SF CBO Support Project
Fall 2017

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 Master of Public Administration (MPA) program (PA 746: Applications of Organizational Learning in Nonprofit Organizations).

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
❖ Increases your CBO's capacity and enhance knowledge to strengthen programs
❖ Builds 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 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 26, 2017. CBO Partners will be notified by early August if they have been selected to participate for fall 2017.

For an application packet or to learn more:
Contact Dr. Jennifer Shea at jshea@sfsu.edu or 415/817-4462

Overview of Activities and Preliminary Timeline
Fall 2017 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.

June 2017
- **CBO Partners apply to participate in the CBO Support Project in Fall 2017**
  CBO Partners complete application packet, which includes an organizational profile and nominations of up to three mission-serving programs. Review of applications begins June 26th.
- **CBO Partners will be notified on a rolling basis (no later than August 11th)** if they have been selected to participate for the fall 2017 semester (August –December 2017); 5-7 partners will be selected.

July/August 2017
- **CBO Partners sign and return partner participation agreement by Tuesday, August 15th**
  The CBO Partners for selected programs must complete and return the CBO Partner Participation Agreement within one week of notification in order to confirm selection.
- **CBO Partners register with the ICCE ULink49 database by Friday, August 18th**
  CBO Partners must register their organization (or verify existing registration) with ICCE's ULink49 Database in order to participate.
- **CBO Partners complete logic model workshop preparation activity by Tuesday, August 22nd**
  CBO Partners work on drafting responses to the Logic Model Workshop Preparation Activity.

September 2017
- **CBO Partners attend Logic Model Workshop at SF State's downtown campus from 9 am – 1 pm (lunch included) on Saturday, September 9th**
  The downtown campus is located at 835 Market Street (Powell Street BART/Muni Station)
- **CBO Partners introduced to student teams and respond to clarifying questions, September 11 – 22, 2017**
  CBO Partners will receive a virtual introduction to their assigned student teams.   Student teams 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 from 11 am – 1:30 pm (working lunch) on Saturday, September 23rd**
  CBO Support Project Leaders will use this time to meet with their team of graduate students, discuss and approve the scope of work and work plan they developed, and discuss project implementation details.

September – November 2017
- **CBO Partners provide access to necessary materials and/or stakeholders (ongoing)**
  CBO Partners provide their support team with access to the materials and/or stakeholders applicable to their support project work plan.
- **CBO Partners receive progress updates from student teams on October 14th & November 11th**
  Student teams update CBO partners on progress, challenges, new directions; CBO partners provide input

December 2017
- **CBO Partners attend in-class presentations of final reports from 9 am – 1 pm (lunch included) on Saturday, December 9th**
- **CBO Partners receive final written report with findings and recommendations by Saturday, December 16th**
- **CBO Partners fill out CBO Support Project Evaluation by Saturday, January 12, 2018**
  CBO Partners provide their feedback regarding the CBO Support Project and indicate whether they are interested in receiving further resources and support from SF State's MPA students and faculty.