

**Synopsis of a Community-Based Organization (CBO)****Topic:**

Each student will develop a synopsis (12-15 pages in length – approximately 3000-3750 words of text) of a local community-based organization (CBO) or nonprofit. Each student should select a CBO or local nonprofit to examine and have the organization approved by Dr. Silverman before the beginning of class on **February 21**. The organizations selected will be discussed in class on February 21. The organizations students' select can be located in Buffalo or another community; however, the availability of materials related to the CBO or local nonprofit should be taken into consideration when selecting an organization to examine. A student cannot examine the same organization as another student. The synopsis should describe the CBO or local nonprofit's:

- history,
- mission,
- governance structure,
- management structure,
- programmatic activities,
- budget,
- and funding sources.

The synopsis should include a set of *specific recommendations* for the development of a fund raising and/or grant writing strategy for the CBO or local nonprofit being examined. The recommendations must be based on a *critical analysis* of the organization and identify *specific* funding sources to target.

All relevant resources should be drawn upon to develop the CBO synopsis. These materials might include: information available in a CBO or local nonprofit's: website, annual reports, financial statements, available IRS Form 990s, existing reports, by-laws, as well as other

materials. The exact composition of these materials will be driven by the specific CBO or local nonprofit being examined and the focus of the synopsis. The synopsis is due at the beginning of class on **May 2**.

**Formatting:**

The synopsis is due on **May 2**. It should be 12-15 pages in length (approximately 3000-3750 words of text). The synopsis should be:

- type-written,
- double-spaced,
- use standard fonts,
- include appropriate section headings,
- include page numbers,
- and be formatted as a research paper/professional report.

There should be a title page at the beginning of the synopsis. The title page should contain the author's name, the synopsis title, and the due date. The title page is not included as part of the total page - word count.

There should be a bibliography identifying the literature and other materials cited and in the synopsis. When sources are identified in the synopsis, a standard citation form must be adopted. You should consult a manual of style and/or the most recent volume of the *Journal of the American Planning Association* if you are uncertain about how to cite a particular item. The bibliography is not included as part of the total page - word count.

Although the formatting discussed here should be used as a guide in writing the synopsis, each student will organize his/her synopsis (i.e. layout, section headings, etc...) in a manner appropriate to the CBO or local nonprofit being examined and the focus of the synopsis.

**Presentation:**

On **May 2**, each student will present a summary of the findings from his/her CBO Synopsis using PowerPoint. The presentation will be discussed in detail during lecture on **April 25**.