Where to start

Welcome to the CORE Match for Change process. As a first step, please thoroughly review the information on our website,**www.consultingforchange.org**, before proceeding including the overview of the process and timeline, our definitions, elegibility criteria, and confidentiality policy which explains how the information you provide here will be shared during the Match for Change process. If you have questions, submit a request through the website and we’ll respond promptly.

What you should know

1. **CORE doesn’t take the broadest view of consultants and their work.** We don’t expect to know everything you’ve ever done, are qualified to do or could do in a pinch. Instead, we explore great matches, so we take a deliberately appreciative (and also narrower) view in the questions that follow.
2. **Your responses need not be perfect.** As part of the CORE process, you will explore your responses further in a Learning Conversation with two trained CORE Connectors. Early next year we will incorporate the information we learn about you and your work into a simple portfolio format and ask your permission to keep that compilation on file as we assess the fit with future capacity-building requests. In other words, your answers here represent the beginning of a process, not the end.
3. **Your responses should stand alone.** While you will submit a resume with your application, we ask that you provide complete responses to our prompts without referring to your resume or website. Write here what you most want us to know, expecting that this may be the only information some CORE participants learn about you.

**NOTE for consultants who applied to CORE’s match-making process in 2013:** If you are a consultant who completed an application and participated in a Learning Conversation in 2013 (Round 2), you are eligible to participate this year (Round 3) without completing the full application. You will be provided with the “harvest” of your application and Learning Conversation and invited to participate in an abbreviated Learning Conversation in which you will have an opportunity to:

* + - Clarify points on the harvest summaries created from Round 2
		- Respond to a new category of question: What distinguishes you? What makes you and your work unique?

If you have questions, please contact Julie at core.julieandersen@gmail.com

What happens after you apply

After CORE receives your resume and application,due September 5th by nooon, we will confirm your eligibility and send a brief email outlining next steps, including how and when you can expect to hear from your CORE Connectors to set up a 90-minute Learning Conversation. Please see the timeline on our website, [www.consultingforchange.org/consultants.html](http://www.consultingforchange.org/consultants.html), for a complete timeline. We also will include a Paypal link for payment of your $50 participation fee.

We appreciate your prompt attention to the confirmation and payment request.

Are you ready?

Do you meet the definition of *consultant* as detailed on the CORE website? If so, dive in!

Section 1: Introduction

A. What entity is applying to CORE?

|  |  |
| --- | --- |
| Name of sole proprietor, partnership, consortium, firm or other entity |  |
| Street address |  |
| City |  |
| State |  |
| Zip |  |
| Website |  |
| Years in business as this entity |  |

B. Who is the lead contact person for this application?

|  |  |
| --- | --- |
| First name |  |
| Middle initial |  |
| Last name |  |
| Best daytime phone |  |
| Other phone |  |
| Email address |  |

C. What languages do you use in your consulting practice? Please mark an “x” next to languages you consult in.

|  |  |
| --- | --- |
| English |  |
| Spanish |  |
| Hmong |  |
| Other (specify): |  |

D. Have you had any consulting contract or engagement terminated for default in the last five years? Please mark an “x” next to the appropriate response.

|  |  |
| --- | --- |
| No |  |
| Yes |  |
| **If yes, provide full details, including the other party’s name, address and phone number, so CORE can collect additional information about this situation.** | Type your response here. |

E. CORE continues to learn from this work and the people who participate. If you are selected by an applicant organization to work on a capacity building project with them, do you agree to participate with CORE in a written and/or in-person evaluation of the process? Please sign here to indicate your agreement.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 2: Appreciative view of you and your work

Remember, CORE doesn’t expect to know everything you’ve ever done, are qualified to do or could do in a pinch. Instead, we explore great matches, so we take a deliberately appreciative (and also narrower) view. Also remember that your responses need not be perfect. They are a place to start.

NOTE: If you are applying as a partnership, consortium or firm, address each prompt below with one response representing the whole entity. In other words, take “you” to mean the collective entity. Do not write individual responses for each person in the collective. Please do, however, provide one person as the lead contact person above.

D. In no more than 250 words, describe the people, groups and organizations with whom you do your best work. What qualities/values do they share? What strengths do they exhibit? What challenges do they face?

|  |  |
| --- | --- |
| **Ideal Clients** | Type your response here.  |

E. In no more than 300 words, describe the kinds of work you do with these people, groups and organizations—the work you do best, enjoy most, seek out above all other work. For each area of work you love, provide a name (e.g., “team building” or “board development”), provide a brief description of what you mean by than name, and tell us how long you’ve been doing that kind of work. Also briefly describe the most exciting areas of growth you plan to explore in the next year or two.

|  |  |
| --- | --- |
| **Ideal Work** | Type your response here.  |

F. In no more than 300 words, describe yourself. Include the elements of your style, values, approach and experience that most clearly serve as the foundation of and support the work you described in the previous section. You may wish to highlight experience as staff, volunteer or consultant with nonprofit and community-benefit organizations and lessons learned in that arena.

|  |  |
| --- | --- |
| **Your Style / Experience** | Type your response here.  |

G. In no more than 100 words, highlight what makes you stand out from others in your field. What makes you and your work unique? If you were searching for someone just like yourself, what types of key words would you search? (Note: CORE is not heading towards a searchable database that would use keywords. We are looking for how to distinguish you, what sets you apart, what speaks to your style, values, ideal work, etc.) You may choose to highlight aspects of your responses to questions D, E, and F.

|  |  |
| --- | --- |
| **Your Distinguishing Characteristics / Qualities** | Type your response here.  |

Section 3: References

In the section below, please provide reference information about three projects/contracts from the last five years that demonstrate your ability to provide capacity-building support to social change, social, economic or environmental justice, advocacy, or community-building groups.

By providing this information, you grant CORE permission to contact these references.

G. Reference 1

|  |  |
| --- | --- |
| Client organization name |  |
| Primary contact name |  |
| Primary contact title |  |
| Email address |  |
| Best daytime phone |  |
| Other phone |  |
| City |  |
| State |  |
| Project start date |  |
| Project end date |  |
| Brief description of engagement, including work you provided |  |
| Brief description of outcome(s) |  |

H. Reference 2

|  |  |
| --- | --- |
| Client organization name |  |
| Primary contact name |  |
| Primary contact title |  |
| Email address |  |
| Best daytime phone |  |
| Other phone |  |
| City |  |
| State |  |
| Project start date |  |
| Project end date |  |
| Brief description of engagement, including work you provided |  |
| Brief description of outcome(s) |  |

I. Reference 3

|  |  |
| --- | --- |
| Client organization name |  |
| Primary contact name |  |
| Primary contact title |  |
| Email address |  |
| Best daytime phone |  |
| Other phone |  |
| City |  |
| State |  |
| Project start date |  |
| Project end date |  |
| Brief description of engagement, including work you provided |  |
| Brief description of outcome(s) |  |

OPTIONAL Section 4: Demographics

CORE does not discriminate on the basis of gender, age, race/ethnicity or any other category. Your provision of the following information is completely voluntary—and collecting it helps us gauge the effectiveness of our efforts to reach a diverse pool of capacity-building providers.

If you are applying on behalf of a partnership, consortium or firm, please answer for the lead contact listed on page 2.

J. What is your gender? Please mark an “x” next to the appropriate response.

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Transgendered/gender queer |  |
| Prefer not to say |  |

K. Which category matches your age? Please mark an “x” next to the appropriate response.

|  |  |
| --- | --- |
| 18 to 35 |  |
| 36-55 |  |
| 56-75 |  |
| Over 75 |  |
| Prefer not to say |  |

L. What is your racial/ethnic background? Please mark an “x” next to the appropriate response.

|  |  |
| --- | --- |
| Asian/Pacific Islander |  |
| Black/African-American |  |
| Caucasian |  |
| Hispanic |  |
| Native American/Alaska Native |  |
| Other/Multi-Racial |  |
| Prefer not to say |  |

DON’T FORGET YOUR RESUME!

Return your completed application to **Julie Andersen** **core.julieandersen@gmail.com**no later than **noon on Friday, September 5th**, and be sure to **attach a current resume**. If you are applying on behalf of a partnership, consortium or firm, include a current resume for each person you hope to “match” through the CORE process.

Thank you for applying to CORE. We hope the process of completing this application has been a valuable opportunity for reflection worth your time. We look forward to getting to know you better.