



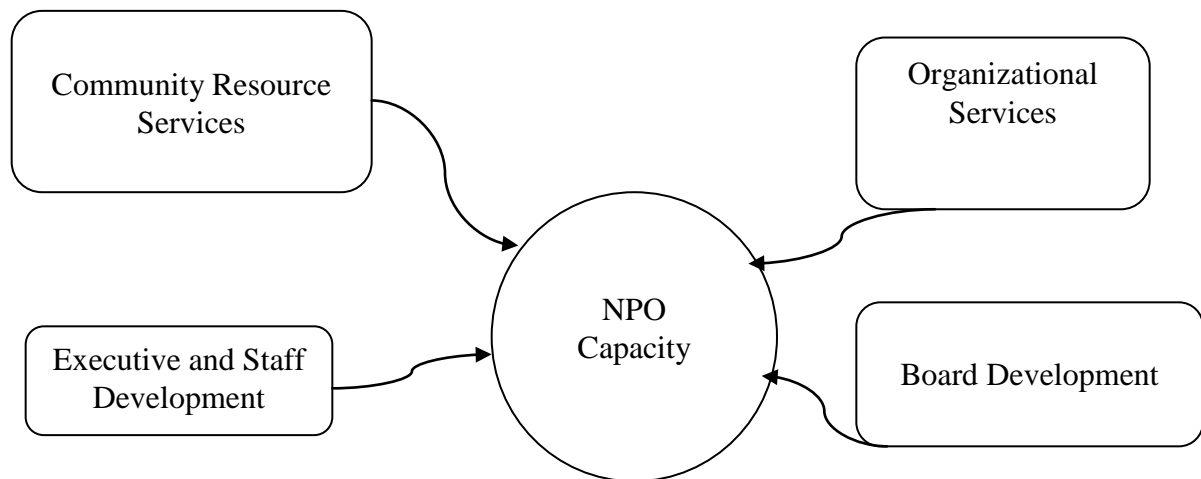
## Technical Assistance Program (TAP) for nonprofit organizations

Desert Healthcare District (DHCD) and Regional Access Project Foundation (RAP) have partnered to help local nonprofit organizations build capacity and strengthen their ability to provide important services to District residents.

With DHCD funding, TAP offers resource materials and professional assistance in the areas of legal, strategic planning, business and accounting as well as training and meeting space for qualified tax exempt organizations.

### How it works

TAP helps in functional areas of immediate need as well as those designed to build the organization's future. Using the integrated approach to capacity development illustrated below, approved organizations may take advantage of any or all of these services.



### Community Resource Services

Technical assistance through services fundamental to local nonprofits including:

**Language translation:** Spanish language translation for brochures, flyers and other promotional material to better communicate with service populations for up to 20 organizations – Cost depends on the length of documents at \$20 per hour for noncertified translations to a cap of \$5,000.

**Copy/duplication Assistance:** Up to \$250 of duplication/copying per organization.

**Funders Forum:** a “meet and greet” for Valley nonprofits to better link with potential funding sources.



## **Executive & Staff Development**

TAP will assess organizational capacity and needs, conduct a Board review and provide specific training for Boards and staff on nonprofit finances, budgeting, reporting, grants management and fund development. Additionally, participating organizations will receive customized grant research and grant writing consultation.

**Grantsmanship Training:** Workshops on grant writing and grant research methods offered twice yearly. Two full-day sessions are normally \$2,500 but DHCD will fully sponsor the cost for qualified NPOs.

**Customized grant research:** Identify funding sources through customized grant research assistance available twice per year to District NPOs. Normal cost of \$150 is fully sponsored by DHCD for qualified organizations.

**Training:** Open seminars in current tax legislation, understanding financials and the 990 tax form, presenting your organization to the media and software training in Word, Excel, QuickBooks Pro, PowerPoint, etc.

**UCR Extension:** Scholarships for NPO leaders in the UCR Nonprofit Management certificate program hosted at the RAP offices in Palm Desert. Tuition and books normally \$2,300 per student fully sponsored by DHCD and RAP for qualified individuals.

## **Organizational Services**

Skills development and networking for the organization through a series of “brown bag” lunches and targeted workshops on media & marketing, special events, and computer skills in Excel, PowerPoint and QuickBooks.

**TAP Basic Services:** Assessment with recommendations specific to the organization’s needs. Services available include bookkeepers, attorneys, business or strategic planning consultants, development of manuals, etc. funded by DHCD and RAP:

Bookkeeping/Quick Books Assistance – normally \$40/hr

Organizational consultants – normally \$140/hr

In-house staff assistance - normally \$40/hr

Cap for legal services is \$750/organization

**Brown Bag Lunches:** monthly lunch meetings with opportunities to ask specific questions and network; no cost to individuals or organizations.

## **Board Development**

Customized assistance to qualified nonprofits developing skills for board members and prospective members. Additionally, RAP hosts a “Board Member Exchange” recruitment and referral tool on its website to link individuals interested in serving the community with organizations in need.

**Get more information or get started today, contact**

[RAP](#)  
(760) 674-9992

[DHCD](#)  
(760) 323-6113