

Endeavour Volunteer Consulting for Non-Profits

SAMPLE Project Application and Instructions

Endeavour Volunteer Consulting for Non-Profits (Endeavour) provides management consulting to enable non-profit leaders to improve organizational performance and social impact. We are a volunteer organization that serves non-profits that otherwise cannot afford professional consulting.

Eligibility Requirements

To be eligible for Endeavour's consulting service, your organization must meet the following requirements:

1. Non-Profit Incorporation/Charitable Registration

Your organization is incorporated as a non-profit organization or registered as a charity in Canada.

2. Social Mission

Your organization's mission must be focused on solving a social problem.

3. Canadian Operations

While your organization may be local, regional, provincial, national, or international, it must operate locally within Canada. Applications from international development organizations that operate and work with stakeholders in Canada (e.g. program or service users) will be considered. Given that our Endeavour volunteers are located in the Greater Toronto Area (GTA), preference may be given to organizations located in the same region.

4. Structural Changes to Organization

Your organization is not currently undergoing a leadership transition or a strategic planning exercise that may impact the success of the engagement or the validity of the recommendations made by the Endeavour consulting team.

5. Project Exclusions

Please note that Endeavour does not provide the following services and therefore must be excluded in its entirety from your application scope: fundraising strategies; compensation strategies; board governance strategies; implementation of the recommendations from the engagement; grant proposal writing; active fundraising activities (e.g. charity events, donor outreach etc.), and legal or operational support required in setting up a non-profit organization.

6. Project Timeline

Your organization has a project that can be completed within six months. While there is an opportunity to engage Endeavour again in the future, we generally advise clients to re-apply after recommendations from the current engagement have been implemented.

7. Two Project Sponsors

Your organization must provide two key contacts at the executive and board levels who will act as project sponsors for the duration of the engagement. Both contact persons must be accessible on a regular basis, and be able to meet with the consulting team as necessary.

8. Organizational Readiness and Commitment

Your organization must have a Board of Directors, as well as staff or volunteers with the capacity to implement the recommendations delivered by the consulting engagement. Furthermore, the organization must have at least one operational, non-board team member, who is not the executive sponsor/leader.

If you have questions about your organization's eligibility, please get in touch with our Director of Client Relations at contact@endeavourvolunteer.ca.

Client Selection Process and Timeline

Endeavour receives more project applications from non-profit organizations than we can work with, we have developed rigorous screening and selection processes and criteria to help us identify organizations that are most likely to benefit from our services. Shortlisted candidates will be contacted for an interview. Please consult the table below for our selection process and important dates.

Step	Fall / Winter Cycle	Spring / Summer Cycle
Application Deadline	Early July	Early January
Interviews	Late July to Mid-August	Late January to Mid-February
Decision	Late August	Late February
Consulting Agreement	Early September	Early March
Project Start	Late September	Late March
Project Close	Late March	Late September

Tips for submitting a successful application

- Provide a well thought-out and well-written submission. Complete the application to the best of your abilities, be transparent and detailed.
- Demonstrate a good decision-making structure, and internal resources to execute the recommendations resulting from the engagement.
- We like to see a clearly defined problem and project goals.
- We like to see that you have the support of your board of directors.

Tips for submitting the online application form

- We strongly recommend that you complete the application in a SEPARATE DOCUMENT. This allows you to save your work, then copy + paste the responses into our online form. Unfortunately, our online form does not allow you to save information while you work. You can only submit the application in one continuous session.
- Complete all required fields (with asterisk*). If your application was successfully submitted, this confirmation will appear on your screen: "Thank you for applying to work with Endeavour. We will review your application and contact you should we have any questions. Short-listed candidates will be contacted for an interview."

Donations to Endeavour

Thank you for considering our service. Since our services are free, we encourage satisfied clients at the end of the consulting engagement to make a donation to Endeavour. Your donation will help to pay it forward so we can continue providing our service offerings to non-profits like yours.

Donations may be made at <http://www.endeavourvolunteer.ca/donate>.

Questions?

Please contact the Director of Client Relations at contact@endeavourvolunteer.ca.

Endeavour Volunteer Consulting for Non-Profits **SAMPLE** Project Application Form

SECTION 1: ORGANIZATION INFORMATION	
* Required	
We work with registered non-profit and charitable organizations in Canada that are staffed by volunteers or employees and have demonstrable achievements. Please note that you have to comply with all 8 eligibility criteria (http://www.endeavourvolunteer.ca/non-profit/become-a-client/eligibility-requirements/).	
Organization (Legal organization name) *	
Organization Operating Name (if different from legal name)	
Website *	
Head Office Address * <i>Please use the following format: Number Street Name, City, Province/State, Country, Postal Code</i>	
Year Established *	
Non-Profit Incorporation Year *	
Non-Profit Incorporation Number (if Non-Profit) *	
Charitable Registration Year (if Charity)	
Charitable Registration Number (if Charity)	
Most Recent Fiscal Year-End Revenues *	
Most Recent Fiscal Year-End Expenses *	
If your organization is a part of larger organization, please describe briefly the organizational structure and funding. * <i>E.g. provincial/territorial/local affiliates/branches/offices with a central organization. If this doesn't apply to your organization, please write n/a.</i>	
Returning client * <i>If you are returning client, briefly describe what was the project scope for your last Endeavour engagement. Did you implement any of the recommendations? Why did you decide to engage Endeavour again? If this doesn't apply to your organization, please write n/a.</i>	

Current Number of Board Members *	
Current Number of Paid Staff *	
Current Number of Volunteers *	
Key Decision-Makers in Organization * <i>E.g. board, executive staff, committees, etc.</i>	
Functioning of Board of Directors * <i>Briefly describe how your board of directors functions (e.g. what is your board's structure; policy board vs. operational board; strengths and weaknesses)</i>	
Year of Most Recent Strategic Plan * <i>Write n/a if you don't have strategic plan</i>	
Sector * <i>Select all that apply:</i>	
<input type="checkbox"/> Arts/Culture/Heritage <input type="checkbox"/> Children/Youth/Family Services <input type="checkbox"/> Disabilities <input type="checkbox"/> Education <input type="checkbox"/> Environment <input type="checkbox"/> Health <input type="checkbox"/> Human Rights/Civil Liberties <input type="checkbox"/> Immigrant Services <input type="checkbox"/> Other: _____	
<input type="checkbox"/> International Development <input type="checkbox"/> Poverty Relief <input type="checkbox"/> Research/Policy Development <input type="checkbox"/> Rural Development <input type="checkbox"/> Skills Development/Training <input type="checkbox"/> Seniors <input type="checkbox"/> Social Justice <input type="checkbox"/> Women	
Region Served * <i>Select all that apply:</i>	
<input type="checkbox"/> Local <input type="checkbox"/> Provincial <input type="checkbox"/> National <input type="checkbox"/> International	
Mission *	
Groups served * <i>Describe briefly.</i>	

<p>Other stakeholders *</p> <p><i>Briefly describe organizations, groups and/or persons that are affected or can be affected by your organization's actions.</i></p>	
<p>Current Programs in Operation *</p> <p><i>Describe briefly.</i></p>	
<p>Future Programs Planned (if applicable)</p> <p><i>Describe briefly.</i></p>	

SECTION 2: KEY INFORMATION FOR CONSULTING PROJECT

* Required

In what area do you need our help? *

We do not provide the following services: fundraising strategies, HR compensation strategies, strategy implementation, financial reporting/auditing, workshop facilitation, training, or report writing/editing/design. For more information please consult:

<http://www.endeavourvolunteer.ca/non-profit/what-we-offer/>

Please choose **ONE** of the following options:

Corporate Strategy

Visioning / Strategic Planning / Portfolio Strategy / Business Planning / Feasibility Study / etc.

More info: <http://www.endeavourvolunteer.ca/non-profit/what-we-offer/corporate-strategy/>

Marketing Strategy

Client - Member Segmentation / Branding / Pricing / Outreach Strategy / Feasibility Study / etc.

More info: <http://www.endeavourvolunteer.ca/non-profit/what-we-offer/marketing-strategy/>

Operations Strategy

Financial Management / Process Redesign / Delivery Model / Infrastructure / Feasibility Study / etc.

More info: <http://www.endeavourvolunteer.ca/non-profit/what-we-offer/operations-strategy/>

Organizational Strategy

Organizational Design / Volunteer Management / Succession Planning / Change Management / Feasibility Study / etc.

More info: <http://www.endeavourvolunteer.ca/non-profit/what-we-offer/organizational-strategy/>

<p>Problem Definition *</p> <p><i>Based on your choice above (strategy area), please describe in detail the main problem you would like to resolve during this consulting engagement.</i></p>	
<p>Other problems that the organization is facing *</p> <p><i>Briefly describe what other problems is your organization facing (in addition to the main problem).</i></p>	
<p>Expected Goal *</p> <p><i>Briefly describe what does your organization hope to achieve through working with Endeavour.</i></p>	
<p>Expected Implementation of recommendations *</p> <p><i>Briefly describe who will most likely implement the recommendations from the Endeavour consulting engagement? What is the expected timeframe for the implementation? (Please note that the consulting project will take about 6 months.)</i></p>	
<p>Constraints related to Project *</p> <p><i>Briefly describe what constraints do you face related to completing this project.</i></p>	
<p>When do you need to start and finish the project? *</p> <p><i>Are there any deadlines that you need to adhere to?</i></p>	
<p>Resources Available to Consulting team *</p> <p><i>What resources are available to the consulting team? Select all that apply:</i></p> <p><input type="checkbox"/> Current and historical financial statements <input type="checkbox"/> Current strategic plan</p> <p><input type="checkbox"/> Current by-laws <input type="checkbox"/> Space for client-consulting team meetings</p> <p><input type="checkbox"/> Other: _____</p>	

SECTION 3: KEY CONTACT INFORMATION

* Required

Your organization must provide two key contacts for the project at the executive and board levels. The key contacts must be accessible by email and telephone on a regular basis during the six-month engagement, including outside regular work hours on weekday evenings and/or weekends.

Key Contact - Executive Level (main point of contact for Endeavour): *

This individual has the authority to bind your organization in a consulting agreement with Endeavour and to make decisions for your organization.

First Name and Last Name *	
Position Title *	
Length with organization *	
Email *	
Telephone *	
Office Address * <i>If the Office Address is same as the Head Office Address, please write n/a.</i>	
<p>Time commitment to work on the Endeavour consulting project over six months *</p> <p><i>How many hours per week are you willing and able to commit to working on the Endeavour consulting project over six months? (The six-month period is approximately mid-March to mid-September for spring/summer consulting cycle and mid-September to mid-March for the fall/winter consulting cycle.) Please select one:</i></p> <p> <input type="checkbox"/> 2-3 hours/ week <input type="checkbox"/> 3-5 hours/ week <input type="checkbox"/> 5+ hours/week </p>	
<p>Preferred method of communication *</p> <p><i>What is your preferred method of communication? Please select one</i></p> <p> <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person meeting <input type="checkbox"/> Other: _____ </p>	
<p>Preferred frequency of communication *</p> <p><i>How frequently would you prefer to communicate with the consulting team? Please select one:</i></p> <p> <input type="checkbox"/> Daily/Almost daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly </p>	

Key Contact - Board Level: *	
<i>This individual is a board member that is actively involved in the organization.</i>	
First Name and Last Name *	
Position Title *	
Length with organization *	
Email *	
Telephone *	
Office Address *	
<i>If the Office Address is same as the Head Office Address, please write n/a.</i>	
Time commitment to work on the Endeavour consulting project over six months *	
<i>How many hours per week are you willing and able to commit to working on the Endeavour consulting project over six months? (The six-month period is approximately mid-March to mid-September for spring/summer consulting cycle and mid-September to mid-March for the fall/winter consulting cycle.) Please select one:</i>	
<input type="checkbox"/> 2-3 hours/ week <input type="checkbox"/> 3-5 hours/ week <input type="checkbox"/> 5+ hours/week	
Preferred method of communication *	
<i>What is your preferred method of communication? Please select one:</i>	
<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person meeting <input type="checkbox"/> Other: _____	
Preferred frequency of communication *	
<i>How frequently would you prefer to communicate with the consulting team? Please select one:</i>	
<input type="checkbox"/> Daily/Almost daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly	
In addition to the key contacts, the consulting team may interact with:	
<i>Select all that apply:</i>	
<input type="checkbox"/> Other board members <input type="checkbox"/> Other executives <input type="checkbox"/> Staff members <input type="checkbox"/> Volunteer	
<input type="checkbox"/> Clients <input type="checkbox"/> Sponsors <input type="checkbox"/> Donors <input type="checkbox"/> Partners	

SECTION 4: OTHER INFORMATION

* Required

How did your organization learn about Endeavour's consulting service? *

Select all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Endeavour Volunteer | <input type="checkbox"/> Endeavour Client (other non-profit organization) |
| <input type="checkbox"/> Endeavour Partner/Supporter | <input type="checkbox"/> Endeavour Mailing List (direct email) |
| <input type="checkbox"/> Charity Village | <input type="checkbox"/> LinkedIn |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Online Search Engine |
| <input type="checkbox"/> Other: _____ | |

Are you currently working with other consultants? Or do you have plans to work with other consultants concurrently with Endeavour? If so, what would they be working on? *

In case you may not have been selected for an Endeavour consulting engagement, would you be interested in a referral to our partners providing similar services?

If you select yes, we might share your email address with our partners providing similar management consulting services (only in the case that you are not selected for Endeavour consulting engagement).

- Yes
 No

Please note the application must be filled out online:

[Online Application Page](#)