**Pro bono Consulting Application**

*Please read guidelines on the last page before filling out this two-part form.*

*All projects will be operating virtually until further notice.*

**part i: organization’s basic information**

1. **Name of organization:**
2. **Contact name and title**:
3. **Name of Executive Director or CEO if different**:
4. **Address**:
5. **E-mail**: **Phone**: **Website**:
6. **How many paid staff do you employee? How many volunteers?**
7. **What is your annual operating budget? Please list your sources of funding by % if available.**
8. **What is the mission of your organization?**
9. **Briefly describe what your organization does, including its key programs/activities.** *(No more than 5 sentences.)*
10. **Share your key impact data (e.g. # of people served, demographics of those served, geography of those served, etc.)**
11. **Summarize any awards, accolades, or recognition your organization has received, if any.**
12. **Describe 1) How does the leadership of your organization (ED/CEO + direct reports + Board) represent the people and communities who are intended to be the beneficiaries of your work, particularly those who may not have been well-represented in this sector in the past? 2) In what ways does your organization’s mission/services improve the lives of people in our community who may have the greatest challenges and fewer opportunities?** *(Community Partners supports a spectrum of sectors and is not exclusively working with those addressing equity.)*

**part II: organization’s opportunities/challenges**

1. **What are your organization’s key goals for the coming year? What are the critical challenges your organization is facing?** *(< 200 words)*
2. **Describe the proposed project for HBS Community Partners. What is the problem/opportunity with which you’d like help? Include the goals and deliverables you hope to achieve.***(< 200 words)*
3. **Why is this problem/opportunity important to your organization’s success?** *(< 100 words)*
4. **When would you like to have the results? Are there any key dates /milestones you are trying to meet?**
5. **How would you deal with this problem/opportunity if HBS Community Partners was unable to assist you at this time?**
6. **List other consultants you may be engaging with concurrently with HBS Community Partners.**
7. **Provide the name and contact information of a Board member who will be involved as a sponsor of this project. What is the Board of Directors’ role in defining and approving the project?**
8. **Additional comments/color**:
9. **How did you hear about HBS Community Partners?**

*Thank you. Please ensure your completed application is no longer than four pages and email your application to* *lulu.curiel@hbscp.org**.*

**Consulting Project Guidelines**

HBS Community Partners mobilizes Harvard Business School volunteer alumni teams to help nonprofits address business management challenges. Each team consists of 3-5 volunteers dedicating 2-4 hours/week each to help an organization create impact. *Projects might operate virtually or in person, or in a hybrid. The format is discussed between clieint and Community Partners.*

**Consulting projects** are three-four month long engagements that involve a broader approach to addressing a strategic challenge or opportunity. Teams will use several angles/sources for their assessment.

**Typical projects include:**

* Market/Landscape Assessment
* Operational Review
* New Business Planning
* Marketing/Communications/Branding Strategy
* Growth Plan
* Revenue/Earned Income Plan

We do not engage in fundraising activities or conduct “cold calling” research.

**Client Criteria:**

To best leverage our volunteer efforts, a nonprofit organization needs to reach an appropriate stage of development and size. Clients must:

* Be a 501(c)3 organization with a mission which benefits the community generally
* The organization or project must not seek to advance a religious or partisan agenda
* Be in operations for over a year with a FT Executive Director and at least 2 other paid staff
* Have an annual operating budget of at least $500,000

**Process:**

**1—We run consulting projects two seasons per year. Submit an application by the deadline below to** lulu.curiel@hbscp.org**.**

|  |  |  |
| --- | --- | --- |
| **Season** | **Application Deadline** | **Project Duration** |
| Fall | August 11 | 3-4 months |
| Winter/Spring | November 11 | 3-4 months |

**2—Review/Approve/Recruit**

The Community Partners Steering Committee will review applications, meet with prospective clients, and select projects within 1 month post the application deadline. Recruitment for approved projects will then begin, and projects will kick-off the following month. (October for the Fall season, February for the Winter/Spring season.)

**3—Project Milestones**

* Engagement Letter is signed (agreement on the project scope)
* Kick-off Meeting (all key stakeholders must attend, including the Executive Director/sponsoring Board member)
* Final Meeting (all key stakeholders must attend)