



PEER ADVISOR NETWORK APPLICATION - FY2008

GENERAL INFORMATION

Group or Organization _____

Mailing Address _____

Contact Person _____ Telephone _____

Contact e-mail _____ Fax _____

Web Address _____

NARRATIVE

Application Questions: Create an attachment to answer the following questions using no more than two pages. Please retype question numbers and the question.

1. What does your organization or group do? Please provide a brief history of the organization or group and the current mission statement (if available). Include the date of your organization's incorporation. If not incorporated, indicate how long the group has been in existence.
2. What is your specific area of need? Describe the challenges currently facing your organization that have motivated this application. Please be as specific as possible. Specify requested Advisor skills (see Page 2).
3. What is your expectation of the help you can receive from a Peer Advisor? What do you hope to achieve through this short-term consultancy?
4. Describe any work that has already occurred to address the issues described above (i.e. preliminary work, previous consultants or training, staff or board committee work, etc.).
5. Who do you propose will participate in the requested advising sessions? Please provide names, titles, phone numbers and e-mail addresses of all proposed participants.

At the bottom of your narrative, please include the following information:

- Name of Applicant Contact
- Title of Contact
- Name of Board Chair (if applicable)

SUBMISSION

- **Be sure to have the Applicant Contact person sign and date the application at the bottom of your narrative.** If a Board Chair is also named, have the Board Chair sign and date the application in the same section.
- **Please do not send an application without original signatures.**
- You must also complete an **Organizational Self-Assessment** form to complete your application (the form is available on the web site and/or through your Local Arts Agency Regional PAN Office).
- Mail all application materials to the Local Arts Agency that is designated as your PAN Regional Office. Be sure to address the package - **ATT: Peer Advisor Network**

REQUEST FOR SERVICES

Area(s) of Need: Please clearly mark the box or boxes that most closely approximate the skills that you believe a Peer Advisor will need to support your request. As advising assignments take place over a relatively short time period, be sure to focus your request for service to one or several related skill areas.

Planning Skills

- Developing a Strategic Plan
- Developing a Cultural Plan
- Developing a Financial Plan
- Developing a Marketing Plan
- Developing a Facility Plan
- Planning an endowment
- Developing and Planning Programs
- Technology Planning
- Succession Planning
- Developing a Stabilization Plan
- Developing an Evaluation Plan
- Organizational start-up

Organizational Development Skills

- Conducting an Organizational Assessment
- Conducting a Board Assessment
- Board Development, Training
- Recruitment & Orientation
- Staff Development, Training & Hiring
- Volunteer Development, Training, Recruitment & Orientation
- Developing Personnel Policies
- Performance Reviews
- Standardizing Management systems & procedures
- Governance issues & roles
- Board / staff relationships
- Organizational structures
- Leadership transitions
- Leadership development
- Internal communications

Financial Management Skills

- Internal Financial Systems & Procedures
- Expanding & Diversifying Financial Support
- Developing a Financial Plan
- Conducting Annual Fund Raising Appeal
- Developing & Managing
- Operating Budgets / Project Budgets
- Conducting a Capital Campaign
- General fund raising
- Grant Writing
- Endowment planning
- Stabilization planning / debt service

Technology Skills

- Developing a Technology Plan (data systems, telephones, security, etc.)
- Data base design & information tracking
- IT training
- Web site design & development
- Software & hardware decisions

Program Development, Management & Evaluation Skills

- Designing a New Program
- Increasing Cultural Participation
- Community Outreach Initiatives
- Audience Development
- Attracting Diversity to Programs
- Arts Education / Curriculum Planning
- Expanding Access for people with Disabilities
- Program Development for
- Positive Youth Development
- Program Evaluation

Marketing & Public Relations Skills

- Marketing / PR Campaigns
- Developing Communication Tools & clarifying message
- Managing Publicity & Promotion
- Capturing data
- e-Marketing
- Web sites / Web 2.0
- Customer relationships
- Developing a Marketing Plan
- Donor recognition
- Site signage
- Advocacy

Community Participation Skills

- Developing Local Arts Councils & Municipal Commissions
- Working across sectors (businesses, education, municipalities, healthcare, etc.)
- Forming / Managing Partnerships & Collaborations
- Engaging Civic discussion
- Soliciting community input / conducting a Community Needs Assessment
- Respecting differences (cultural, economic, social, access, education, etc.)
- Engaging Diverse Audiences

Evaluation Skills

- Developing measurement tools
- Methods & data collection
- Evaluation planning
- Outcome Evaluation
- Telling Your Story

Other Skills

- Public Art
- Special Events
- Facility Management
- Insurance
- Investments

Use the spaces below to add specific skills not previously listed
