



October 29, 2014

Joe McDermott, King County Council Vice Chair, District 8
King County Chambers
Seattle, WA 98104

Dear King County Council Member McDermott,

The Nonprofit Assistance Center (NAC) is requesting funding from the King County Council that will allow NAC to continue to provide culturally responsive, capacity building services to small and emerging nonprofits in ethnic minority, refugee, immigrant and low income communities. Funding from the King County Council would allow NAC to expand its services to the South King County region where capacity building services is much in need. Over the last 14 years NAC has played a critical role in assisting many small and emerging organizations throughout King County to develop the capacity to provide social services to their respective communities. Many of these communities have trusted leadership, but who have limited knowledge or experience in creating and maintaining nonprofit organizations. NAC's role has been to assist in the development of necessary skills (i.e. recruiting boards of trustees, implementing appropriate accounting and information systems, writing grants, and raising funds).

We are very proud of our work and the success of the organizations that we have served, some of which include Somali Community Coalition, Ethiopian Community in Seattle, and Urban Family Center Association. Over the last several years, however, NAC has struggled financially and during the last six months has faced a financial crisis. In June, without advance notice, NAC's Executive Director resigned. To meet NAC's contractual obligations, NAC Board members have on a voluntary basis stepped in to perform the functions of the Executive Director. Funding from the King County Council would allow NAC to keep its doors open and to provide much needed culturally responsive capacity building services in the South King County region.

This eleventh hour request for \$100,000 is not our normal business practice. Our sincere apology is extended. However, this funding will be a lifeline for meeting unmet critical needs of the constituents we serve in King County. The City of Seattle has recognized the value of NAC services by funding us for the past three years. We are also pursuing funding from the Seattle Foundation and United Way of King County. We ask at this critical time that the County will step up as another important public funder.

Thank you kindly for your attention and consideration of this urgent request.

Respectfully,

Frances Carr, President

Nonprofit Assistance Center Board of Directors

Enclosures:

Proposal for the Nonprofit Assistance Center in FY 2015

Budget FY 2015

Proposal for the Nonprofit Assistance Center in FY 2015

For the last 14 years Nonprofit Assistance Center (NAC) has played a critical role in providing capacity building support to small and emerging nonprofits in ethnic minority, refugee, immigrant and/or low income communities in the Puget Sound region. In FY 2015, NAC will assess and extend its support. We will solicit feedback from stakeholders on how best NAC can support their priority capacity building needs. In checking in with them, we will specifically explore the effectiveness of the cohort approach in regards to training and technical assistance. We want to learn from them about what worked, what did not work, and what changes and additions would be most helpful. Additionally, we want to hear directly from our stakeholders and their need for back office support (e.g. bookkeeping, IT, personnel practices). Furthermore, NAC will be soliciting input from a broad segment of stakeholders, including nonprofits, funders and local municipalities regarding their need for information from widely available public databases. This will allow for a clear understanding of the state of communities, from an equity/social justice point of view.

Cohort Model

- NAC shall continue to utilize the method of training cohorts in various key areas encouraging a broader sense of community
- One cohort of six nonprofits will be located in the City of Seattle and one cohort of six in King County.

Back Office Support

- Areas of concern for small nonprofit organizations include the basic functions of operating and maintaining an office.
- Beginning on March 1, 2015 using onsite reviews of back office functions, we will assess a sample of small nonprofits and develop consultations/training to address the organizations' needs. Included in this assessment NAC will take the additional steps of identifying what's currently available, what models work best given the identified need, and what potential partnerships exist to address the identified need.

Data Support

- In the last 20 years there has been an explosion of readily available public databases
- The range of information is extremely broad and often reported in small geographical units (i.e. census tracts and zip codes)
- This information appears to be of great potential benefit to nonprofits and their funders
- We envision using focus groups and interviews that would follow actual live presentations of the use of the databases.

Future Funding

Because of their financial circumstances most nonprofits are unable to reimburse NAC. Therefore, some level of ongoing governmental support is necessary. We respectfully ask King County funding for \$100,000 to respond to the unmet needs of small nonprofits in the county.

Nonprofit Assistance Center
Budget 2015

Prepared 10-08-2014

Staff

Executive Director	70,000
Executive Assistant	42,000
Staff Benefits	33,500
Accountant	10,000
Consultants	79,000
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	234,500

Other Expenses

Rent	30,000
Copying	6,000
Phone	4,000
Supplies	12,000
Liability	1,000
Interest	5,000
IRS Tax	4,000
Audit	5,000
Misc	12,000
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	79,000

Total Budget 2015

\$ 313,500.00

Liabilities

Line of Credit \$ 89,000.00

(Note: anticipate \$10,000 surplus for FY 2014, which will be applied to this amount.)

Revenue

City of Seattle	150,000
Other funders	163,500
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	\$ 313,500.00

Nonprofit Assistance Center

Organizations served in 2013-2014

1. 21 Progress
2. Academic Link Outreach
3. African Diaspora of Washington
4. Alley Cat Productions
5. American Indian Health Commission
6. Aweil Community Association
7. Birthday Dreams
8. Cambodian Cultural Alliance of Washington
9. Centerstone
10. Central Area Senior Center
11. Charitie
12. Child Care Resources
13. Cierra Sisters
14. CISC- Chinese Information Services Center
15. Community Day School Association
16. Diggin Shoreline
17. Education Francaise Greater Seattle
18. Eritrean Community in Seattle and Vicinity
19. Ethiopian Community in Seattle
20. Feet First
21. Filipino Community in Seattle
22. First Place School
23. Got Green
24. Hollow Earth Radio
25. Immanuel Community Services
26. Kennydale Neighborhood Association
27. King County Housing Authority
28. Lao Women Association
29. Literacy Council of Seattle
30. Living Wisdom School of Seattle
31. Lutheran Community Services NW
32. Mercy Housing Northwest
33. Mother Africa
34. MPA/UW
35. NAMI Greater Seattle
36. Northwest Accordion Society
37. Northwest Justice Project
38. Open Doors for Multicultural Families

39. Operation Sack Lunch (OSL)
40. Oromo Community Service of Seattle
41. Pinnacle Explorations
42. POP Neighborhood House
43. Preserving the Past Collectors Library and Museum
44. Puget Sound Training Center
45. Rainier Beach Moving Forward
46. Recovery Centers for King County
47. Regional Aviation Enterprises (RAVEN)
48. Seattle Foundation
49. Slavic Community Center
50. Sojourner Place
51. Sound Child Care Solutions
52. South King County Genealogical Society/Genealogy Training
53. South Park Area Redevelopment Committee
54. South Park Information and Resource Center
55. South Park Senior Center
56. Southeast Seattle Coalition
57. Southwest Youth & Family Services
58. Statewide Poverty Action Network
59. Sustainable Renton
60. SWEC Timebank
61. Tacoma Community House
62. Tasveer
63. The Great Green Room
64. The Institute of Qigong and Integrative Medicine
65. The World is Fun (TWIF)
66. Tierra Madre Fund
67. TTA (Technology Transfer to Africa)
68. Tumaini for Health
69. Vietnamese Friendship Association
70. Washington Food Coalition
71. Weed Warriors
72. Wellspring Family Services
73. WSA Head Start ECEAP