

**Evolving Nonprofits through Strategic Evaluation & Planning (ENSTEP)
Program
2009 Participant Application**

BASIC ORGANIZATIONAL PROFILE

ORGANIZATION NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE

FAX

E-MAIL ADDRESS

WEB SITE ADDRESS

EXECUTIVE DIRECTOR/CEO

PERSON TO CONTACT ABOUT THIS APPLICATION

CONTACT TITLE

TELEPHONE

AGENCY FEDERAL TAX ID #

HOW LONG IN OPERATION AS A 501©(3) NONPROFIT TAX EXEMPT ORGANIZATION

Please send your completed application to: **Jason Mistlebauer**
ASU Lodestar Center for Philanthropy & Nonprofit Innovation
411 North Central Avenue, Suite 500
Phoenix, AZ 85004-0691

For more information or questions, please contact: Jason Mistlebauer at
(602) 496-0193 or jason.mistlebauer@asu.edu

ORGANIZATION DEMOGRAPHIC PROFILE

Board & Staff	Total Male(M)/ Female(F)	Asian/ Pacific Islander M/F	African- American M/F	Hispanic M/F	Caucasian M/F	Native- American M/F	Other M/F
Chair/President and Board Members							
Executive Director							
Mgmt., Program, and Support Staff							
Active Volunteers							

Annual Operating Budget: <\$100K \$100K – \$500K \$500K – \$1M
 \$1M – \$5M >\$5M

Type of Nonprofit: Religious Health Care Educational
 Youth/Human Services Association Arts/Culture/Recreation Elder Services
 Advocacy/Research Foundation/Grantmaking Other _____

Population Served	Total M/F	Asian M/F	African- American M/F	Hispanic M/F	Caucasian M/F	Native- American M/F	Other M/F
Estimated Number							
Estimated % of Total							

NARRATIVE FOR 2009 PARTICIPANT

- 1) Explain what you would most like us to know about your organization: your mission, purpose, target populations, geographic service area(s), major programs, etc.
- 2) What are your organization's strengths? What are you most proud of?
- 3) What are the major issues/concerns/challenges facing your organization over the next year?
- 4) Why would you want to participate in this program now and why do you believe your organization is ready to commit to a comprehensive assessment and planning program?
- 5) What does your organization expect to achieve through its participation in this strategic evaluation and planning program?
- 6) What will your organization do with the results and findings and how will the results be disseminated?

Your Agency Commitment Includes:

- ✓ As part of the Evolving Nonprofits through Strategic Evaluation & Planning process, the agency's executive director and board chair will be expected to participate in a brief in-person interview with the ASU Lodestar Center ENSTEP Committee. This interview is intended to allow both the agency and committee to ask questions and get clarification about the program or organization and their mutual expectations for this program.
- ✓ Having a readiness to learn, willingness to change, and commitment to an inclusive process with open communication throughout the organization.
- ✓ Forming a small ENSTEP Team of 5-10 people that typically includes the organization's executive director, at least two representatives both from the board and staff along with any other volunteers and/or stakeholders.
- ✓ These ENSTEP Team members' lengths of commitment are for approximately 6 months, beginning in early September 2009 and ending with a strategic retreat in February 2010.
- ✓ Paying the ENSTEP organizational participant fee of \$3000. This fee goes towards covering part of the costs associated with the educational materials.
- ✓ Participating in 6 half-day educational workshops.
- ✓ Compiling and editing key research reports, with assistance from ASU Lodestar Center Staff. A small portion of this work is done during the educational workshops, but additional time and effort will be necessary between meetings on agencies own time.
- ✓ Hosting and participating in an agency retreat with a representative cross-section of your organization and its volunteers.
- ✓ Being responsible for locating and providing your own meeting space and equipment for the large facilitated retreat.
- ✓ Any additional hours you deem necessary for preparation.
- ✓ Agreeing to one to three years of evaluation feedback and appraisal of progress.

AGENCY AUTHORIZATION & COMMITMENT

By signing below, we commit our organization to work in partnership with our fellow team members through the ASU Lodestar Center for Philanthropy & Nonprofit Innovation's Evolving Nonprofits through Strategic Evaluation & Planning (ENSTEP) Program

Agency Name: _____

Executive Director: Signature

Typed or Printed Name

Date

Board President: Signature

Typed or Printed Name

Date

Evolving Nonprofits through Strategic Evaluation & Planning (ENSTEP)
Program

PARTICIPANT APPLICATION CHECKLIST

A completed 2009 Participant Application includes the following items:

- _____ Basic Organizational Profile and Organization Demographic Profile Sheets
- _____ Narrative Segment for 2009 Participant Application
- _____ Agency Authorization & Commitment Form signed by executive director and board chair.
- _____ Roster of Current Board Members
- _____ Copy of your agency's most recent IRS Form 990
or
- _____ Initial here if your IRS 990 form is available via Guidestar^{***}
- _____ Agreement to participate in a brief interview with ENSTEP Selection Committee

^{***} Applications that do not include IRS 990 information will be considered incomplete. Please check to make sure your recent information is available on Guidestar before initialing this box.^{***}

DEADLINE IS July 31, 2009