

Jovid Foundation Direct Technical Assistance Program 2009

In light of the current economic downturn, the Jovid Foundation's Board of Directors is offering direct technical assistance to a few Jovid grantees during 2009. The Direct Technical Assistance Program aims to help current Jovid grantees more effectively and efficiently fulfill their missions and improve their long-term sustainability. The Foundation's Executive Director, Bob Wittig, who has nearly 20 years of nonprofit experience, will provide the consulting services at Jovid's expense. Depending on the applicant organization's objectives, Direct TA will most likely be focused in one of the following areas:

- Financial systems and reporting,
- Fundraising,
- Program evaluation,
- Board development, governance, and oversight, and
- Strategic restructuring (collaboration, administrative consolidation, and mergers).

Eligibility

To apply for Direct TA, an organization must have had an active grant (Regular or Impact Grant) within 24 months of the application date. Priority will be given to grantee organizations that have an annual operating cash budget of \$1.25 million or less.

Application Process

Before submitting an application, interested parties should contact Bob Wittig, Executive Director, by telephone or e-mail to determine if applications are still being accepted and to determine if the project idea meets the Program's criteria.

The Direct Technical Assistance Program has a two-step application process:

1. An eligible organization must submit a completed application in the format described below. Incomplete applications will not be accepted.
2. Site Visit: The Executive Director will schedule a visit with key project stakeholders identified in the application to further discuss the application.

After the site visit, the Jovid Board will decide whether or not the applicant organization will receive direct technical assistance consulting from Bob Wittig.

Application Format

Eligible organizations must submit a completed application that includes the information detailed below:

1. Cover Page (1 page maximum)

- Organization Name
- Mailing Address
- Contact Person's Name, Title, Phone, and E-mail Address
- A list of key project individuals who will commit time to this project, their phone numbers and e-mail addresses
- Signature of organization's Executive Director (and Board Chair if funds are being requested for board development).

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2. Narrative *(no more than four pages total; lines must be double spaced)*

A: Issue or Need.

In this section include:

- An overview of the issue or need to be addressed.
- How the issue was identified and how the board and other key stakeholders were involved in identifying the issue or need.
- Why this issue is important and how it affects the organization's ability to achieve its mission and/or effectively deliver services.
- Why is it important to address this issue now?

B: Project Description.

In this section discuss:

- A description of the project. Also include in this section a listing of any outputs that you envision as part of the project (i.e., revised by-laws, fundraising audit, cash flow report, financial policies, etc).
- What is going to change or be different in your organization upon project completion? How will the proposed project strengthen your organization, enable you to deliver programs or services more effectively, and better achieve the organization's mission?

C: Project Outcomes.

In this section:

- List three to five anticipated outcomes and indicate how these outcomes will be evaluated to determine the project's impact and success.

Application Submission

It is preferred that Direct Technical Assistance applications be submitted by e-mail. If an organization is unable to submit application electronically, please contact Bob Wittig at 202.686.2616 to discuss submission.

Application Deadlines

Direct Technical Assistance applications will be accepted on an on-going basis. However, to provide time to adequately consider an application, the Foundation requests that there be at least four weeks between the date of the application and the project's start date.

Report

The Foundation requires that a final report be submitted that discusses the accomplishments and impact of the project. Details will be provided to organizations that receive Direct Technical Assistance.

Additional Information

Please contact Bob Wittig at 202.686.2616 if you have any questions.