

Customized Support



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 Support* component of the TNPS program provides up to five days of consulting, coaching and training assistance to eligible 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 following activities:

1. Organizational capacity assessment:

Work with a LearnSphere consultant (assessor) to complete a high level, organizational capacity assessment of their non-profit, to identify where to focus the customized support.

2. Support Plan

In collaboration with the assessor, develop a Support 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 Support 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 \$800 plus HST.

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

- Professional fees to:
 - Conduct the high-level organizational capacity assessment and developing the Support Plan (approximately one day),
 - Undertake the work detailed in the Support Plan (up to 5 days)

LearnSphere will pay these costs directly to the consultant.

- Travel costs associated with bringing the consultant to the non-profit organization if applicable.

Applicants can only participate in this program once during the contract period (September 1, 2021 – August 31, 2023).

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 Support 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, to maximize the impact of the five days of work to achieve the Support Plan.

Applicants must agree to the possibility of future follow-up and 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 five months of the organization finalizing the individualized Consulting Plan.

For further information please contact:

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