



Fall 2008 Nonprofit Series

500 Main Street
Hartford, CT 06103
www.hplct.org

(Parking and entrance on Arch St)

LOBBYING AND POLITICAL ACTIVITIES FOR CONNECTICUT NONPROFITS

Presenter: Priya Morganstern, Director, Nonprofit Pro Bono Initiative

Your nonprofit organization can play an important role regarding legislation and politics, but there are important rules you must follow. Do you understand the important distinction between lobbying and political campaign activity? Do you know how to determine how much lobbying is permissible? Do you know what constitutes forbidden political campaign activity? What kind of election-related activities *can* your organization engage in? Join our speaker as she reviews applicable state and federal law, and learn what your nonprofit can and cannot do to affect the political landscape.

Tuesday, September 9, 10:00 a.m. – Noon

BUILDING AND SUSTAINING YOUR NONPROFIT

Presenter: Martey Rhine, Management Solutions & Resources

This workshop is offered in partnership with the Hartford Foundation for Public Giving

No matter how worthy your mission is to serve others, you will be more successful if you are operating from a solid foundation. If you are a small nonprofit organization and you want to enhance your knowledge of what it takes to build that solid foundation, this workshop is for you. We will cover the basics of building a board, budgeting, operational planning, marketing, and fundraising – all the building blocks your nonprofit organization needs. At the conclusion of this workshop you will have tools, templates, and references for taking the action steps to effectively structure your nonprofit organization and enhance your ability to achieve the mission.

Monday, September 15, 9:00 a.m. – Noon

CONNECT WITH FUNDERS (panel)

Panel: Sara Sneed, Senior Program Officer, Hartford Foundation for Public Giving

Elizabeth White, Grants Administrator, Greater Hartford Arts Council

Marlene Ibsen, CEO, Travelers Foundation

Pat Baker, President & CEO, Connecticut Health Foundation

The purpose of this panel presentation is to provide nonprofits with a better understanding of what funders look for in grant proposals and contribution requests. Topics to be covered include: What do funders look for in the organizational capacity of the groups they give to? How do funders “really” make funding decisions? What were the most exciting or compelling projects they been recently involved with; how is the present economy affecting philanthropy and giving. A Q&A period will follow.

Monday, September 22, 10:00 a.m. – Noon

GRANTS.GOV (web conference)

Presenter: Michael W. Pellegrino, Outreach Director, Grants.gov

Grants.gov is your source to **FIND** and **APPLY** for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community.

The Grants.gov session will cover how to Find and Apply for federal grants. The session will walk you through the various options to search for grants. The next step in the process is to apply. This session will discuss the key components of the Apply process. Michael will then take any questions you may have.

Tuesday, October 7, 10:00 a.m. – Noon

Registration required: in-person, online (www.hplct.org/calendar), or by calling 860-695-6295

QUICKBOOKS FOR NONPROFITS

Presenter: Annabel Pedemonti, Accounting Software Services

Space is limited. Participants must attend all 3 sessions.

In this three-part course, you will learn how to use **QUICKBOOKS PRO 2007** to:

Create a company file; Track grant funds; Manage accounts payable/receivable; Record sales, receipts and deposits; Invoice customers; Reconcile bank statements; Track grant expenditures; Write checks; Use management reports to make decisions.

Thursday, October 16, 23 and 30, 5:30 – 8:00 p.m.

BUILDING CAPACITY IN GRANTS MANAGEMENT

Presenter: Kathy Frederick, Frederick Consulting

Organizations must complete an application form, which must be received by October 1, to be considered for participation. You may obtain an application form by calling 695-6306, email to dalexandre@hplct.org or download from www.hplct.org/grants.htm . Participants must attend both sessions. This workshop is offered in partnership with the Hartford Foundation for Public Giving

The first session will cover: Looking at Grantseeking in Context; Putting Your Best Foot Forward; Researching Grant Opportunities; Identifying Fundable Projects; Developing Fundable Proposals (partial). The second session will cover: Developing Fundable Proposals (continued); Sustaining Grant Funding; Setting up a Grants Office.

Monday, October 27 and November 3, 10:00 a.m. – Noon

LEGAL ISSUES OF FUNDRAISING AND REVENUE GENERATING ACTIVITIES

Presenter: Priya Morganstern, Director, Pro Bono Partnership, Inc

Is your organization properly registered to conduct fundraising and appropriately reporting the donations it receives to the IRS? Do solicitations contain required disclosures? Are the proper acknowledgements being provided to your donors? Are you generating income from a business venture? Do you owe taxes on such income? Attend this workshop to protect your organization's tax-exempt status and to ensure that your organization is operating within the legal guidelines for nonprofit fundraising and revenue generating activities.

Tuesday, November 18, 10 a.m. – Noon

STARTING A NONPROFIT: MYTHS AND REALITIES

Presenter: Priya Morganstern, Director, Pro Bono Partnership, Inc

Date: Tuesday, December 2, 2008 (10 a.m. – Noon)

Learn about the advantages and disadvantages of forming a nonprofit organization and seeking tax-exempt status, how to know when your group is "ready" for that big step, and the nuts and bolts of the process. The Presenter will also discuss the best structure for a new organization (members? no members?), the obligations of the board of directors, conflicts of interest concerns, and various other filing and compliance issues.

Tuesday, December 2, 10 a.m. – Noon

BUILDING AND SUSTAINING YOUR NONPROFIT

Presenter: Martey Rhine, Management Solutions & Resources

This workshop is offered in partnership with the Hartford Foundation for Public Giving

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Thursday, December 11, 9:00 a.m. – Noon

Registration required: in-person, online (www.hplct.org/calendar), or by calling 860-695-6295