

**UC Berkeley Extension
Professional Program in Fundraising and Volunteer Management
For Solano County Nonprofits**

REQUEST FOR APPLICATIONS (RFA) 2017-01

DUE DATE: Wednesday, August 9, 2017, 5pm

Overview: First 5 Solano, in partnership with Solano County Health & Social Services, invites Solano nonprofit leadership to apply for sponsorship to attend the UC Berkeley Extension's Fundraising and Volunteer Management Program to be held Fall 2017. The course is primarily funded by a generous grant from Zellerbach Family Foundation with additional funding provided by First 5 Solano and Solano County Health & Social Services.

This program is being offered in Fairfield and can accommodate up to 25 Solano County nonprofit leaders. Sponsorship includes coverage of the \$1,950 registration fee for each attendee. The time required to attend the program, as well as the work required before the program, between course sessions, and following the program is the responsibility of the attendee from each nonprofit agency.

Optional Information Session: There will be an Information Session held on:

**Thursday, July 20, 2017 10:00-11:00AM
601 Texas St, Conference Room B, Fairfield, CA**

The Information Session will provide an overview of the RFA and provide potential Applicants the opportunity to ask questions related to the RFA. Participation in the Information Session is not required.

Course Details: The course will be held in Fairfield, CA from 9am-5pm on four Fridays in the fall of 2017:

- September 22
- October 13
- November 3
- December 1

December 1 will also include a graduation ceremony from 5-7pm.

A course syllabus is attached (Attachment B). Participants will be required to register directly with UC Berkeley Extension. Upon completion of the course, participants will receive a Certificate of Completion from UC Berkeley Extension.

Eligible Applicants: Participation is open to nonprofits that benefit children and families in Solano County.

A nonprofit agency may apply for up to two people to attend, one from each of the following categories:

- 1 staff person (mandatory): Executive Director, Key Agency Leader, Development Staff Member, or Volunteer Management Staff Member
- 1 Board Member (optional)

Requirements: Course participants are required to attend all four dates, complete coursework prior to and between classes, and complete a project related to their agency.

Participating nonprofit agencies will be required to complete a sponsorship agreement with First 5 Solano (Attachment C). This agreement ensures commitment of the course participant to fully engage in the course, complete a project related to fundraising and volunteer management, and follow up with First 5 Solano six months following completion of the course to document outcomes related to the course.

To apply for course sponsorship: Complete the attached Application Form (Attachment A) and submit to:

**Hardcopy: First 5 Solano
Attn: Megan Richards RFA 2017-01
601 Texas St, Ste 210
Fairfield CA 94533**

Or

Electronic: merichards@solanocounty.com Subject: RFA 2017-01

Applications must be received by 5pm, Wednesday, August 9, 2017. Late applications or incomplete applications will not be accepted. Only information on the Application Form in response to questions asked will be considered.

Complete applications will be considered by a review panel. Applicants will be selected for participation in following order:

1. Top 5 ranked Applicants who have contracts with First 5 Solano
2. Top 5 ranked Applicants who have contracts with Solano Health & Social Services
3. Top ranked remaining Applicants (giving equal priority to those who have contracts with First 5 Solano and H&SS who were *not* selected above and all other Applicants) up to 25 participants.

Note: Applicants who have contracts with both First 5 Solano and H&SS will be considered under their contract with First 5 Solano.

Participants will be notified via email no later than Friday, August 25, 2017.

Application Scoring Criteria: Applications will be scored based upon the following criteria:

	Criteria	Points
Question 1	Applicant clearly states professional and agency goals from program participation.	0-15
Question 2	Applicant demonstrates understanding of organizational change and change management. Applicant demonstrates organization's commitment to implementing new strategies.	0-15
Question 3	Applicant is able to articulate strengths and areas of improvement. Applicant is able to identify current barriers to success.	0-15
Question 4	Applicant clearly expresses desire to participate.	0-15
	Total available points	0-60

The scoring of the Applications by the review panel is final and may not be appealed.