

# Customized Consulting and Training for New Brunswick Non-Profit Organizations



The [Training for the Non-Profit Sector \(TNPS\)](#) program provides consulting and training to New Brunswick-based non-profit board members, executive directors, staff and volunteers.

**The Customized Consulting and Training for New Brunswick Non-Profit Organizations is a component of the TNPS program which provides up to five days of consulting and training assistance to New Brunswick based non-profit organizations.**

## Eligible Applicants

To be eligible Applicants must:

- Be an incorporated non-profit organization and/or a registered charity, as defined and recognized by the Canada Revenue Agency.
- Be based in New Brunswick.
- Have a mandate to directly and significantly contribute to economic and/or social impact in New Brunswick.

## Objectives

Applicants must demonstrate that they can achieve one of the following outcomes as a result of participation:

- Clarify their organization's mission and vision, as a key component to improving organizational capacity.
- Improve overall management capabilities and skills of board members, staff and/or volunteers to meet the organization's mission/mandate.
- Enhance the governance structure, and board functionality, to better ensure organizational accountability.

## Activities

If approved, the Applicant must commit to completing all the following activities:

1. Work with a LearnSphere consultant (assessor) to complete a high level, organizational capacity assessment of their non-profit, in order to identify where to focus the customized consulting.
2. In collaboration with the assessor, develop a Consulting Plan that sets out activities and corresponding objectives to address issues identified by the Applicant in the high level organizational capacity assessment.  
*Examples of activities a consultant could undertake are, revision of board policies or bylaws, creation of staff job descriptions, creation of a communication plan, facilitation of strategic planning or training with board members, etc..*
3. Complete the Consulting Plan activities within the contracted time frame, with a consultant selected from LearnSphere's list of Associates.
4. Submit a final evaluation of the program to LearnSphere Canada.

## Cost

**If approved, each organization must pay a participant fee of \$700 plus HST.**

The program will cover the following costs associated with the organization's participation in the program, including:

- Professional fees associated with conducting the high level organizational capacity assessment and developing the Consulting Plan (approximately one day), and up to five days to undertake the work detailed in the Consulting Plan. LearnSphere will pay these costs directly to the consultant.
- Travel costs associated with bringing the consultant to the non-profit organization.

Applicants can only participate in this program once during the contract period (September 1, 2018 – August 31, 2020).

## Contracting requirements

Once an application is approved, a contract is signed between LearnSphere and the Applicant. It is the sole responsibility of the Applicant to ensure that the high level organizational capacity assessment and subsequent Consulting Plan is completed with the involvement of key organization stakeholders. *Participation of the organization's board of directors is essential in the approval, and completion of the Consulting Plan.* Participants in the program will need to commit additional time and effort into preparation, and follow-up, beyond the five scheduled days in the Consulting Plan.

Applicants must agree to the possibility of future follow-up and also must be willing to participate in the evaluation components of the program. Specifically, this involves providing baseline information at the start of the activity and some follow-up information after the activities have been completed. This is intended to assist us to better measure outcomes during participation and after the program is completed. These results will be shared on a cumulative basis in reports provided to the program's funders, the Atlantic Canada Opportunities Agency, and the Government of New Brunswick. Applicants may be required to consent to participation in public announcements and other marketing activities about the program.

## Application Process

Application Forms are available online [here](#).

*Applications must be for incremental activity.* In other words, Applicants cannot apply to the program to cover costs incurred for training/consulting undertaken prior to approval of the application.

## Timeline

We are now accepting applications for this component. Applications will be approved and accepted on a rolling basis, and the component will be closed once all funding is committed. Assessments for approved organizations will be completed within one month of acceptance into the program. Consulting and/or training activities are expected to be undertaken and completed by the participating non-profit within three months of the organization finalizing the individualized Consulting Plan.

### **For further information please contact:**

LearnSphere Canada  
565, Priestman st., suite 201  
Fredericton, NB E3B 5X8

Tel: (506) 452-0387  
Fax: (506) 452-1890  
Email: [info@learnsphere.ca](mailto:info@learnsphere.ca)  
Website : [www.learnsphere.ca/nonprofit](http://www.learnsphere.ca/nonprofit)

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