

## **Addendum 2**

### **Special Conditions**

#### **I. Training**

To promote consistency, accountability and compliance with the Council expectations, all applicants awarded funding under this NoFO will be required to participate in an in-person formal onboarding training. This training will provide CBOs with the knowledge and tools necessary to understand program requirements, reporting standards, compliance obligations, and performance expectations. All applicants will be required to attend and complete the Council's Onboarding training.

#### **II. Capacity Development Courses**

All award recipients will be required to complete capacity building courses offered through the award term. Completion of each course will be a requirement for continued funding.

##### **Course 1 - Foundational Capacity** (composed of 2 classes)

**(1) Performance Data Evaluation Basics:** This class will provide foundational knowledge on data collection methods and strategies to improve program effectiveness, CBOs reporting capabilities, and accountability. It will also include training on utilizing the Council templates and software for required data reporting and setting achievable internal goals.

**(2) Financial Management for Non-Profits:** This class will provide information on non-profit financial principles, budgeting, financial reporting, and financial literacy. The class will also cover budget forecasting and utilizing financial data for effective decision making. Class component on reporting and training will be tailored to the Council budget documents and fiscal compliance.

##### **Course 2 - Operational Effectiveness** (composed of 4 classes)

- (1) Project Management:** The class will provide participants with tools and skills to plan, execute, and monitor projects including ensuring compliance requirements are met on time and projects are within budget as well as project management methodologies unique to non-profits.
- (2) AI for Non-Profits:** The class will explore applications of AI to improve organizational efficiency/capacity, enhance data analysis, and optimize program delivery. Class will also cover ethical considerations, practical applications, and strategies for responsible AI usage
- (3) Establishing Strategic Partnerships:** The class will provide education on Collective Impact Partnerships and how to facilitate Collective Impact Partnerships with peers to maximize community impact.
- (4) Grant Writing Strategies:** The class will provide an overview for non-profit fundraising including grant writing, donor cultivation, and diverse fundraising methods. The class will also provide instruction for CBOs on best practices for donor engagement and obtaining sustainable funding sources.

Each class will be offered by a subject-matter expert in their respective fields. Classes will vary in duration and may be offered in person, virtually, or asynchronously, depending on the instructor's selected mode of instruction.