MTAP Program Overview:
The Office for Business & Community Economic Development (BCED) offers a unique program that has been designed to help nonprofit organizations, which serve Minnesota communities. Through MTAP’s Technical Assistance component, nonprofit organizations will receive technical assistance that can help them improve operational, management and organizational effectiveness, enhance their overall performance and build capacity.

To accomplish this objective, MTAP will utilize students, faculty and staff from the Humphrey Institute of Public Affairs, Carlson School of Management and other graduate programs throughout the University to provide management and technical assistance to nonprofit organizations. The BCED Office offers this unique program as a service to link nonprofit organizations to students, faculty and other resources at the University of Minnesota.

The BCED Program Manager receives applications for the program, and then matches nonprofits with student consultants who have been recruited from the U of M graduate schools. The Program Manager arranges and facilitates meetings, coordinates all projects, provides guidance to the students on project matters and monitors projects from inception to completion.

NONPROFIT ORGANIZATIONS PLEASE NOTE: In considering your project request, be advised that students are only required to expend approximately 60-80 hours each on the project for the duration of the school semester (approximately 3-4 months). One or more students are assigned to a project, depending on the scope and type of project requested. Projects are offered during the fall & spring semesters. Students receive a stipend from BCED at the completion of the project. Graduate students enrolled at the University of Minnesota in the following schools are eligible and encouraged to participate: Public Health, Social Work, Medical School, Carlson School of Management, IT/Computer Science, Law, Humphrey Institute, and all other graduate schools on the Twin Cities campus.

Nonprofits that participate in the program must be:

- A community-based nonprofit organization serving urban/diverse communities
- Located in the Minnesota greater metropolitan area
- 501(c)3 Certified and in operation for at least three years
- Able to provide on-going educational experience to students
- Able to clearly define project scope, goals, objectives and deliverables
- Willing to have a pre-project organization assessment and post-project evaluation & assessment
- Able to pay an administrative fee of $100.00

Consulting assistance is available in the following areas:

- Fund Development
- Human Resource Management
- Program Development
- Strategic Planning
- Business Plan Development
- Operations Management
- Finance and Accounting
- Nonprofit Management
- Communications
- Market Research and Analysis
- Marketing Plan Development
- Demography Studies
- Feasibility Study
- Program Evaluation/Measurement
- Management Information Systems
- IT/Technology Development
INCOMPLETE APPLICATIONS AND THOSE NONPROFITS NOT MEETING THE PROGRAM REQUIREMENTS WILL NOT BE CONSIDERED

Organization Name: __________________________________________________________

Contact Person/Title: ________________________________________________________

Executive Director: __________________________________________________________

Address: ___________________________________________________________________

Phone: _______________ Fax: ________________________________

E-mail: ________________ Web Page: ___________________________________________

Year Established: ________ 501(c)3 Certified? Yes ______ No ______ Pending ________


Number of Employees: Full-time ______ Part-time ________

What type of nonprofit organization are you? (Circle all that apply)

Youth    Teens    Seniors    Human Services    Health    Economic Development

Disability    Financial    Educational    Chamber of Commerce    Housing    Employment & Training

CDC    Social Services    Medical / Clinical    Community Center

Other (Please specify): _______________________________________________________

Organization Description: ___________________________________________________

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Geographically, what Counties and neighborhoods does your organization serve? (Hennepin, Ramsey, Powderhorn, Phillips, Frogtown, etc…)

What ethnic or other constituency groups does your organization serve?

- African American
- Asian American
- Hispanic American
- Native American
- White American
- Immigrant (Please specify)
- Other (Please specify)

Why do you wish to utilize our services? What do you expect for your organization to gain from this experience?

Please check the topical area(s) for which you are requesting technical assistance. You will describe your request in detail in the next section. DO NOT CHECK MORE THAN TWO CATEGORIES.

- Fund Development
- Human Resource Management
- Program Development
- Strategic Planning
- Business Plan Development
- Operations Management
- Finance and Accounting
- Nonprofit Management
- Communications
- Market Research and Analysis
- Marketing Plan Development
- Demography Studies
- Feasibility Study
- Program Evaluation/Measurement
- Management Information Systems
- IT/Technology Development
- Other __________________________
Describe your Project Request in **DETAIL**. Please be **SPECIFIC** when describing the scope of this request. Describe how the results of this project will benefit the community at large as well as the organization. What valued experiences will the student gain by participating in this project?

**List Project Goals & Objectives:**

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**List Project Tasks & Timelines:**

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**List Project Outcomes & Deliverables:**

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Please list any specific skills, knowledge or past experiences the student should have.

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Please share any other information about your organization that would be useful in considering your application.

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How did you hear about our program? (Check all that apply)

[ ] BCED website
[ ] MTAP Symposium / Conference
[ ] Referral from another organization (Please name)
[ ] MTAP E-mail notice
[ ] Other (Please specify)

[ ] Other (Please specify)

[ ] Other (Please specify)