



Building Communities Organization Project Application Form

Thank you for your interest in engaging in a Building Communities Organization (BCO) project. BCO is a mentorship program for emerging practitioners of Organizational Development (OD), sponsored by British Columbia Organization Development Network (BC ODN). Under this program, teams of emerging OD practitioners volunteer to work on organizational issues with non-profit organizations in BC. Their work is shadowed and led by a project mentor with 10 – 15 years of OD experience, who provides coaching and mentoring as they work collaboratively with the non-profit organization. The intent of BCO is two-fold:

- To give back to the community by supporting non-profit organizations that otherwise would not be able to access OD consulting services
- To support the develop of emerging OD practitioners through short term project experience

Organizational Development is an interdisciplinary field of practice based on management, psychology, human resources, systems thinking and organizational behavior, our members have experience in areas of Training and Development, Human Resources, Performance Management, Management Coaching, Psychology and Community Development

Please complete the following application and forward it to info@bcodn.org. A BCO representative will follow up with you.

Some questions on this application may not apply to you or your situation: leave them blank. Some may seem to apply but may not "feel" phrased just right for your situation. Please answer but note as to how the question could better fit. This will help BCO understand your project, as well as improve for future projects.

Organization Legal Name: _____

Year established: _____

Main Office Address, City: _____

Additional Site/Program Office Address (es): _____

Main Application Contact: _____

Number of employees

Full time: _____

Part time: _____

Volunteers: _____

Phone: _____

Email: _____

Website: _____

Social Media Accounts:



Twitter: _____

Facebook: _____

Google+: _____

Pinterest: _____

Other: _____

Please gather and upload, if available, the following electronic versions of these documents, for your organization:			
	Included	Available	NA
Current strategic plan			
Financial audit (past two years)			
Board Roster w/ contact information, terms, and affiliations			
Operating budget (current year)			
Recent Annual Report			
Organization Chart			

Vision/Mission:	Yes	No	Need to address
Does your organization have a clearly defined vision and strategy?			
Has a formal review of vision/strategy been conducted within the last 5 years?			
What is unique about your organization?			

Defined Need for change project:
Please describe the change project with BCODN.
What events, processes and pressures are stimulating this change effort? (both external and internal)

Has the need for this project/change been clearly defined?
Has a timeline for completion been determined?
Is there a number one priority identified for this project outcome?
<p>In relationship to the proposed project, which statement best reflects the current situation?</p> <p>4) _____ We know what to do and/or we have a plan for doing it, and we are currently implementing the plan.</p> <p>3) _____ We know what to do and/or we have a plan for doing it, but we haven't begun to implement the plan.</p> <p>2) _____ We know what to do, but we don't yet have a plan for doing it.</p> <p>1) _____ We don't yet know what to do.</p>

Timing for project:	Yes	No	Need to address
Does your organization currently have multiple initiatives underway?			
Is now the right time for implementing this project?			
<p>Is the need for change perceived as urgent? Please check:</p> <p>4) _____ It is imperative that we change now.</p> <p>3) _____ We need to change soon.</p> <p>2) _____ We will need to change in the foreseeable future.</p> <p>1) _____ The need is not urgent.</p>			
Has there been any impact on motivation or commitment from stakeholders in relation to this project?			
Have options been considered or investigated towards achieving this outcome?			

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Resources:	Yes	No	Need to address
Project has board and /or executive sponsor(s) identified.			
The sponsor has the necessary authority over the people, processes and systems to authorize and fund projects and change initiatives.			
The sponsor(s) will actively and visibly participate with the project team throughout the entire change process.			
Are policies or procedures in place to govern roles and responsibilities during change or ambiguity?			
Does your organization use external advisors or consultants? If so, (check all that apply) a) _____ Experts b) _____ Advocacy c) _____ Education d) _____ Facilitation			
Does staff and /or board currently have sufficient knowledge or skills for this change initiative?			
Do sponsor(s) and /or staff have time and space available for meetings or phone calls?			
Are sponsor(s) and / or staff available during weekdays / business hours?			
Do current roles/ workloads allow time for time to absorb new tasks/learning?			
Does your organization use communication media to conduct communications internally?			

Sustaining change:	Yes	No	Need to address
Will your institution be willing and able to measure and assess progress and continuously improve processes?			
Will your organization be able to incorporate change project impact into operations in future? (funding, staff, other resources) ?			
Will your institution be able to reward and reinforce positive behaviors and improvements in processes?			
What is the magnitude of change needed to make a substantial improvement in the current situation? (Check as many as apply.) <ul style="list-style-type: none"> a. _____ A substantial change in the working relationship(s) between and within levels of your organizational structure. b. _____ A substantial change in attitudes and motivation on the part of board/personnel. c. _____ A substantial change in budgets and resource availability. d. _____ A substantial change in work methods, rule and procedures. e. _____ A substantial change in the size of the organization. f. _____ A substantial change in scope and impact of the organization. g. _____ A change in key personnel. h. _____ Other (Please specify) _____ 			

Please provide any other information relevant to your organization and/or to the proposed change project:

Main Application Contact:

Signature: _____

Date: _____

Please forward application to:

email: tanis.angove@hotmail.com

