

## Capacity Lab

### Build the capacity of your organization

**Your organization is capable of amazing things. Let us support you to achieve your full potential.**

Are you looking for in-depth advisory or consulting services to guide your organization through significant growth, change, or transition? Do you feel your organization has unrealized potential? Capacity Lab is the perfect program to take a close look at your organization and make an action plan to effectively move through transitions.

Capacity Lab is a blend of in-class learning and expert consulting. Our not-for-profit clients have seen tremendous benefits through this guided self-assessment process. Members of our consulting team will work with you to build a capacity enhancement plan for your organization.

### What is Capacity?

We define capacity as the health of your organization in five areas: programs, governance, financial resources, management, and administrative systems.

### Is this the right program for my organization?

In this program you will examine each of these categories for your organization. Capacity Lab gives you clarity on the best way to move your organization forward. If you are looking to tackle roadblocks and create a path to greater impact - this is the program for you.

**You and your organization are an ideal candidate if you are:**

- Eager to invest in your organization's strength and sustainability
- Experiencing growing pains and increased demand for services or programs
- Facing an upcoming transition
- Seeking expert guidance to get your organization on track

### How it Works

The Capacity Lab is a seven-month guided self-assessment process for for senior staff (Executive Directors, CEOs, general managers, etc.) and not-for-profit board members.

Each session will have **two spaces** for your organization to attend. We recommend having your Executive Director fill one spot for the entire program and the second spot can be alternated with a different staff or board member each session. When you register, you will be asked to provide two names. Please provide the names of the two people who will attend the first session.

<p>Two participants per organization:</p>	<p><b>1</b> Executive Director</p>	<p><b>2</b> Board Member or Senior Staff</p>
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**Application Deadline:** August 31, 2019 at 4 pm PT

#### 2019 Program Schedule

**October 7, 2019** | 9 am - 4 pm | *Introduction to Lifecycles*

**October 31, 2019** | 9 am - 4 pm | *Programs*

**November 21, 2019** | 9 am - 4 pm | *Management*

**January 23, 2020** | 9 am - 4 pm | *Governance*

**February 20, 2020** | 9 am - 4 pm | *Financial Resources*

**March 12, 2020** | 9 am - 4 pm | *Administrative Systems*

**April 23, 2020** | 9 am - 4pm | *Review Self-Assessment Process and Capacity Improvement Planning*

**Location:** 1183 Melville Street, Downtown Vancouver

**Cost:** \$2500 (for two participants)

## How will my organization benefit?

You and your organization will have the opportunity to:

- Identify transition stages that may be causing pressure and how to move through them
- Understand how your current challenges and opportunities are part of a normal progression
- Complete a comprehensive self-assessment to identify your organization's current lifecycle stage
- Outline realistic steps your organization can take to build capacity in governance, management, financial resources and/or administrative systems

## What you will accomplish

Through the seven-day process, participating organizations will:

- Understand the seven stages of your organization's lifecycle
- Assess the five areas of your organizational capacity (programs, management, governance, systems, and financial resources)
- Get clarity on your organizational development activities that offer the greatest impact
- Develop a detailed organizational capacity improvement plan

## Program Topics

Topics of each of the seven full-day learning session.



### 1. Introduction to Nonprofit Lifecycles



### 2. Programs



### 3. Management



### 4. Governance



### 5. Financial resources



### 6. Administrative systems



### 7. Review Capacity Improvement Plans

This program is created in partnership with [Nonprofit Lifecycles Institute](#), founded by [Susan Kenny Stevens](#) an internationally-recognized consultant, author and lecturer on management, financial, and organizational issues pertaining to philanthropy and the not-for-profit sector.

**Understand your not-for-profit journey to reach greater organizational capacity and mission impact.**

**APPLY TODAY!**

**CITY OF VANCOUVER  
BURSARY APPLICATION**

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*[City of Vancouver Grantee Organizations](#) can apply for an Executive Lab bursary via the program's [application form](#). Candidates will be selected by a panel according to specific criteria.*