

DIPLOMA 240: Blended Online/Live Workshop Training Program

Designing & Funding Non Profit Programs & Projects

Center for Sustainable Development: <http://www.csd-i.org/>

Five-Day Workshop Course Syllabus

Please note: Activities in red will be conducted in OL 203 and OL 204 after the live workshop.

Conduct these two exercises in the town where your organization works during the three weeks prior to the live workshop.

Or... Participate in the optional pre-workshop field days at the workshop location:

Saturday: 3-4 hours

Assignment Documents: OL 201 A1

Participatory needs assessment

- conduct a participatory needs assessment with our local workshop partner

Read the Assignment 1 document on participatory needs assessments. Clearly identify the community that you hope to survey for the needs assessment. Conduct an informal assessment with a few community members to uncover a real challenge. List the needs identified and organize them into a clearly described challenge—a nonprofit challenge that you are going to solve with your project design. We want this as real as possible.

Sunday: 2-3 hours

Assignment Documents: OL 201 A1

Develop a clear problem definition in preparation for Monday's workshop

- develop a problem outline including a problem statement, underlying causes—and their negative impacts

Five-Day Live Workshop Overview

Monday. 9:00 to 4:30. One hour lunch break.

Community: Local Knowledge of Needs and Solutions

- review the pre-workshop community needs assessments

Information on Potential Non Profit Solutions

Assignment Documents: OL 201 A2

- research non profit based solution information
- summarize non profit based solution information

We will clarify your project's challenge, develop a theory of how you plan to solve it, and research 3 program activities that would fulfill the premise of your theory

- complete a preliminary project outline reflecting community need and solution oriented programs and activities

Tuesday. 9:00 to 4:30. One hour lunch break.

Solution: Identifying Evidence-Based Activities

Assignment Documents: OL 201 A3

- research evidence-based project activities
- verify activity effectiveness through scientific evidence

Research one peer-reviewed paper for three of your project's activities and see if scientists have found evidence that they are effective in solving your project's challenge. Write a one paragraph summary of the papers' findings. Update your project outline.

- revise your program and activity solution list

Assignment Documents: OL 201 A4

- Share your proposed project concept with colleagues to gain feedback and constructive criticism
- Compare your program activities to your organizational areas of expertise
- Develop a list of project consultants and working partners that can fill gaps in expertise
- **Return to the community with your project concept and get their feedback and hopeful buy-in. (Post-workshop).**

Wednesday. 9:00 to 4:30. One hour lunch break.

Project: Management & Funding Tools

- discussion on developing editable templates
- develop a logical framework

Assignment Documents: OL 201 A6

Assignment Documents: OL 202 A1

Lay out your project challenge, proposed solutions—and the activities that you will implement in launching the project—in a simple matrix, and transform them into a simplified logframe.

Assignment Documents: OL 202 A2

The focus will be on outcomes and impact. We will see how we can use outcomes and impact to improve the logframe. What are current theories on engaging communities into the process of long-term impact in non profit projects?

We will incorporate outcome and impact statements into the logframe, and begin adding indicators and means of verification in preparation for developing a monitoring and evaluation plan.

- develop a detailed budget

Assignment Documents: OL 202 A3

We will take the activity list from the logframe and create a budget, and then apply costs to each of the different activities.

- develop a project schedule

Assignment Documents: OL 202 A4

We will take our detailed budget and transform it into a visual timeline/schedule.

- participant project presentations

Thursday. 9:00 to 4:30. One hour lunch break.**Assignment Documents: OL 202 A5**

- project summary: writing a compelling two page fact sheet (LOI)

You will each write a compelling project fact sheet for presentation to donors that is no longer than 2 pages. This concise, quick-to-read document can present a focused message to a donor.

- Or... Write a newsletter or blog post about your new project for engaging with your online donor community.
- how will you organize a donor presentation?
- where will you find donors to present your project to?
- Make a list of 2 colleagues, 2 potential non profit partners, and two donors that you can share this working project proposal with. Make an appointment with 1 of them.
- We will polish this family of documents by including the constructive feedback, and by making sure that the docs are absolutely parallel to each other.

Assignment Documents: OL 202 A6

- We will then carefully print them out, spiral bind them, and make an appointment with a donor to present your project. (Post-workshop).
- Share your project informally with a donor, your boss, your professor, someone in the non profit world for feedback. We will discuss why it is a good idea to visit a donor at this preliminary stage, and why you should wait on writing an actual full-length proposal. (Post-workshop).

Friday. 9:00 to 3:00. One hour lunch break.**Launch: Partnering with the Community****Assignment Documents: OL 203 A5**

- prepare for the formation of a community project management committee
- facilitate a workshop for forming a community project management committee

Sustainability: Capacity Building for Community Takeover**Assignment Documents: OL 201 A4****Assignment Documents: OL 201 A5**

- discussion on sustainability
- community capacity building
- selecting the first activity for a community capacity building workshop
- two-way knowledge transfer: lesson plans
- facilitate a workshop for a community capacity building workshop

Pick one of your evidence-based activities and write a simple one page guide on how a field staff person could implement it.

Write a workshop lesson plan for introducing this activity into a community, and then make an illustrated, How-to card to give to community members.