Membership Package

NCN One-Pager
Membership One-Pager
Membership Form
Ask-NCN Sample Conversation
Shared Space Wiki Table of Contents
NCN Publications One-Pager
Whether you’re planning to create a one-stop resource center for low-income families or you run a social impact coworking space, The Nonprofit Centers Network is the resource you’ve been looking for. We house a wealth of information on how nonprofits can be more efficient with their infrastructure and create sustainable social enterprises by sharing space and other resources. Our members have pioneered many systems and approaches, and they actively share their knowledge, decreasing the learning curve for the rest of us. Why figure out everything on your own? Save time and brain power by accessing the resources of The Nonprofit Centers Network.

Some of the things NCN can offer you include:

- Evaluating the feasibility of a space
- Managing the build-out
- Planning lease rates, agreements and structure
- Finding/replacing tenants
- Structuring shared services (equipment, Internet, etc.)
- Developing policy manuals
- Sample emergency plans
- Job descriptions, case statements and other policies
- Meeting space management policies
- Visitor policies and security plan

For every stage of your project

Connect to your network. Contact NCN today
720.836.1189 | www.NonprofitCenters.org
Mission-driven shared spaces or nonprofit centers are physical places, usually a building or a campus, where organizations intentionally share space for mutual benefit. These spaces take many forms, like:

- **A welcome center** for immigrants, putting them on the fast track to a successful life in a new country.
- **A co-working space** where small, community arts groups can access studio and theater space.
- **An office building** that provides below market rent to keep nonprofits in the neighborhood they serve.

Shared infrastructure strengthens nonprofits of all shapes and sizes. According to a recent survey of executive directors within nonprofit centers:

- **82%** experienced increased credibility in the community.
- **75%** have more stable costs, saving an average of $25,000 per year.
- **75%** report better staff morale.

NCN constantly develops new resources for our members to understand what works and what doesn’t. Here are a few **HIGHLIGHTS**.

**The Collaboration Project**
An active cohort of twenty-three nonprofit centers that is developing replicable prototypes to help groups distill collaborative goals, manage expectations, track progress and report on collective impacts.

**State of the Shared Space Sector Survey**
NCN has data on over 100 centers about all aspects of operation, from financial health to tenant impact, including the first staffing and salary information collected from the sector.

**Emerging Center - $250** – We know that pre-development funds can be the most challenging to raise. If your center is still in the planning phase, this is the level for you.

**Organizational Memberships** – Based on budget size, use the table below to identify your dues.

<table>
<thead>
<tr>
<th>Budget Size</th>
<th>Annual Dues</th>
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<tr>
<td>Under $1 Million</td>
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**Individual - $250** – If you are not currently affiliated with a center, but want to participate in the community, join at the Individual level.

All Members receive **one hour of complimentary consulting, access to the ASK-NCN listserv** (an active email list of nonprofit center practitioners), **access to the Online Resource Center**, a **free subscription to the NCN Webinar Series** (6-8 webinars per year) and **discounts on regional trainings and conferences**.

At any level, an NCN membership is an investment in your project and a way to avoid costly missteps by learning from others.

**JOIN TODAY!**

www.nonprofitcenters.org | 720-836-1189
Membership Form

Founded in 2004, The Nonprofit Centers Network is the premiere peer learning community for shared space practitioners in North America. All members receive access to:

- One hour free coaching call (Value $250)
- NCN’s Webinar Series - 6 webinars per year (Value $240)
- The Online Resource Center - a peer-sourced library of sample leases, policies, procedures, and more (Value: $200)
- Ask-NCN - an active e-mail listserv of more than 150 shared space practitioners in North America (Value: $50)
- NCN’s Wiki Shared Space – organizes the ORC, archived Ask-NCN, and all things shared space by topic (Value: $250)
- Discounts on events – see www.nonprofitcenters.org/events/ for our latest events (Min Value: $100 off)

Annual Membership Levels

- **Organizational Memberships**: Established centers or organizations that want to support the network pay dues based on their annual budget.

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- **Emerging Center**: Centers that aren’t yet open - $250
- **Keystone Membership**: Individuals or organizations that want to make a leadership gift to NCN above and beyond their annual membership. The recommended contribution is $1,000 or more.
- **Individual Membership**: $250

Become a Member

To join, fill out the information below and return with payment to
The Nonprofit Centers Network
1536 Wynkoop St., Suite 103
Denver, CO 80202

Please make checks payable to Third Sector New England/The Nonprofit Centers Network

Questions? Contact Leena Waite at 720-836-1189 or leena@nonprofitcenters.org

Membership Category:

- $250 Emerging Center Membership
- $550 Organizational Membership – Budget between $1 Million - $5 Million
- $1,000 Organizational Membership – Budget between $5 Million - $10 Million
- $2,500 Organizational Membership – Budget more than $20 Million
- $250 Individual Membership
- $___________ Keystone Membership

Primary Contact Name: ________________________________ Referred by: ________________________________

Organization Name: ________________________________________________________________

Address: __________________________________________________________ City, State, Zip: _____________

Phone Number: ___________________________ E-mail Address: _____________________________

Please list any additional member contacts below (Unlimited, but for organizational members only)

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Why join NCN? use backside if needed

Join online today at www.nonprofitcenters.org/membership
ASK-NCN MEMBER CONVERSATION: DEC 2015
“Emergency Communications Systems - Suggestions?”

Megan Devenport - Denver Shared Spaces, Denver, CO
I'm helping a partner of ours price out options for an integrated emergency mass communications system that would allow them to communicate with all staff in the 5 shared spaces and commercial buildings they manage. Does anyone have recommendations for systems or vendors of this type of system? We are starting to price out options and are looking first at Omnilert, but would love to have any insight other folks might have.

Michael Kennedy - Specialty Legal Clinic Modernization Project, Toronto, ON
I would highly recommend pulling together appropriate stakeholders to pin down the fundamental functions you are trying to achieve with this system prior to exploring products. Even if it is only a short list. This list of needs can then become the basis by which you evaluate potential products (along with price, usability, etc). For a former client of mine, taking this early step helped them realize that they could achieve the one way communication requirements they had by simply enabling the paging function on a few key phones within their integrated VoIP phone system. Saved money and time in the end.

Olivia Markham - The Commons, Denver, CO
We use electronic communications for our emergency communications through Remind.com. It’s primarily designed for teacher student correspondence but we were able to adapt it to suit our needs. It is a free service and is user driven meaning our tenants and their employees decide if they would like to receive notifications via email, text message or both and sign themselves up. Our tenants can reply back and ask more questions when needed. Their questions are just sent out to the “class” owners which is our building’s emergency communications team. Each tenant is grouped in the system as a class. We can choose to send out messages to just a few tenants or all tenants with just a few clicks or screen taps. We’ve never had to use it during a true emergency but it works great for quarterly drills and false alarms. I’ve downloaded their app to my personal and work cells and can be anywhere in the building or even out in the community and responding to events occurring which is pretty cool since I don’t have to be near my computer if an emergency does occur.
Our local fire and police departments are in full support of this system as well as private consultants brought in to review our emergency response plan for the building. Furthermore this system frees up the lead safety officer’s phone line for communication with the emergency responders as well as our national alarm monitoring company. If you want any more info. Feel free to reach out.

Dominic Lucchesi - David Bower Center, Berkeley, CA
We use a service called Club Texting for our emergency communications. Folks who work in the building can opt in to the service on our website by inputting their name and phone number. Users can also be entered manually and grouped into categories (i.e. emergency, suite 210, house staff, etc). It's pay-as-you-go and not very expensive.

Jaime Engbrecht - The California Endowment, Los Angeles, CA
We're in the process of implementing a center-wide emergency communication system early next year. To do this, we'll be using a web-based software called Send Word Now which allows anyone with a link (that we've provided) to opt-in to our database by providing a cell phone number. In an emergency situation a text message blast, recorded voicemail, or e-mail can be sent out to everyone on the list.

Karen Maciorwoski - CT Nonprofit Center, Hartford, CA
Fantastic resource, thank you! We implemented a site-wide VOIP system but a few tenants opted out and negated our ability to connect with everyone.
New Member Benefit: Shared Space Wiki

Much information has been shared across The Nonprofit Centers Network over our long history. The new Shared Space Wiki, unveiled in 2016, is our attempt to catalog the wisdom of the Network, and make it more accessible to our membership. Below is the Master Table of Contents for the Shared Spaces Wiki. Depending on the stage of your center, we have customized lists of resources that will help you navigate the wealth of information here. If you cannot find a topic here you’d like to see on the Shared Spaces Wiki, please email info@nonprofitcenters.org.

Shared Space Wiki Table of Contents

Guides Based on Stage or Interest
- Planning a Shared Space
  - Considerations for Creating a Shared Space
  - Retail Space in a Nonprofit Center
- Pre-Development
  - Needs Assessment Survey Sample
- Case Studies
- Operating a Center
- Academic Research
- Social Purpose Real Estate, Broadly
  - Broker Criteria

Getting Started
- Ownership
  - Risk Tolerance
  - Legal Structures (LLC, L3C, Co-op or Condominium)
- Governance
  - Boards
  - Tenant Council and Advisory Committees
- Tax and Charitable Status Implications
  - United States
  - Canada
- Financing
- Fundraising
- Insurance
- Leases and Licenses
- Legalities
- Tenant Recruitment
  - Expressions of Interest / Letters of Intent
  - Tenant Recruitment and Selection
  - Anchor Tenants
  - Rental Costs - How to Sell It
  - Hierarchy of Needs
  - The Growing Pains of Vacant Space

Center Operations
- Building Collaboration & Partnerships
  - Community Events - Themes & Strategies
  - Partnership with Educational Institutions
  - Equitable, Inclusive Shared Spaces
  - Collaboration and Getting Along
  - Foundations and Shared Spaces
  - Partnership Cultivation and Facilitation Activities
- Building Management
  - Property Management
  - Tenant Improvements
- Fundraising
- Leases and Licenses
- Measuring Impact
- Policies and Procedures
  - Costs for Redesign (per Tenant requests)
  - Dog Policies
  - Internet Policies
  - Meeting Space Management
  - Conflict of Interest Policy
  - Visitation and Accessibility Policies
- Safety and Security
- Shared Services
  - ATMs in NP Centers
  - Back Office Services
  - Coffee
  - Event Space
  - Kitchens
    - Behavior Modifications - Doing the Dishes
  - Nursing - Pumping Space
  - Paying the Rent on Time
  - Restrooms
  - Room Booking Etiquette
  - What to Charge for Program Space
- Software for Shared Space Management
- Staffing
  - Job Descriptions
  - Staffing Structures
  - Roles
    - Community Animator
- Transitions (Expanding Center, Re-Focusing Mission, Losing Tenants)

Design
- Where to Invest
- Architects
- Costs for Redesign (per Tenant requests)
- Equitable, Inclusive Shared Spaces
- Signage
  - Chalk Board Walls
  - Creative Reuse
- Virtual Tours of Shared Spaces

Case Studies
- Theme Centers - Arts and Culture
- Theme Centers - Disability
- Theme Centers - Sustainability and Environment
- Vacant Buildings Repurposed
- Virtual Tours
- Videos
Recent Publications

The following publications are available from www.nonprofitcenters.org for free download. Access them today!

**State of the Shared Space Sector Survey 2015**
There’s a reason that nonprofits sharing space is becoming “the new normal.” In this report you’ll discover why the number of known nonprofit centers operating in North America has nearly doubled over the last 4 years. Whether you’re a leader of an established or fledgling nonprofit organization, you may want to consider moving into a mission-aligned shared workspace. The advantages of operating out of a shared workspace are substantial, especially for small to mid-size nonprofits and charities. This report will illuminate how hundreds of nonprofits are scaling smarter and serving their communities better together.

**Managing Collaboration: Salary & Staffing in Shared Spaces**
Managing a mission-driven shared space can take some creative thinking on everything from staffing your center adequately to compensation and contract services. Download the complimentary Managing Collaboration: Staffing and Salaries in Nonprofit Shared Space to help you leverage trends, including the positions are needed to effectively manage nonprofit centers, the number of staff that will support the operations a shared space, compensation packages and rates for everyone from Executive Directors to Community Animators, and the top two most commonly contracted services.

**Balancing Act: Sustainable Finances in Shared Space**
In the 2015 State of the Shared Space Sector survey, NCN found that a large proportion of mission driven shared spaces are operating as successful social enterprises. Over 70% of nonprofit centers were operating at a break even or profitable financial position. At the same time, The Nonprofit Centers Network has heard from many of its members that traditional nonprofit funding streams, like major gifts or foundation grants, are difficult for them to attain. It is important to analyze the practices of the profitable centers to understand how to help those centers that are running a deficit and to help new spaces avoid major pitfalls. Your center will likely relate to many of the report findings.

**The Collaboration Project**
Ninety-five percent of nonprofit centers state that collaboration is part of the reason they exist; however, many nonprofit center managers are unsatisfied with the results they are seeing in their spaces. Chances are you can relate. Shared spaces are laboratories for collaboration. By modeling best practices, nonprofit shared space centers can become “weavers” of greater community impact by fostering collaborative environments and nurturing deeper programmatic collaborations. This report will lay the groundwork to help your organization in future collaborations.

**Streamlining Social Good: Barriers to Nonprofit Resource Sharing**
In a world of overwhelming social problems and limited resources, nonprofits need to work differently. Resource sharing is a method to enable nonprofit leaders to get the business of running an organization done, while freeing up time and energy to focus on the mission. Yet, even when high quality, cost-effective services are available, many nonprofit staffs and boards choose not to participate in resource sharing. Why? We brought a group of leaders from across the US to help answer that question.