  
3. Role of Community Connection – Please indicate which of the following services you estimate that you will require:
  - Administrative
    - Negotiation and Development of MOU between project & CC, including annual review of MOU
    - Use of agency forms & templates
    - Use of Employee Policies and Procedures
    - Review and approval of all fundraising material (including grants, letters, etc.)
    - Physical Space
    - Shared use of copier, fax, phones, etc.
    - Assistance with incorporation and IRS Status applications
    - Grants Management Oversight

- Financial
  - Development of designated account(s)
  - Processing of A/R and Deposits
  - Processing of A/P, including bill pay
  - Payroll Processing and Reporting
  - Input and accounting of financial activity
  - Preparation of monthly financial reports
  - Budgeting Assistance
  - Tax reporting
  - Annual Audit
  - Grant Proposal Writing Assistance
- Legal
  - Governing Board of Directors
  - D & O Insurance
  - General Liability Insurance
  - Commercial Liability Insurance
  - Worker’s Compensation Insurance
  - Review and Acceptance of contract agreements
- Oversight
  - CC participation on Advisory Board
  - CC technical assistance regarding organizational development
  - Review of monthly program and finance reports by BOD
  - Review of progress on projected timeline

#### 4. Timeline

#### Attachments

- Name, title, address and phone number of primary contact
- List of Advisory Board members, including officers
- List of paid staff
- Program Budget