

# Leadership

## PROGRAM OUTLINE



Florida Association of Nonprofit Organizations

*The Heart of the Florida Nonprofit Community*

Certificate of  
Nonprofit  
Management

Presented by  
FANO  
In coordination  
with  
Nova  
Southeastern  
University  
and Broward  
College



### Upcoming Saturday Class Schedule

January 17, 2009  
February 21, 2009  
March 14, 2009  
April 18, 2009

**Class Size Limited!  
Call Now!**

**How can FANO  
better serve you?**

**Email us today to  
let us know**

[kathy.fano@gmail.com](mailto:kathy.fano@gmail.com)

## Leadership Program

**PURPOSE:** The Leadership Program assists start-up organizations and temporary short-term projects in assessing funding and implementing associated programs. Many organizations have date-specific programs that require proper status in order to qualify for needed funding. The Leadership Program will work with these organizations to gain access to funding and allow for the implementation of the program. FANO's Leadership Program bridges the gap between organizations and funding sources and enables FANO to become the fiduciary agent. FANO will accept funding on behalf of the program/project and is accountable to the funding agencies or individual donors.

**QUALIFICATION:** An organization must be a FANO member in good standing to qualify for the Leadership Program.

**APPLICATION:** A proposal will be accepted from pre-qualified organizations. Please call FANO at 305. 557.1764 to discuss your individual project or program.

**PROPOSALS:** Please send the original proposal along with three copies to FANO, 7480 Fairway Drive, Suite 206, Miami Lakes, FL 33014. Please include the following information in your proposal:

**Cover Letter:** A formal request for services signed by Board Chair and CEO.

**Summary:** The summary should consist of a paragraph describing the project and when it will start.

**Introduction:** Introduction should describe the organization and people involved in the program.

**Statement of Need:** A description of the program you will be implementing.

**Methodology:** A detailed description of how the program will be implemented including a timeline and detailed work plan.

**Evaluation:** Describe how you will measure the success of the program. How will additional evaluation reports for specific funders be executed?

**Sustainability Plan:** How will the program continue or will the program end at a certain date?

**Budget:** Develop a report of the proposed revenue and expenses your program will generate. Also, include a budget narrative defining the source of the revenue and the manner in which the expenses will be executed. Please describe any special requirements of any proposed funding sources.

**FIDUCIARY SERVICE FEES:** Fees of 10 percent of the revenue will be retained as a fee for the fiduciary Services provided. The fee may vary depending on the scope of the program and the funding requirements.

**FIDUCIARY EXPENSES:** In addition, administrative costs, reimbursement expenses and ancillary costs agreed to prior to the inception of the project.

**7480 Fairway Drive, Suite 205, Miami Lakes, Florida, 33014**

**305.557.1764 [www.FANO.org](http://www.FANO.org) [marina.fano@gmail.com](mailto:marina.fano@gmail.com)**