

2004 Program Guide

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CF-LINKS: Community Foundation – Leadership, Innovation, Networking, Knowledge and Support.

What is CF-LINKS?

CF-LINKS is a comprehensive professional development program designed by Community Foundations of Canada specifically for the community foundation movement.

CF-LINKS (Community Foundation-Leadership, Innovation, Networking, Knowledge, Support) harnesses the power of our national network and puts it to work for community foundations of all stages and sizes.

The program draws on our collective strengths to provide a wide range of skills and leadership development – all firmly grounded in CFC's principles for community foundations.

CF-LINKS By the Numbers...

Brand new *training workshops* created by CF-LINKS.

3

9 *Pre-conference training* workshops being offered by CF-LINKS in Québec City.

CF-LINKS Training Workshops held across Canada in 2003.

10

15 The *April deadline* for early bird registration for CFC's 2004 National Conference & CF-LINKS pre-conference sessions.

Reflections/GrantBenefit kits purchased by international foundations including: Charleston, Cleveland, Indianapolis, Grand Haven MI, Greenville NC, Edinburgh Scotland and Zimbabwe.

81

50 The *low, low cost* of a CF-LINKS pre-conference workshop.

Total participants to date in the CF-LINKS program...and growing all the time!

1057

THURSDAY, MAY 13, 2004

CF-LINKS is offering nine different half-day workshops at CFC's 2004 National Conference in Québec City. To give registrants as much choice as possible, CF-LINKS is running morning (9am to noon) and afternoon (1pm to 4pm) sessions, with popular workshops being offered during both time slots.

Each CF-LINKS Training Workshop is designed to build on the strengths of community foundation Board members, staff and volunteers and costs only \$50 per person. For details about the workshop schedule, presenters and language preference, please refer to the Conference Registration package posted on CFC's website at www.community-fdn.ca.

Community Foundation Leadership and Management Essentials:

Everything You Need to Know to Run a Community Foundation

EMERGING, STAGE I

If you are a new or emerging foundation or have just hired your first staff, this session will provide an invaluable introduction to the basics of running a community foundation. A variety of topics will be covered including Board and staff roles and responsibilities, reporting requirements, administration systems, planning processes, grants procedures and operational funding.

Trade Secrets of Strategic Communicators

ALL CFS

What's the most underrated communications tool? The most successful strategy? The biggest waste of time & money? Join communications professionals from the community foundation movement as they share their trade secrets for successful communications. Learn more about building your foundation's identity, defining your key messages and

creating a strategic communications plan that does more than collect dust on the shelf. Find out how to pick communications tools and tactics that give your foundation the best return for its dollar. This workshop will include ideas for large and small foundations.

FIMS User Group

STAGE III

Canada is starting its own FIMS user group for all CFs that use FIMS software in their day-to-day operations. This will be our first formal meeting. The sharing of practical ideas, new and alternative ways of using the software, and best practices is important. A formalized structure for all Canadian user groups will ensure a national voice with NPO and give a structure to address any challenges with the software. Not all CFs have the resources available to explore and test FIMS, hopefully the experience of others can help all users stay on top of the latest advancements. This session will include a special presentation from a NPO representative. This workshop is being generously sponsored by The Winnipeg Foundation.

Growing Your Assets:

Development Strategies for Community Foundations

EMERGING, STAGE I

Learn how to build a fund development strategy that will work for your community foundation. This workshop will situate community foundations' special approach to endowment building; explore the role of the professional advisors; discuss fund types and gift options; provide insight into prospect cultivation and donor stewardship; and give you the tools to build a fund development plan.

Prepare to Make the Ask and Get a Yes!

ALL CFS

Building and growing your endowment fund is a key community foundation role and critical to your ongoing support in building strong and vital communities. This hands-on workshop will help you hone your solicitation skills through role-playing and your own experiences, so when you make the ask you'll get a joyful yes! Learn interactive strategies for engaging Board members and volunteers in building relationships with donors.

New This Year From CF-LINKS...

CF-LINKS is proud to introduce a new three-part series of workshops designed to enhance skills and knowledge in two key community foundation roles: grantmaking and community leadership. These leading edge workshops will be offered for the first time ever at CFC's 2004 National Conference.

Don't be disappointed...sign up early to save yourself a spot at the hottest new offerings from CF-LINKS!

1 Strategic Community Investments*

STAGE II & III

Learn how to create greater impact with in your community by applying a strategic approach to grantmaking and community leadership. This workshop introduces effective tools and approaches to better understand the issues and trends facing communities. It offers a strategic framework to guide decision-making and the positioning of community foundations within their communities. An examination of

*While each workshop can be taken separately, it is recommended that Strategic Community Investments be combined with either Grantmaking that Makes a Difference or Engaging our Communities.

trends and best practices from across the country shows how community foundations are maximizing resources and creating impact within their communities. This session will interest both beginning and seasoned community foundation staff and Board members.

2 Grantmaking that Makes a Difference*

STAGE II & III

Learn how to build and strengthen your foundation's grantmaking work by examining the components of effective grantmaking programs. Building on, *Strategic Community Investments*, this workshop showcases the latest tools and information on grantmaking from across the country and beyond. Focusing on both fundamental practices and policies of effective grantmaking programs and the emerging trends and opportunities facing foundations, this workshop helps community foundations focus their grantmaking programs for greatest impact. This session will be most valuable for those new to grantmaking and those Board and staff members looking to revitalize their grantmaking programs.

3 Engaging our Communities*

STAGE II & III

Learn how community foundations can increase their impact in communities in non-monetary ways by building strategic alliances through their community leadership role. Building on, *Strategic Community Investments*, this workshop examines how community foundations connect with their communities, contribute to important community-wide initiatives and act as a catalyst around critical issues. With a focus on convening, this workshop builds on the experiences of community foundations from across the country. This session will appeal to foundations, both large and small, that identify community leadership as a priority for their foundation.

Reflections: Assessing Community Foundation Practice

The arrival of *Reflections* created quite a buzz on the international community foundation scene last year. CFC's newest tool for community foundations attracted significant national and international interest in its introductory year. Take advantage of this CFC service – provided free of charge to CFC members!

Reflections is an organizational assessment tool designed specifically for community foundations and can be used as a basis for strategic planning.

If you haven't signed up for a *Reflections* session, do not delay. Call your Regional Coordinator now to find out more!

2004 Peer Gatherings

One of our most popular offerings! CF-LINKS Peer Gatherings invite staff working in similar positions to come together to discuss common issues, share experiences, and do some "big picture" thinking. A great opportunity to network and learn from community foundation colleagues all across Canada.

Program, Development and Donor Services Senior Staff of Stage III CFs

November 2004

LOCATION: OTTAWA

Executive Directors and CEOs of Stage II CFs

September 28 - 30, 2004

LOCATION: RED DEER, AB

CEOs of Stage III CFs

November 2004

LOCATION: LONDON, ON

Finance Directors/Managers of Stage III CFs

September 23 - 24, 2004

LOCATION: OTTAWA, ON

Thematic Tele-Conference Workshops

These workshops provide an opportunity to expand your expertise in one specific area of community foundation practice. They provide community foundation staff and volunteers with training opportunities that are focused, topical and extremely easy to access.

All presentations are held via teleconference. Presentation and/or background materials are sent in advance of the workshop date so participants can follow along at home or at work.

How to Manage the Clutter?

This session will provide guidelines and tips on how to organize your community foundation's records and files, in electronic and print versions, for maximum efficiency.

PARTICIPANTS: *Open to administrative staff of all foundations and Executive Directors of smaller community foundations.*

DATE: *Fall 2004 – Watch for further details*

Finding Time for HR. How HRVS Can Help.

Learn about the new human resources tools designed by the Developing Human Resources in the Voluntary Sector (HRVS) project. There will be an emphasis on practices and resources that are of particular importance to community foundations and a virtual tour of the informative HRVS website.

PARTICIPANTS: *Executive Directors, CEOs and Board members of all community foundations*

DATE: *June or September 2004 – Watch for further details*

If you have suggestions for a topic you would like to see explored through a teleconference session please contact the Director of CF-LINKS.

New Tools & Templates

Looking for ways to strengthen your relationship with professional advisors or to engage youth in your foundation? CF-LINKS can help!

This Spring CF-LINKS is introducing groundbreaking new resources from the *Broadening Philanthropy in Ontario's Communities* project. Funded through a province-wide grant from the Ontario Trillium Foundation, this project is focusing on six deliverables that can be adapted and used by community foundations from coast to coast.

The research, development and pilot testing of the first three initiatives is now complete and the tools are currently being designed, translated and produced for:

- **Engaging Ontario's Youth**
- **Strengthening Relationships with Professional Advisors**
- **Policy Guidelines and Template Development**

These materials will be shared with all community foundations at CFC's 2004 National Conference. The results of three more *Broadening Philanthropy* initiatives, listed below, will be shared this fall.

- **Community Outreach and Dialogue**
- **Neighbourhood Grantmaking**
- **Working with the Media**

Stay tuned to CFC's website for more details.

Regional Meetings in 2005

CF-LINKS workshops will also be offered at the next round of Regional Meetings scheduled for:

Atlantic Region – April 29-30, 2005

Ontario Region – Kingston, May 5-6, 2005

Manitoba Region – Winkler, May 13-14, 2005

Alb/Sask/NWT Region – Red Deer, June 3-4, 2005

B.C. Region – Victoria, April 22-23, 2005

Quebec Region – Location and date to be determined

Resource Checklist and Order Form

Is your foundation accessing all of the information and resources available through CF-LINKS and CFC? Read through the checklist/order form to make sure your library is well-stocked.

See attached Resource Material Order Form



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Resource Material Order Form

Name: _____

Community Foundation: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Item	CFC Member	Non Member	Amount
The Community Foundation Start-Up Manual (Available upon referral by Regional Coordinators)	N/A	\$75	
Marketing and Communications for Canadian Community Foundations	\$50	\$100	
Marketing and Communications Workbook	\$5	\$10	
Fund Development Program for Canadian Community Foundations	\$50	\$100	
Fund Development Workbook	\$5	\$10	
Grantmaking Toolkit	\$50	\$100	
Legal Aspects of Charitable Gifts	\$50	\$100	
*Governance and Management for Canadian Community Foundations	\$50	\$100	
Administration Handbook for Canadian Community Foundations	\$50	\$100	
Reflections and GrantBenefit Toolkit (Reflections consultation available to members free of charge – contact Regional Coordinators)		\$250	
*The Community Foundation Difference: Describing What Makes Us Special	\$5	\$10	
*Explorations: Principles for Community Foundations - 2 nd Edition	\$5	\$10	
*Discoveries: Bridging Principles and Practices	\$5	\$10	
*CFC Fact Sheet 2003	\$5 for 10		
*CFC Report: Compensation and Hiring Practices in Community Foundations 2002	\$5	N/A	
* CFC Report: Investment Survey 2002	\$5	N/A	
*Member's Guide & 2003 Statistics (for CFC Members only)	Available from web site only		
*CFC Annual Report 2003	Available in May 2004		
*CF-LINKS Program Guide 2004	Available from web site only		
*CFC Key Messages	Available from web site only		
*CFC Milestones	Available from web site only		

* indicates materials available to CFC members for downloading at no charge from CFC's web site www.community-fdn.ca in the members' area.

Please fax completed form to CFC at 613-236-1621. An invoice with postage added will be sent to the e-mail listed above and shipment will be processed on receipt of payment.

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