

The Spartanburg County Foundation (SCF) Community Leadership Team provides local nonprofits and community members Technical Assistance (TA) as they are working to create positive impact for residents of Spartanburg County. This assistance aligns with the Foundation’s commitment to building *Nonprofit Effectiveness* and supporting *Philanthropy In Action*.

As a TA provider and community leader, we take seriously our responsibility to serve as a knowledge source, sharing our extensive history of impact, community partnerships, and successful launch of initiatives. It means that we are supporting your efforts with a vast store of local, operational, and philanthropic industry knowledge built since the Foundation was founded in 1943.

Community projects share commonalities that we can help you with; however, the actual work to meet your goals is yours to do. Success for a project/organization grows from the unique talents, time availability, and commitment of those who are working to build an idea or meet a shared vision – whether that is one person, a small group of people, or multiple organizations working toward a common goal.

WHAT WE DO

- ✓ **Brainstorm** solutions to challenges.
- ✓ **Suggest** next steps based upon best practices.
- ✓ **Connect** you to information regarding:
 - Grantmaking
 - Strategic Planning
 - Marketing
 - Fundraising
 - Operational Development
 - Organizational Charts
 - Developing a Request for Proposal
 - Budgeting
 - Revenue Building

WHAT WE DO NOT DO

- Create or complete action plans specific to your work or mission.
- Complete next steps specific for your work or mission.
- Set up meetings for you with other professionals.
- Write grants for your organization.
- Facilitate/Conduct Strategic Planning Meetings or Retreats.
- Write Marketing Plans for your specific events, programs, or organizations.
- Develop Fundraising Strategies or Campaigns for your organization.
- Create Organization Charts for your organization.
- Write Requests for Proposals (RFPs) for an organization seeking a consultant.

Additional Resource:

Glossary of Topics Related to Nonprofit/Community Impact Work:

<https://cof.org/content/glossary-philanthropic-terms>

When Scheduling a TA Meeting

Foundation staff typically host TA office hours on Tuesday, 2:00 p.m. – 5:00 p.m. and Thursdays, 9:00 a.m. – 12:00 p.m. in the Nonprofit Resource Center at the Robert Hett Chapman III Center for Philanthropy, or via Zoom. Please schedule a 30-minute to one-hour appointment during these times. Please have a couple of time/date options when calling or emailing to set up an appointment.

Please note that Foundation staff have multiple responsibilities. They are rarely available for same-day appointments to provide TA but will do their best to set a time to meet that supports you in a timely manner.

What To Expect During Your TA Meeting

A member of the SCF Community Leadership Team will meet with you to discuss your challenge. The team member will provide a meeting summary to you within three-five business days following the meeting. We encourage you to take notes during the meeting and use the SCF provided meeting summary as an additional resource.

How to Use Your Meeting Summary

The SCF team member providing support during this meeting will email a meeting summary to you to support your ongoing work. We hope that this will help you as you plan your next steps for meeting your current challenge or opportunity and moving closer to your goals. Your meeting summary is not a set of directions or expectations from the Foundation. It is not a formal action plan, nor an endorsement of your organization or any formal action plan you create from the guidance offered.

Keep in Mind

While it does establish/deepen your relationship with SCF staff, a TA meeting does not serve as a means for obtaining SCF grant funding. It is not required before submitting a grant request, nor should you expect grant funding or special consideration for current or future grant funding as a result of a TA Meeting.

Mind your Brand... and Ours

While we help nonprofit organizations and individual leaders develop their potential, your efforts are your own. Please do not use the Foundation's name or Logo on action plans or other documents you create after a TA Meeting. Anything you do with your meeting summary is YOURS. Make sure you recognize and brand it as such. This will help build your leadership credibility with those working with you to meet your goals. You can mention that a meeting with Foundation staff helped guide your thought process, but don't take away from the progress you are making.