



2020 NPP Workshop Schedule

DATE & Time	TITLE & DESCRIPTION
12 FEB Wed. 1:00 p.m.	SCF Grant Opportunities & Funding Support <i>Learn about the Foundation's grantmaking funds and programs for 2020. Discover how to complete a grant application for best results. Review eligibility requirements, submission deadlines, and reporting requirements for each funding opportunity.</i>
11 MAR Wed. 1:00 p.m.	Finding Funders & Grantseeking Basics <i>Learn to use Foundation Center's 'Foundation Directory Online' to find grant opportunities. Identify grant proposal components and discuss the application process. Learn what funders want to see in your proposals and how to make the initial approach.</i>
8 APR Wed. 1:00 p.m.	Social Media I - Facebook, Twitter, & Instagram <i>For beginners. Learn how to set up each of these social media accounts platforms to help increase visibility. Discover the basic ways to create and post content that will interest and engage your viewers, and attract new donors.</i>
13 MAY Wed. 1:00 p.m.	Proposal Writing Basics <i>Learn about the grant application process, identify grant proposal components, and create a project outline. Craft a Needs Statement with goals & objectives that are easy to understand and measure. Determine project funding needs and learn to communicate their importance to potential funders.</i>
10 JUN Wed. 1:00 p.m.	Building Budgets with MS Excel <i>Using MS Excel, learn the mechanics of building a budget sheet (with formulae) that aligns with your proposal. Learn how to create a draft budget that clearly communicates the structure and funding needs of your proposed project.</i>
8 JUL Wed. 1:00 p.m.	Social Media II - Constant Contact Basics <i>For intermediate users. Learn how to set up and use this popular social media resource. Learn how to increase donor outreach and develop content to keep your stakeholders informed. Discover ways to engage viewers, build relationships, and develop donors.</i>
22 JUL Wed. 5:00 p.m.	Nonprofit Boards - Strategic Planning Basics (session #1 of 2) <i>Strategic planning identifies where the organization wants to be at some point in the future and how it is going to get there. The "strategic" part of this planning process is the continual attention to current changes in the organization and its external environment, and how this affects the future of the organization. Learn why the planning process is at least as important as the planning document itself.</i>
5 AUG Wed. 1:00 p.m.	State & Federal Funding & Compliance Requirements <i>Policy and Governance are key pillars in building a successful nonprofit. State and Federal funding opportunities come with strict compliance requirements that can be daunting for a small nonprofit. Discover what a policy overhaul entails, and learn about available resources used by a local nonprofit in preparation for applying for federal funding.</i>
19 AUG Wed. 5:00 p.m.	Nonprofit Boards - Planning a Fundraising Event (session #2 of 2) <i>Nonprofits must follow rules and timelines when planning for and conducting a fundraising event. Learn about the state and federal regulations and how to comply. Review and discuss the various required reports and submission guidelines for fundraising activities.</i>
16 SEP Wed. 1:00 p.m.	Elements of a Successful Online Giving Campaign <i>National '#Giving Tuesday' is <u>December 1, 2020</u>. Learn how to help your nonprofit plan and prepare for an online giving campaign. Learn how to advertise and engage donors, and how to report results. Learn about #Give Local Solano 2020 and application requirements.</i>

DATE & Time	TITLE & DESCRIPTION
14 OCT Wed. 1:00 p.m.	Give Local Solano 2020 - Final Preparations <i>For 2020 participating #GLS nonprofit organizations. SCF will review their communications plan, and event-day schedule of activities. GLS Profile page content, updates, and social media kit resources for participants will be discussed.</i>
11 NOV Wed. 1:00 p.m.	How to Read Financial Reports & a Form 990 <i>Learn about the types and purpose of financial reports generated on a regular basis. Learn about state and federal reporting requirements and submission timelines. Discover the 'financial picture' your Form 990 paints for your organization - and for potential funders.</i>

All Workshops will be held at SCF, in the 2nd floor 'Buck Training Center'