2025 Stanford ACT Nonprofit Business Management Consultation - Application

# Application Tips and Instructions

Nonprofit Business Management Consultations with Stanford ACT, which are provided on a pro bono basis, are intended to help an organization make progress in addressing special, non-recurring business and management situations within the organization. Nonprofit organizations working in all fields are invited to apply for these consultation services. Consistent with Stanford’s Racial Equity Initiative, ACT will put additional focus on organizations that are committed to inclusion and racial equity.

Consultations may be used for a broad range of capacity-building activities including, **but not limited to:**

* Business model analysis
* Business plans for specific projects
* Financial evaluation, planning and reporting
* Marketing and branding
* Organizational business model development
* Organizational development
* Strategic planning
* Board development and governance

### Application Tips

1. Review the information on the website: <https://cfmco.org/center-for-nonprofit-excellence/consulting/pro-bono-consulting-opportunities/> before beginning your application. Read all the application questions before starting to write.
2. Be clear and concise in your responses. Your narrative application (Questions 13-18) should be no more than three pages, and less is preferred.
3. Have someone review your document to ensure clarity. If they have questions, so will our reviewers.
4. Save your application as a PDF file and email it to stanfordact.montereybay@gmail.com before 5 p.m. on Friday, January 31, 2025.

Stanford ACT’s policy is to treat all information obtained from an applicant/client as confidential unless specifically authorized by the applicant/client.

For questions, including fiscally sponsored groups, please email stanfordact.montereybay@gmail.com

# Organization Information

## Organization Name and Tax ID/EIN number

## Organization Contacts: (1 to 2 persons to contact for questions or interviews) Name, Telephone, Email

## Organization Address: (If none so state)

## Organization's Mission Statement

If the organization does not have a written mission statement, what is the primary purpose of the organization? (No more than 30 words)

## Year Organization was founded

## Organization History

Provide a **brief** history of the organization. (No more than 75 words)

## Board of Directors

List all board members, noting officers.

## Board Committees

List all board committees.

## Organization's Staffing

Describe the organization's staffing - FT, PT and active volunteers (full-time equivalents).

## 10. Profit & Loss or Statement of Activities and Balance Sheet(s)

Include a profit and loss statement and balance sheet for the most recently completed year in your final PDF document.

## Organization's Annual Budget

## Organization's Primary Funding Source or Sources

# Application –This section should be no more than 3 pages

##  Project Name

Provide a brief one-line phrase to describe this request. This phrase serves as the title of your request in our records. Examples include "analysis of financial management system" or "development of business plan for key programs".

##  What are the pressing issues the organization faces?

##  What assistance do you seek from Stanford ACT?

And how would you define a successful outcome of the Stanford ACT engagement?

## Which area of consulting most closely describes the services you are requesting?

• Business model analysis

• Business plans for specific projects

• Financial evaluation, planning and reporting

• Marketing and branding

• Organizational business model development

• Organizational development

• Strategic planning

• Board development and governance

* Other (explain briefly)

##  If Stanford ACT is unable to assist you at this time, how will you address these issues?

##  What other information should Stanford ACT consider in evaluating your request?

##  How did you hear about ACT?

# Organization Agreement

We, the undersigned, confirm that we are committed to supporting and engaging with the Stanford ACT consulting process, which does require time and energy of key staff and board, and are ready to consider recommendations and implement those with which we concur.

We, the undersigned, certify that the practices of this organization conform to the non- discrimination policy as follows. This organization does not discriminate in its employment practices, volunteer opportunities or delivery of programs on the basis of race, religion, gender, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristics protected by law.

We, the undersigned, hereby state that the information presented in this application is complete and factual. By typing our names below and submitting this application, we confirm our authority and have notified and secured approval from all parties. We hereby agree that

Stanford ACT consulting services, if approved, will be used only for the purpose described above and as further developed in consultation with the pro bono consultants.

## Name and Signature of Board Chair or Authorized Board Member

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name Signature

## Name and Signature of Executive Director or other Authorized Representative (with title)

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name Signature