



## **Muhlenberg County Nonprofit Capacity Building Program**

The Felix E. Martin, Jr. Foundation is delighted to announce a new program to strengthen and grow nonprofit organizations serving Muhlenberg County. The Foundation will partner with Kentucky's leading educator of nonprofits, the Center for Nonprofit Excellence (CNPE), to host a series of educational classes. Over the course of six months, this six-part Nonprofit Capacity Building certificate program will be delivered onsite in Muhlenberg County. These sessions are designed for anyone from an organization that provides a service to Muhlenberg County – staff, board members, and volunteers of new and well-established organizations, as well as individuals interested in starting their own nonprofits.

### **SESSIONS**

To make sure the Foundation and the Center for Nonprofit Excellence are addressing the topics where organizations need the most guidance, the program has been designed for and with nonprofit leaders in Muhlenberg County –Ray England, Tommy Harrison, Judith LaFlare, Shara Snodgrass and Vicki Yonts.

**In order to accommodate different schedules, every session will be offered twice: first, on a Thursday early evening from 4:30-6:00 pm, and then again on the following Friday morning from 8:30-10:00 am. All sessions will be held at the UK Cooperative Extension Office, 3690 State Route 1380 in Powderly.** The sessions will include:

- ***Introductory Session: Nonprofit 101: Everything you wanted to know about being a Nonprofit***  
Thursday December 3, 4:30-6:30 PM or Friday December 4, 8:30-10:30 AM
- ***Session I: Developing a Sense of Vision, Mission, and Measures for Success***  
Thursday February 11, 4:30-6:00 PM or Friday February 12, 8:30-10:00 AM
- ***Session II: Governance, Board Development & Succession Planning***  
Thursday February 11, 6:30-8:00 PM or Friday February 12, 10:30 AM-12:00 noon
- ***Session III: Resource & Fund Development: Focus on Grant Writing***  
Thursday March 11, 4:30-6:00 PM or Friday March 12, 8:30-10:00 AM
- ***Session IV: Marketing and Public Relations***  
Thursday April 1, 4:30-6:00 PM or Friday April 2, 8:30-10:00 AM
- ***Session V: Strategic & Operational Planning: Putting It All Together***  
Thursday May 13, 4:30-6:00 PM or Friday May 14, 8:30-10:00 AM

### **PARTICIPATION**

Because each session builds on material from the previous sessions, it is important for someone from your organization to be at each session of the series. The Foundation knows it might be hard for one person to commit to all six sessions, so the same individuals do not have to attend every session, rather any person or persons representing your organization may be present at each of the six sessions.

For example, your organization may elect to send Board members to *Session II: Governance, Board Development & Succession Planning*, but you may prefer to send key staff members to *Session III: Resource & Fund Development: Focus on Grant Writing*. It is your choice on who attends which session, but please make plans to have your organization represented at each session. Seating is not limited, so bring anyone you'd like.

### **INCENTIVES**

The Foundation plans to reward organizations that have representatives participate in every session. First, your organization will get one-on-one coaching from a trained CNPE instructor, Eric Schmall, between sessions. He will guide you throughout the entire process and work with you as you develop your mission statement, budget, strategic plan, etc.

Additionally, next summer and fall, scholarships will be provided by the Felix E. Martin, Jr. Foundation for representatives from your organization to travel to Louisville to attend more advanced classes taught by the Center for Nonprofit Excellence.

### **QUESTIONS**

If you have any questions about the Nonprofit Capacity Building Program or the Foundation in general, feel free to call Lindsey Ransdell, Program Officer for the Felix E. Martin, Jr. Foundation. You may reach her by phone at 270.977.9194 (a local call from Muhlenberg County) or e-mail her at [LindseyR@FelixMartinFoundation.org](mailto:LindseyR@FelixMartinFoundation.org).