

COLLEGE OF CONSULTANTS APPLICATION FORM**What is the Kellogg Action Lab?**

The Kellogg Action Lab (KAL) is a partnership between Fieldstone Alliance (FA), St. Paul, MN and Nonprofit Finance Fund (NFF), New York, NY, made possible by a three-year-grant from the W.K. Kellogg Foundation (WKKF), Battle Creek, MI. The goals of KAL are:

- 1) Improve the overall performance, effectiveness, and financial sustainability of U.S.-based WKKF grantees
- 2) Use the knowledge created in that work to leverage learning about organizational effectiveness and make improvements in performance throughout the nonprofit sector.

The two criteria for eligibility to participate in KAL include being a U.S.-based WKKF grantee and having an active grant sometime between 01/01/2007 and 08/31/2009. Specific services and products that eligible WKKF grantees may access include the following:

- Knowledge Resources (up to \$750 for books and publications, scholarships to conferences/trainings/workshops, memberships, online resources, subscriptions)
- Convenings (in-person or webinars on topics of interest to WKKF grantees)
- Consultations (specific consultations such as a strategic plan or organizational assessments)

The purpose of the KAL College of Consultants Application Form is to create a national database of consultants to provide Convenings and Consultations to WKKF grantees.

How do I Fill Out this Application Form?

- 1) Download the KAL College of Consultant Application Form. You will need Adobe Acrobat Reader in order to open up the file. To download Acrobat Reader, [click here](#)
- 2) Fill out all required fields (fields with an asterisk *) on the form.
- 3) Save a copy of the form. Print a copy for your records, if you like.
- 4) Email the completed form to KAL@fieldstonealliance.org along with attachments (resumes or CVs). Please do not send form via fax or U.S. Mail. You will receive a confirmation email when your application form has been received.

There are no application deadlines for the KAL College of Consultants Application Form.

What is the Screening Process for the KAL College of Consultants Application Form?

Applicants will participate in a two-part screening process.

Part I—Applicant responses will be reviewed for completeness.

Part II—Once applications are deemed complete, KAL staff will call references provided by applicants.

When you have been selected for the College of Consultants, you will get an e-mail confirmation.

KAL staff will place selected applicants in a searchable database. WKKF grantees who are awarded a consultation grant will be able to search the database for an individual consultant or consultant organization with whom to work.

Who Do I Contact if I Have Questions or Concerns?

If you have any questions or concerns while filling out this application form, please contact Ronald A. McKinley, Project Director, Kellogg Action Lab, Fieldstone Alliance, 60 Plato Boulevard East, Suite 150, St. Paul, MN 55107, (651) 556-4511 or KAL@fieldstonealliance.org.

*** APPLYING AS**

Please check only one of the boxes below.

An individual consultant

An organization of consultants

CONSULTANT CONTACT INFORMATION

*Primary Consultant Contact First Name:		*Primary Consultant Contact Last Name:	
Title/Position:			
*Organization:			
*Street Address:			
*City:	*State:	*Zip Code:	
*Telephone of Primary Consultant Contact:			
Fax Number:			
Web Site URL:			
*E-mail of Primary Consultant Contact:			
*Organization Tax ID:			
*Ethnicity(ies) of consultant or consultants in organization available to work on this project: <i>Please check all that apply.</i> African American American Indian / Native American / Alaskan Native Asian / Pacific Islander European American Hispanic / Latino Middle Eastern Other (please specify)			
*Language(s) other than English spoken by consultant or consultants in organization available to work on this project:			

*** INTEREST**

Please indicate your (individual consultant) or your organization's interest in being a contractor and/or volunteer. Check all that apply.

Contractor to provide a training or workshop for a Convening.

Contractor to provide Consultation (targeted consultation and/or organizational assessment).

Volunteer to provide a training or workshop for a Convening.

If you're willing to **volunteer** to provide a training or workshop for a Convening, please list the topic(s) for the Convenings.

*** YEARS OF NONPROFIT CONSULTING EXPERIENCE**

Individual Consultant

Organization of Consultants (Please list the number of years the organization has been consulting in the nonprofit sector.)

*** AREAS OF EXPERTISE**

Please select up to **five** areas of expertise. For each selected area of expertise, please indicate whether you provide Coaching, Consultation, Research or Training in that area.

Area of Expertise	Select 5	Coaching	Consulting	Research	Training
Board Governance					
Business Plan Development					
Collaboration and Alliances					
Communications/Marketing					
Executive/Leadership Transition					
Facilities					
Financial Management					
Fund Development and Revenue Diversification					
Government Relations					
Human Resources					
Leadership Development					
Organizational Development and Management					
Organizational Assessment and Strategic Planning					
Organizational Restructuring					
Program Planning					
Research and Evaluation					
Start-ups					
Technology					
Other					

*** SUB-CATEGORIES**

Please indicate in which subcategories you or your organization has expertise within the five Areas of Expertise you selected on the previous page. The Areas of Expertise should already be highlighted. Check as many subcategories as applicable.

Board Governance

Board Assessment
 Board Development
 Board Recruitment
 Board/Staff Relations
 Ethics and Accountability
 Policy Development
 Other (please specify)

Business Plan Development

Business Models
 Feasibility Studies
 Plan Development
 Other (please specify)

Collaboration and Alliance

Collaboration Assessment
 Collaboration Planning
 Collaboration Agreements (MOUs)
 Other (please specify)

Communications / Marketing

Branding
 Communications/Marketing Planning
 Public Relations
 Market Research
 Media Relations
 Member Development
 Publications—brochures, newsletters, annual reports
 Web-based Communications or E-marketing
 Other (please specify)

Executive/Leadership Transition

Developing Leadership (“bench strength”)
 Interim Directorship
 Succession Planning
 Transition Planning
 Other (please specify)

Facilities

Site Evaluation and Selection
 Space Planning
 Other (please specify)

Financial Management

Accounting
 Financial Analysis
 Financial/Business Management
 Financial Planning
 Financial Systems
 Investment Management
 Revenue Planning and Earned Income
 Other (please specify)

Fund Development and Revenue Diversification

Capacity Building
 Capital Campaigns
 Cultivating Individual Donors/Major Gifts
 Earned Income
 Endowment
 Fundraising Planning
 Membership Development
 Non-traditional Revenues
 Special Events
 Sponsorships
 Other (please specify)

Government Relations

Advocacy
 Contracts
 Lobbying
 Public Policy Strategy
 Other (please specify)

* **SUB-CATEGORIES** *(continued)*
Human Resources

Conflict Resolution
 Diversity Recruitment and Training
 Staff Evaluation
 Hiring/Termination
 Personnel Policies
 Professional Development
 Sexual Harassment
 Volunteer Management
 Other (please specify)

Leadership Development

Board Leadership Development
 Executive Leadership Development
 Leadership Renewal
 Other (please specify)

Organization Development and Management

Communications and Decision-Making
 Conflict Resolution
 Executive Coaching
 Facilitation
 Insurance
 Legal
 Managing Change and Growth
 Mediation
 Process Facilitation
 Risk Management
 Team Building
 Other (please specify)

Organizational Assessment and Strategic Planning

Annual / Operational Planning
 Mission & Vision Planning
 Organizational Assessments
 Strategic Planning
 Other (please specify)

Organizational Restructuring

Dissolution Planning
 Mediation/Negotiation
 Merger/Acquisitions
 Planning/Policy Integration
 Strategic Restructuring
 Transition Plans
 Other (please specify)

Program Planning

Evaluation and Outcome Management
 Feasibility Studies
 Needs Assessment
 Program Analysis
 Program Development
 Other (please specify)

Research and Evaluation

Logic Models
 Qualitative Evaluation
 Quantitative Evaluation
 Survey Research
 Other (please specify)

Start-ups

Incorporation/Bylaws
 Needs assessments
 Start-up Planning
 Other (please specify)

Technology

Assessment
 Programming/Database Development
 Software
 Technology Planning
 Training
 Web Site Development
 Web Site Hosting
 Other (please specify)

Other (please specify)

*** EXPERIENCE WORKING WITH CULTURALLY DIVERSE POPULATIONS**

Please indicate your (individual consultant) or your organization's consulting experience working with groups that serve primarily culturally diverse populations. Please check only the ones where you have substantial or moderate experiences.

Culturally Diverse Populations	Substantial Experience	Moderate Experience
African American		
Native American/Alaskan Native		
Asian/Pacific Islander		
Hispanic/Latino		
Middle Eastern		
Multi-ethnic		
Refugees/Immigrants		

*** EXPERIENCE WORKING WITH DIFFERENT TYPES OF ORGANIZATIONS**

Please indicate your (individual consultant) or your organization's consulting experience with different types of organizations. Please check only the ones where you have substantial or moderate experiences.

Different Types of Organizations	Substantial Experience	Moderate Experience
Collaboratives		
Established (in existence for more than 2 years) Organizations		
New or start-up (less than 2 years) Organizations		
Unincorporated/Emerging Groups		
Faith-based Organizations		
Foundations/Grant-makers		
Grass-roots (constituency controlled) Organizations		
Small Nonprofits (annual operating budget under \$500,000)		
Medium Nonprofits (annual operating budget between \$500,000-\$1 million)		
Large Nonprofits (annual operating budget over \$1 million)		
Multi-service Organizations		
Professional Associations		
Rural Organizations		
Suburban Organizations		
Urban Organizations		
Technical Assistance Organizations		
Traditional Nonprofit (hierarchy) Organizations		
Volunteer-run Organizations		

*** EXPERIENCE & PREFERENCE WITH DIFFERENT REGIONS**

Please indicate your (individual consultant) or your organization's consulting experiences AND preferences in working in different regions. Check all that apply.

Geographic Regions	Experience	Preference
Midwest/Plains		
Northeast		
Northwest (including Alaska)		
Pacific/Hawaii		
Southeast		
Southwest		
All (National)		

*** EXPERIENCE WORKING WITH DIFFERENT AREAS OF FOCUS**

Please indicate your (individual consultant) or your organization's consulting experience working with nonprofits in these five areas of focus. Please check only the ones where you have substantial or moderate experiences.

Areas of Focus	Substantial Experience	Moderate Experience
Food Systems and Rural Development The food systems focus on catalyzing efforts that lead to a safe, wholesome food supply while ensuring that food production and food-related business systems are economically viable, environmentally sensitive, sustainable long-term, and socially responsible. Rural development work supports comprehensive, collaborative, and integrative efforts of people, organizations, and institutions.		
Greater Battle Creek Greater Battle Creek focuses creating brighter futures through improved education for youth and increasing self-sufficiency by promoting economic growth for families and neighborhoods.		
Health Health programming focuses explicitly on improving individual and community health, and improving access to and the quality of health care.		
Philanthropy and Volunteerism Current programming is focused on building a mutually responsible and just society in which all have the ability and means to contribute to the common good.		
Youth and Education Using a holistic, child-centered approach, Youth and Education programs address the preschool through college continuum—ages 0 to 24.		

*** EXPERIENCE WORKING WITH DIFFERENT SECTORS**

Please indicate your (consultant) or your organization's consulting experience working with nonprofit organizations in the following sectors. Please check only the ones where you have substantial or moderate experiences.

Sectors	Substantial Experience	Moderate Experience
Advocacy/Public Policy		
Animal Welfare		
Anti-discrimination /Anti-racism		
Anti-violence/Crime		
Arts and Culture		
Community Development		
Community Organizing		
Children/Youth Services		
Disability Issues		
Diversity		
Domestic Violence		
Economic Development		
Education (K-12)		
Education (Adult)		
Education (Higher Ed)		
Employment and Training		
Environment		
Government		
Faith-Based		
Family Services/Adoption/Foster Care		
Food & Agriculture		
Gay/Lesbian/GLBT		
Healthcare		
Housing/Homelessness		
HIV/AIDS		
Hunger		
Immigrant/Refugee		
Legal Services		
Mental Health		
Nonprofit Sector Issues		
Philanthropy		
Poverty Issues		
Public Health		

*** EXPERIENCE WORKING WITH DIFFERENT SECTORS** *(continued)*

Sectors	Substantial Experience	Moderate Experience
Research		
Senior Services		
Social Services – General/Human Services		
Sports/Recreation		
Substance Abuse		
Volunteerism		
Welfare Rights		
Women/Girls		

*** PRACTICAL NON-CONSULTING EXPERIENCE**

If you're applying as an individual consultant, please indicate your practical non-consulting experience in the chart below.

If you're applying as an organization, please attach resumes or CVs of the consultants in your organization who are available to work on this project.

Paid Nonprofit Work Experience		Unpaid Nonprofit Experience		Work Experience in Other Sectors	
(Check all that apply and then indicate the cumulative number of years for each checked item)		(Check all that apply and then indicate the cumulative number of years for each checked item)		(Check all that apply and then indicate the cumulative number of years for each checked item)	
Program	Years:	Volunteer	Years:	Academic	Years:
Administration	Years:	Board	Years:	Government	Years:
Management	Years:	N/A		Philanthropy	Years:
N/A				Religious	Years:
				Private Sector	Years:
				N/A	

PROFESSIONAL PREPARATION
Relevant Degrees

Individual consultants, please list a summary of your educational experiences, beginning with the most recent degree attained.

If you're applying as an organization, please attach resumes and CVs of the consultants in your organization who are available to work on this project.

Degree	Program	School

Professional Licenses or Associations

Individual consultants, please list a cumulative summary of your professional licenses and associations. Please indicate the dates of when you obtained the licenses or were members of the associations.

If you're applying as an organization, please attach resumes and CVs of the consultants in your organization who are available to work on this project.

Other Professional Preparations (Teachings, Trainings, Certificates, Continuing Legal Education, etc.)

Individual consultants, please list a summary of any other professional preparations you want us to know about. Please include dates of when you took part in the professional preparations.

If you're applying as an organization, please attach resumes and CVs of the consultants in your organization who are available to work on this project.

FEE RATES
*** Hourly Rate (Range or Blended Rate)**

Please indicate your (individual consultant) or your organization's standard hourly rate.

Feel free to give a range or blended rates.

	an hour
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Comment: *If you would like to describe, explain or add any narrative about your hourly rate, please do so here:*

*** Daily Rate**

Please indicate your (individual consultant) or your organization's standard daily rate.

Feel free to give a range or blended rates.

	a day
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Comment: *If you would like to describe, explain or add any narrative about your daily rate, please do so here:*

*** CLIENT LIST**

Please provide a sample of your (individual consultant) or your organization's clients from the past two years. You do not need to provide contact information, but please indicate if the organization is a nonprofit organization. Use semicolons to separate clients. We assume you have received permission from these organizations to list them as clients.

*** NONPROFIT CLIENT REFERENCES**

Please provide three client references who could speak to your consulting work with nonprofit organizations. Two of the references should be from the past two years. Please only include nonprofit organizations. We assume you have received permission from these organizations to list them as references. These references are for KAL Staff only. We will call some or all of these references. WKKF grantees will not see this list of references.

Reference Organization 1:
Contact Name:
Telephone for Contact:
Email Address for Contact:
Nature of Project:
Date of Project:

Reference Organization 2:
Contact Name:
Telephone for Contact:
E-mail Address for Contact:
Nature of Project:
Date of Project:

Reference Organization 3:
Contact Name:
Telephone for Contact:
E-mail Address for Contact:
Nature of Project:
Date of Project:

*** SUMMARY OF CONSULTING APPROACH**

Please provide description of your (individual consultant) or your organization's recent consulting work experience that illustrates your consulting values, theory base, and/or philosophy. Please limit this to 250 words.

*** COMMITMENT TO DIVERSITY**

One of the essential values of the Kellogg Action Lab is diversity. Please describe your (individual consultant) or your organization's commitment to diversity and how this is illustrated in your work. Please limit this to 250 words.

Thank you for completing the Kellogg Action Lab's College of Consultant Application Form. Please save this form and then email it to KAL@fieldstonealliance.org along with the attachments below. Please do not mail or fax this form.

*** ATTACHMENTS**

Please attach a current resume or CV. If you're applying as an organization, please attach the resume or CV of the primary consultant for this project. You may also include resumes or CVs of the other consultants available to work on this project.