

Management & Technical Assistance Program (MTAP) for Nonprofits

Nonprofit Application

Office for Business & Community Economic Development
University of Minnesota

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 request, be advised that students are only required to expend approximately 50-60 hours each on the project for the duration of the school semester (approximately 3-4 months). One to three students are assigned to a project, depending on the scope and type of project. This is not an internship, but rather a student project, so please adjust your request accordingly.

Nonprofits that participate in the program must be:

- A community-based nonprofit organization serving urban/diverse communities
- Located in the nine-county metro area surrounding Minneapolis & Saint Paul, Minnesota
- 501(c)3 Certified and in operation for at least three years
- Able to describe their technical assistance request in detail
- Willing to share data with consultants, including financial information
- Available to respond promptly to BCED and consultant requests for information and/or meetings
- Willing to have a pre-project organization assessment and post-project evaluation & assessment
- Able to pay an administrative fee of \$75.00

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

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?

<input type="checkbox"/> African American	<input type="checkbox"/> Immigrant (Please specify)
<input type="checkbox"/> Asian American	<input type="checkbox"/>
<input type="checkbox"/> Hispanic American	<input type="checkbox"/>
<input type="checkbox"/> Native American	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> White American	<input type="checkbox"/>
	<input type="checkbox"/>

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 for which you are requesting technical assistance.
DO NOT CHECK MORE THAN TWO CATEGORIES.**

<input type="checkbox"/> Fund Development	<input type="checkbox"/> Market Research and Analysis
<input type="checkbox"/> Human Resource Management	<input type="checkbox"/> Marketing Plan Development
<input type="checkbox"/> Program Development	<input type="checkbox"/> Demography Studies
<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Feasibility Study
<input type="checkbox"/> Business Plan Development	<input type="checkbox"/> Program Evaluation/Measurement
<input type="checkbox"/> Operations Management	<input type="checkbox"/> Management Information Systems
<input type="checkbox"/> Finance and Accounting	<input type="checkbox"/> IT/Technology Development
<input type="checkbox"/> Nonprofit Management	<input type="checkbox"/> Other _____
<input type="checkbox"/> Communications	

To be considered for the Fall 2009 semester, please return this completed form by:
Friday, September 4, 2009.

For your convenience and to ensure a faster turnaround, please apply online at:
www.bced.umn.edu

For more information, please contact:

Nedy Windham

Office for Business & Community Economic Development

University of Minnesota

2221 University Avenue SE, Suite 136

Minneapolis, MN 55414

Phone: (612) 625-2053 Fax: (612) 625-9056 Email: windh003@umn.edu

Please do not submit an administrative fee at this time.

You will be notified if your project is selected.