APPLY NOW to be Part of the SF CBO Support Project in Fall 2015!

The SF CBO Support Project partners with community-based organizations (CBOs) in San Francisco to improve the planning, delivery, communications, and evaluation of their mission-serving programs in San Francisco.

- Is your CBO a registered 501(c)3 public charity? Does it provide activities or services that directly support the well-being of San Francisco residents and communities?
- Are you interested in learning about best practices for nonprofit management and receiving structured support to strengthen the planning, delivery, communications, and evaluation of your CBO’s programs?

YES?

Then you are invited to nominate one or more of your CBO’s mission-serving programs to participate in the CBO Support Project, a highly structured, semester-long project offered through a graduate level course in nonprofit management in SF State’s MPA program (PA 746: Organizational Learning & Nonprofit Management).

WHY? HOW WILL IT BENEFIT MY CBO?

- Provides a unique professional development opportunity for participating staff
- Develop a logic model for program planning and evaluation
- Increase your CBO’s capacity and enhance knowledge to strengthen programs
- Build relationships with SF State’s MPA students and faculty

HOW DOES IT WORK?

The CBO Support Project supports CBOs and their staff at the program level:

- CBOs register their organization, fill out an organizational profile, and nominate up to three programs.
- CBO staff members who nominate the selected programs become CBO Support Project Partners (CBO Partners).
- CBO Partners prepare for and attend a 3-hour Logic Model Workshop at SF State’s downtown campus, alongside the MPA students who will be working with them.
- CBO Partners attend a 2-hour planning meeting at SF State’s downtown campus to meet with their graduate student support team, refine and/or approve the support project work plan and deliverables, and to discuss details and logistics.
- Graduate student support teams carry out their support projects during the semester and present their findings and recommendations to their CBO Partner.
- Applications will be reviewed on a rolling basis beginning June 22, 2015. CBO Partners will be notified by July 27, 2015 if they have been selected to participate for Fall 2015.

For an application packet or to learn more:
Contact Dr. Jennifer Shea jshea@sfsu.edu; 415/817-4462
or Visit http://mpa.sfsu.edu/content/community
Activities and Timeline for Fall 2015 CBO Support Project

Prior to applying, potential CBO Support Project Partners (program staff who directly coordinate, manage, or oversee a mission-serving program) should carefully review the activities and timeline below. If selected as a CBO Partner, you will be asked to sign a Partner Participation Agreement acknowledging your commitment to participate in these activities on the scheduled dates.

May – July 2015

- **CBO Partners apply to participate in the CBO Support Project in Fall 2015**
  CBO Partners complete application packet (available at [http://mpa.sfsu.edu/content/community](http://mpa.sfsu.edu/content/community)), which includes an organizational profile and nominations of up to three mission-serving programs.
- **Review of CBO partner applications begins on June 22, 2015.**
  MPA faculty reviews applications on and notifies successful applications of their selection on a rolling basis.
- **CBO Partners will be notified by July 27, 2015** if they have been selected to participate for Fall 2015 (August – December 2015); 5-7 mission-serving programs will be selected to participate.

August 2015

- **CBO Partners sign and return partner participation agreement by August 7, 2015**
  The CBO Partners for selected programs must complete and send the CBO Partner Participation Agreement within one week of notification in order to confirm selection.
- **CBO Partners register with the ICCE ULink49 database by August 21, 2015**
  CBO Partners must have their organization registered with ICCE’s ULink49 Database by August 21, 2015 in order to participate.
- **CBO Partners complete logic model workshop preparation activity by August 27, 2015**
  CBO Partners work on drafting responses to the Logic Model Workshop Preparation Activity.

September 2015

- **CBO Partners attend Logic Model Workshop at SF State’s downtown campus on Thursday, September 3, 2015, from 6:00 - 8:45 PM**
  The downtown campus is located at 835 Market Street, 6th floor (directly next to the Westfield Mall).
- **CBO Partners facilitate the Logic Model Workshop Follow-Up Activity and submit list of potential support projects to jshea@sfsu.edu by 9 pm on Tuesday, September 8, 2015**
  The Logic Model Workshop Follow-Up Activity should engage CBO Partners’ key stakeholders (ideally in a facilitated session of about 2-3 hours) to refine list of potential support projects. CBO Partners email the list of prioritized and customized support projects identified through the Logic Model Workshop Follow-Up Activity.
- **CBO Partners introduced to student teams and respond to clarifying questions, September 11 – 16, 2015**
  CBO Partners will receive a virtual introduction to their assigned student teams. Student teams will contact CBO Partners to schedule time to respond to clarifying questions about organization and project scope.
- **CBO Partners attend planning session at SF State’s downtown campus on Thursday, September 24, 2015 from 6:00-8:00 PM**
  CBO Support Project Partners meet with their assigned graduate student teams to discuss, refine, and approve the project work plan and review expectations to help ensure successful project completion.

October – December 2015

- **CBO Partners provide access to necessary materials and/or stakeholders**
  CBO Partners provide their support team with access to the materials and/or stakeholders applicable to their support project work plan.
- **CBO Partners attend in-class presentations on Thursday, December 3, 2015, 6:00 – 8:45 pm**
- **CBO Partners receive final written report with findings and recommendations by Thursday, December 17, 2015**
- **CBO Partners fill out CBO Support Project Evaluation by Friday, January 15, 2016**
  CBO Partners provide their feedback regarding the experience, content, and delivery of the CBO Support Project and indicate whether they are interested in receiving further resources and support from SF State’s MPA students and faculty.

The development of this community-service learning project was funded with a grant from SF State’s Institute for Community and Civic Engagement.