



# TRACY FAMILY FOUNDATION

## *Capacity Building Program*

### **Request for Proposal**

## **Strategic Planning and Coaching**

### **Opportunity for Nonprofits in West Central Illinois**

The Tracy Family Foundation is seeking to assist nonprofit organizations and schools in building their capacity by providing strategic planning training and coaching. The Tracy Family Foundation is issuing a Request for Proposal (RFP) to organizations for \$5,000, which requires a 10% matching contribution (\$500), totaling \$5,500 for the experience. Nonprofit and educational organizations serving west central Illinois in the counties of Adams, Brown, Cass, Greene, Hancock, McDonough, Morgan, Pike, Scott, and Schuyler are eligible to submit a proposal.

### **Program Facilitators**

Upon being selected, organizations will receive a welcome email from TFF staff. TFF will help match nonprofits with their ideal strategic planning coach by providing a listing of coach biographies and letting nonprofits select their top three choices. Ideally, each organization will be paired with one of their top choices. Location and dates for the strategic planning process will be determined by the organization and coach.

### **Program Description**

Over 90 days, each organization will develop a one-page strategic framework that will provide strategic direction for the organization for the ensuing 36 months. Process steps will include the following:

1. The Executive Director of the organization will attend a meeting to outline the planning process.
2. Staff, board members, and other selected stakeholders will complete a SOAR Analysis, a brief electronic survey identifying the organization's Strengths, Opportunities, Aspirations, and Results.
3. The Executive Director will identify 9-15 staff and board members to receive a copy of the SOAR results and attend two 3-hour planning sessions, held on successive days at a date and time agreed to by the Executive Director and facilitator.
4. Upon completion of planning sessions, the facilitator will forward a draft one-page strategic framework to the Executive Director. The Executive Director and facilitator will then meet to finalize the strategic framework and discuss the implementation of the plan.
5. The organization board will formally adopt the plan and begin its implementation.

### **Selection Criteria**

The "readiness" factors that will be taken into consideration when selecting nonprofit organizations for the strategic planning training and coaching capacity building project are as follows:

- ✓ The organization will . . .
  1. demonstrate board support by resolution and commitment to participate and assist with the project.
  2. demonstrate a commitment from leadership, staff, and other stakeholders to assist with the project.
  3. demonstrate a commitment to have board and organization leaders attend and fully participate in all sessions of the Strategic Planning Training.

## How to Apply

The Strategic Planning and Coaching Request for Proposal is an on-demand application, meaning organizations may apply anytime throughout the year. Applications are reviewed on a rolling basis. Organizations interested in applying are asked to submit a **Capacity Building Grant** to the Tracy Family Foundation.

<http://tracyfoundation.org/apply>

## Questions?

Feel free to contact Callie Niederhauser at [callie.niederhauser@tracyfoundation.org](mailto:callie.niederhauser@tracyfoundation.org).

## About the Tracy Family Foundation

The Tracy Family Foundation (TFF) was established in 1997 by the Robert and Dorothy Tracy family to advance innovative, collaborative, and sustainable change in Brown County, Illinois, and the surrounding region through organizations that share the values of family, faith, education, leadership, and community. TFF seeks to cultivate a philanthropic spirit in all generations of the Robert and Dorothy Tracy family by providing opportunities for the family to give and serve together. Find out more at [www.tracyfoundation.org](http://www.tracyfoundation.org).