



## **Toolbox Starter: CCLRC Non-Profit Proposal Guidance**

What CCLRC is looking for in a proposal and potential Non-Profit collaboration:

### **Credibility of the Organization**

- Organizational History
- Past outcomes of services
- Certifications, licenses
- Partnerships and affiliations
- Organizational structure – employees, board
  - Education, experience

### **Property Renovation and/or Development Capacity**

- Examples & photos of previous renovation/development work completed
- Status report of properties previously and currently owned
- General renovation/development plans – timelines, potential general contractors, work plans
- Proposed benefit to the community & support of key community stakeholders – i.e. mayor, council
  - Municipality support from key leaders is per Land Bank request based on the project
- Verification of funding availability, volunteer resources, etc. for the projects

### **Operational and Financial Capacity**

- Particular experience with managing a property or some type of housing program
  - Experience of the staff, relevant partnerships
- Community support or backing
- Referral resources – specific agencies
- Capability to maintain the home
- Establishment of fiscal responsibility
- Reliable measures of success (Milestones with measurable outcomes)

### **Programmatic Piece**

- Services provided & program/activities that clients, tenant will be involved in
- What wraparound services are needed? Who will provide them?
- Duration of the program or stay if transitional home
- Eligibility criteria – who will conduct client assessments/screenings and what factors are considered?
- Community need for the program and clientele in the targeted population

### **Sustainability**

- Ability for organization to operate the program on a long term basis
- Viable partnerships with other organizations
- The ongoing and future funding streams available
- Requires a cash reserve to be available min. x % of operating budget
- Continuous referral sources
- Strength of staff/board with expertise and experience to carry the program forward and maintain the property