Non-profit Advisors Program

Assessment and Consulting Support Program Guide

What is the Non-profit Advisors (NPA) Program?

The NPA Program supports non-profits in Columbia Basin Trust's region with organizational development and capacity building through a range of resources, including:

- organizational assessments and recommendations;
- specialized consulting support and information-sharing;
- direct advisory support;
- skill-building workshops and webinars; and
- an online reference library.

This Program Guide provides information on how to access the NPA assessment and consulting support services; more information on workshops, webinars and additional resources can be found on the Trust's website.

Who can apply?

You can apply if you are a registered non-profit organization in the Trust region (Applicants) that:

- is a registered non-profit in good standing for more than one year; and
- actively delivers programs that provide broad public benefits (not programs that primarily benefit membership).

Ineligible non-profits include:

- non-profits in a state of crisis or emergency;
- member funded societies as defined by the Societies Act; and
- groups that undertake activities of political parties, religious, advocacy or lobby groups and organizations that are exclusive in nature.

What is the application process?

The NPA Program accepts applications on a continuous basis.

- Complete the online registration form linked here: online registration form.
- If selected to move forward, you will be notified by email and connected to a Trust advisor (the Advisor) typically within two weeks. The Advisor will then schedule a 1-3 hour virtual or in-person assessment (Assessment) to determine your organizations priorities.
- Based on the Assessment the Advisor may provide a recommendation for further Consultant support (Consultant) in areas as such:
    - planning and direction;
    - board governance;
    - financial management;
    - human resources;
    - policy development;
    - risk management and recovery planning;

  - administration/management; and
  - community relationships/communications.
- Direct support is additional support provided by an Advisor that is beyond the scope of general advice provided through the Assessment process. Seen as a shorter-term "consulting" when more substance consulting is not required, it must be within the skillset of the Advisor limited to 1-5 hours. Direct support is typically provided virtually.

How much can the Trust fund?

- Advisor support services are free of charge for eligible Applicants.
  - If Consultant support is recommended, the Trust may support up to 80% to a maximum of $4,000 per engagement.
  - Applicants may be eligible to receive funding support up to a cumulative maximum of $7,000 every three years.

What types of projects are not eligible?

The Non-profit Advisors program does not provide grants for core funding, or fund activities like specific projects or professional development.

When can a Consultant support begin?

Funds can only be used for approved expenses that occur after Trust approval of funding has been received in writing and a signed Letter of Agreement has been issued.

What else to keep in mind?

Even if an Applicant meets the eligibility criteria, they may not be selected for funding as the Trust often receives requests for more funding than what is available. The Trust retains the right to determine eligibility and the amount of funding allocated; this may be all or part of what was requested.

Ready to apply?

- Email, non-profit@ourtrust.org or call 1.800.505.8998 if you have questions or to discuss your project; or
- complete the online registration form.