



University of Minnesota
Office for Business & Community Economic
Development

**Management & Technical Assistance Program
(MTAP)
for Nonprofits**

In partnership with:

Hubert H. Humphrey Institute of Public Affairs

Carlson School of Management

Twin Cities Campus Graduate Schools & Colleges

Management & Technical Assistance Program (MTAP) for Nonprofits

- The overall goal of MTAP is to improve the quality of life in Minnesota's urban communities by enhancing the performance and effectiveness of community-based nonprofit organizations that serve such communities.
- The BCED office offers this unique program as a service to link nonprofit organizations to students, faculty and other resources at the University of Minnesota to support the economic development and revitalization of urban communities.
- This program focuses on helping these nonprofits:
 - Build capacity
 - Enhance overall performance
 - Improve operational, management and organization effectiveness
 - Develop new and efficient processes, policies and procedures
 - Accomplish critical management and operational goals and objectives
- University of Minnesota graduate and professional students provide the technical assistance under the guidance of the BCED Program Manager.

Program Eligibility Criteria

Nonprofit Participants must ...

- Be a community-based nonprofit organization
- Be located in the Twin Cities nine-county metropolitan area
- Be in operation a minimum of three years
- Pay an administrative fee
- Sign a Services Agreement with the University of Minnesota
- Be willing to freely share data with students, including financial information if applicable
- Be willing to adjust your schedule to meet with and support the students throughout the project
- Respond promptly to the Program Manager and student's requests for information and documentation
- Be an overall active participant on the project team

The Process

- Projects are selected for both the Spring and Fall semesters
- Submit application by the posted deadlines
- Applications should be complete and include a detailed scope of work, goals and objectives and anticipated project deliverables
- Program Manager will inform you if your project is selected
- Project selection based on internal application review/selection process and availability of student resources
- Graduate and professional students are selected based on their expertise and skills set
- One or more students may be assigned to a particular project and projects should be completed by the end of the semester
- Students spend approximately 50 to 60 hours each on the projects
- A project work plan is required from the students at the start of the project and a final summary report and presentation is due at project completion
- Nonprofit representative and students fill out evaluation/feedback forms at the conclusion of the project

Project Categories May Include...

- Nonprofit Management
- Fund Development
- Program Development
- Marketing Plan Development
- Business Plan Development
- Market Research & Analysis
- IT/Technology Development
- Internet/Web Design
- Communications
- Human Resource Management
- Operations Management
- Finance & Accounting
- Strategic Planning
- Feasibility Study
- Demography Studies
- Program Evaluation & Measurement
- Management Information Systems

For more information or to participate in the program, contact:

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