

NONPROFIT WORKSHOPS SERIES

SPRING 2019

BOARD MEMBER BOOTCAMP (5:00 – 7:30 pm) **Wednesday, April 3. Room 141 OR Wednesday, June 5. Room 141**

Presenter: Mae Maloney, Leadership Greater Hartford

Newly appointed nonprofit board members or serving board members that have never received formal board training will learn about the ten basic responsibilities of nonprofit boards as well as the duties of individual board members, relationship between board and staff, and common issues facing nonprofit boards. *(light dinner provided)*

MISSION POSSIBLE: HOW TO START AND GROW A THRIVING NONPROFIT (9:30 am – noon)

Wednesday, April 10. Room YPR OR Wednesday, June 12. Room 140

Presenter: Roosevelt Smith, Roosevelt Smith Consulting

Follow your passion and dream of starting a nonprofit organization. This workshop will give you the confidence, conviction, knowhow and do-it-yourself tools, templates and references to start, run and grow a thriving nonprofit organization. In the workshop you will receive practical and specific how-to steps to set a strong foundation, from exploring your idea and effectively articulating your purpose and mission to attracting and building a board. You will also learn key fundamentals around budgeting, designing programs and raising funds for your mission-driven work.

GRANT WRITING A TO Z: MAXIMIZE YOUR CHANCES WITH FOUNDATIONS (9:00 am - 4:30 pm)

Presenter: Judith Margolin, Needagrant.org

Wednesday, May 1, Room 140

Busy nonprofit staff rarely have the luxury of spending enough time developing a critical skill: composing and submitting targeted proposals to each prospect on your list. This full-day workshop combines a comprehensive overview of the proposal writing process with practical advice to increase your chances of success at securing the funds you need from foundations and corporations. *(lunch provided)* **NOTE:** Attendance is capped at 25. Participants must be employed by a nonprofit organization. A signed commitment letter from the executive director or board president is required for registration. See www.hplct.org/library-services/nonprofits/workshops

SMALL NONPROFIT INFORMATION FAIR (9:00 – Noon)

Wednesday, May 22. Room CCC

Leaders of small nonprofit organizations with annual budgets under \$200,000, have the opportunity to meet one-on-one with representatives of area nonprofit support organizations to address key issues for your nonprofit organization. Register in advance, and come prepared to seek answers to general questions and identify resources or next steps to strengthen your organization. See FAQ's at www.hplct.org/library-services/nonprofits/workshops

BASIC ACCOUNTING AND BUDGETING FOR NONPROFITS:2-PART SESSION (9:30 – 11:30 am)

Tuesday, June 11, Room 140 AND Thursday, June 13. Room 140

Presenter: Julio Casiano, U.S. Small Business Administration Connecticut District Office

Participants must attend both sessions. These two sessions will cover the following accounting basics that are a pre-requisite for the QuickBooks 101 to be offered Fall 2019: Creating budgets using Excel; Debits, credits, balance sheets and income statements; T-Account blank sheets for exercise; Cash accounting vs. accrual accounting; and Balance sheets and income statements.

*All workshops are offered at no cost to participants
through a partnership between Hartford Foundation for Public Giving and Hartford Public Library*

PARTICIPANTS MUST REGISTER IN ADVANCE

Registrations open March 1, 2019.

To register email your name and email address to nonprofitslearn@hplct.org

Location: Hartford Public Library, 500 Main Street, Hartford, CT 06103