



Call for 2018 Training Proposals

The North Dakota Association of Nonprofit Organizations (NDANO) seeks proposals for nonprofit training sessions for 2018.

Training Proposals: NDANO is interested in providing training opportunities throughout the year that address nonprofit fundamentals for those new to the sector, as well as higher-level topics for experienced nonprofit leaders. All types of training proposals are acceptable, from one-hour webinars to full-day in-person workshops and anything in between. Stipends are available.

We are looking for training proposals that address one or more of the 10 principles outlined in NDANO's [Principles and Practices for Nonprofit Excellence in North Dakota](#):

- Governance
- Accountability & Transparency
- Financial Management
- Fundraising
- Human Resources
- Advocacy & Public Policy
- Planning
- Evaluation
- Information & Technology
- Strategic Alliances

NDANO Membership (Your Target Audience): NDANO's almost 200 nonprofit members encompass the diversity of the state's nonprofit sector – from human services and the environment to education and the arts and from small, volunteer-run organizations to multi-million-dollar statewide organizations. Training participants from member nonprofits serve various roles within their respective organizations – management, communications, fund development, program, finance, human resources, etc. Learn more about NDANO and its members at www.ndano.org.

Questions NDANO Will Consider During Review of Proposals:

- In what way is the topic broadly relevant to the nonprofit sector? What makes it interesting to the nonprofit staff, board members and volunteers who attend the training?
- What unique perspective or expertise will this topic and presenter(s) provide?
- Is the topic's focus clear and well-defined so that expectations of attendees are met?
- Will attendees feel they learned solid, real-world information they can put to use in their own organizations right away?
- How will the presenter(s) make the session engaging and interactive?
- What references have the presenter(s) provided indicating they are knowledgeable and engaging speakers?
- What handouts, materials and resources will be provided to augment the training?

Submission Deadline: The deadline for training proposal submissions is **5 p.m. CT Jan. 31**. We will notify you about the status of your proposed training session by Feb. 28.

Questions: Questions about submitting a proposal should be directed to Dana at 701-258-9101 or office@ndano.org.

PROPOSAL SUBMISSION REQUIREMENTS OUTLINED ON NEXT PAGE

NDANO Training Proposal Submission Requirements 2018

Please prepare a Word document with the following information:

Presenter Information

1. Contact information for each presenter
2. Bios for each presenter
3. Compensation requirements, if any

Training Information

4. Proposed presentation title
5. Have you presented this session or topic previously? If yes, when and where?
6. Type and length of presentation
 - a. Online webinar
 - b. In-person workshop
 - c. Other (please describe)
7. Full session description and outline of presentation (please use as much space as necessary to provide a clear understanding of the topic you will present, why you believe this is relevant for the nonprofit sector or anything else of importance)
8. Three learning objectives
9. Identify the principle(s) for nonprofit excellence this presentation most relates to
 - a. Governance
 - b. Accountability & Transparency
 - c. Financial Management
 - d. Fundraising
 - e. Human Resources
 - f. Advocacy & Public Policy
 - g. Planning
 - h. Evaluation
 - i. Information & Technology
 - j. Strategic Alliances

Target Audience

10. Experience level
 - a. Beginner
 - b. Intermediate
 - c. Advanced
11. Nonprofit role/staff who would most benefit from this session
 - a. Executive Director
 - b. Board Members
 - c. Development
 - d. Communications
 - e. Management
 - f. Program Staff
 - g. Human Resources
 - h. Financial Management
 - i. Other (please define)

Experience, Philosophy and References

12. Please share information about past trainings you have facilitated, including evaluation information.
13. What is your philosophy about adult learning styles and how do you incorporate this philosophy in your presentations(s)?
14. Please provide two references who can speak to your group training/presentation style and proficiency.
15. Anything else you'd like us to know?