

THE NONPROFIT CENTERS | NETWORK

Consulting Intake Form

Thank you for your interest in NCN's consulting services. To help align your needs with our expertise, please fill out this quick intake form, and we will follow up with you within 1-2 business days via email. Our focus is on sharing resources – physical space and back-office services and social purpose real estate.

Please email the completed form to leena@nonprofitcenters.org

1. General Information

Name of contact	
Phone number	
Email	
Job title	
Organization	
Physical address	
Website link (if applicable)	
Other Partners (if any)	

2. Permission to be added to NCN's mailing list - mark with an X

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Already on It

3. Category of services interested in - mark with an X

<input type="checkbox"/>	Shared Space
<input type="checkbox"/>	Shared Services
<input type="checkbox"/>	Both Shared Space & Services
<input type="checkbox"/>	Other

4. Project Phase - mark with an X

<input type="checkbox"/>	Exploration or In Development of new center or shared services project
<input type="checkbox"/>	Existing Center or Services program – seeking additional support, expansion, moving, etc.

(continue on next page)

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5. Services Desired – check all that apply with an X

	Creating a Vision and Building Buy-In (Meeting Facilitation & Consensus Building)
	Understanding Demand and Determining Cost (Data Collection & Analysis)
	Understanding Expenses/Revenue (Financial Modeling & Analysis)
	Building Governance and Decision-Making Structures (Meeting Facilitation & Consensus Building)
	Full Feasibility Study (includes all 4 items above, as long as 1 st two steps show demand to proceed)
	Creating a Development Budget, Operating Budgets and Understanding Financing
	Building and Managing a Development Team
	Support for Lease and Licensing Terms
	Reviewing Shared Space Plans
	Drafting Shared Space/Service Program Policies & Creating Collaborative Infrastructure
	<p>Additional Operational Support (Check the box(es) next to services desired)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strategies to increase tenant and/or community engagement <input type="checkbox"/> Tenant selection policy <input type="checkbox"/> Strategies for marketing the space to potential tenants and other users <input type="checkbox"/> Development of conference and event space rental program policies and procedures, including revenue model, pricing and usage, software and hardware guidance <input type="checkbox"/> Review of fundraising and/or capital campaign materials <input type="checkbox"/> Executive coaching for project manager to support start-up after assessment is completed <input type="checkbox"/> Vendor RFP development and process management <input type="checkbox"/> Building Policy Manual development <input type="checkbox"/> Network mapping

6. Anticipated funding sources for NCN's services – mark all that apply with an X:

	Self-funded
	Philanthropy
	Combination of Philanthropy and Self-funded
	Not Sure
	Other

Comments for "Other" under Funding Anticipation:

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7. Short Description of Need and Current Status of Shared Space or Shared Service Program:

Please email the completed form to leena@nonprofitcenters.org. Thank you!

The Nonprofit Centers Network, 1536 Wynkoop, Suite 103, Denver, CO 80202
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