**Nonprofit Brainstorming Application**

**Brainstorming Sessions will be virtual 90-min Zoom meetings.**

*Please read guidelines on last page before filling out this form.*

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. **List three possible dates for the brainstorming session that would work for you. Please indicate if you have flexibility or a specific deadline to meet**.
7. **Highlight your preferred time(s)**:

Morning

Lunchtime

Afternoon

1. **What is the mission of your organization?**
2. **Briefly describe what your organization does including its key programs/activities (ideally in no more than 5 sentences)**
3. **How many paid staff do you employee? How many volunteers?**
4. **What is your annual operating budget? Please list your sources of funding (by % if available)**
5. **Briefly describe when your nonprofit was founded and the history of the organization**.
6. **Please summarize any impact numbers, results, awards, accolades, or recognition your organization has received**.
7. **Equity Review: 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.)*
8. **Describe the challenge your organization is facing that is leading you to apply for a brainstorming session (in 100 words or less)**.
9. **List, in 1-2 succinct sentences, the focus question(s) you’d like the alumni volunteers to help you with. (See back page for examples.)**
10. **How do you intend to use the results from the brainstorming session?**
11. **Additional comments/color**:
12. **How did you hear about HBS Community Partners?**

*Thank you. Please ensure your application is no longer than three pages and email your application to* [lulu.curiel@hbscp.org](mailto:lulu.curiel@hbscp.org)

**Virtual Alumni Brainstorming Guidelines**

Need quick advice from an outside party who has experience solving challenging business issues? HBS Community Partners Alumni Brainstorming Sessions are 90-min Zoom meetings focused on helping a nonprofit solve a specific issue or generating ideas. These high energy sessions involve four to eight HBS alumni volunteers with targeted skills and interests aligned with yours.

The focus question is a single, clearly-defined challenge, new idea or a group of related issues not requiring additional research in order to comment or add value.  Examples include:

* How can my organization increase its visibility and reach?
* Can you help me articulating my unique value proposition?
* Can you provide feedback on my organization’s “pitch?”
* What are different revenue sources my organization should think about pursuing?
* What are the key questions we should be asking as we head into strategic planning?
* How should I prioritize my workstreams?

**Client Criteria**

In order to qualify for a Brainstorm Session with HBS Community partners, your organization should:

* be a Bay Area 501(c)3 nonprofit organization with a mission which benefits the community generally;
* be in operations for over a year;
* should not be religious or political organization.

**Process:**

**1—Complete an application and submit to** [lulu.curiel@hbscp.org](mailto:lulu.curiel@hbscp.org)

**2—Set Dates and Location** – After the application has been reviewed and approved by the Community Partners Steering Committee (within two-three weeks post the application deadline), we will confirm a date. Sessions are not guaranteed and are dependent on finding enough volunteers to participate—you will be apprised of the status.

**3—Meeting Requirements**

* The organization will provide some brief background materials at least one week in advance to help prepare the participants to engage in a discussion focused on the brainstorming topic.
* No more than three representatives from the client organization will be present (or less than half the attendees).

**4—Meeting Structure**

* Introductions – *15 minutes*
* Brief Overview of the Organization by Client – *15 minutes*
* Discussion/Brainstorming facilitated by HBS Community Partners – *60 minutes*