



Inclusion, Diversity, Equity, and Action (I.D.E.A.) Initiative Details & Guidelines

Background

The DeKalb County Nonprofit Partnership (DCNP) is pleased to offer the I.D.E.A. Initiative (Inclusion, Diversity, Equity, and Action). This initiative is made possible by an anonymous donation to the DeKalb County Community Foundation and is available to the participating organizations at no financial cost. It is a progressively more intensive experience to accommodate a variety of organizations, including:

1. From Awareness to Action Webinar

- a. This training develops a definitional understanding of diversity, equity, and inclusion (DEI) terminology, explores the importance of DEI in the nonprofit context, discusses the importance of inclusion for all (e.g., clients, staff, volunteers, board), and touches on the importance of inclusive policies and procedures. [Learn more and register here.](#)

2. I.D.E.A. Initiative Pilot Opportunity

- a. Through a competitive application process, up to four (4) organizations will be selected by an ad hoc committee to participate in this immersive opportunity, which includes three parts: Kickoff Roundtable & Project Identification, Policy/Procedure Review & Action Steps, and Reflection Roundtable & Wrap-Up (details found below).

Consultant

DCNP has contracted with Delia Coleman, Deputy Director of Equal Rights Advocates, to serve as consultant for the I.D.E.A. Initiative. Delia has expertise in nonprofit public policy, social impact best practices, strategic communications, values-based storytelling, and policy communications. She has served the nonprofit sector for over 14 years as an advocate, lobbyist, and strategic communications professional. A skilled policy advocate, speechwriter, and policy communicator, Delia strives to make justice accessible and actionable. Delia will lead each aspect of the I.D.E.A. Initiative with support from DCNP.

I.D.E.A. Initiative Pilot Opportunity Details

Kickoff Roundtable & Project Identification: After organizations are selected to participate, DCNP will convene the organizations and the consultant for a virtual roundtable discussion. Participants will be encouraged to identify a policy/procedure they would like to focus on for the pilot initiative. The purpose of this discussion is to build relationships, expand developmental knowledge on the topic, and help organizations determine which policy/procedure they want to focus on during the pilot (if that is unknown at the time). After the roundtable, organizations will identify the policy/procedure and share that document with the consultant. There will also be an opportunity for each organization to meet with the consultant individually to discuss the policy/procedure in-depth.

Policy/Procedure Review & Action Steps: The consultant will perform a comprehensive review of the identified policy/procedure for each organization. Written observations and recommendations for improvement will be developed by the consultant and shared with each organization.

Reflection Roundtable & Wrap-Up: Approximately four months after receiving the recommendations, DCNP will convene the consultant and organizations again to reflect and discuss what specifically has been done to move the recommendations from policy to action. A final survey will be distributed to participants to capture their

feedback, experiences, and outcomes. Participants will also be asked to share authentic testimonial videos to communicate about the initiative.

Approximate Timeline

Activity	Who is Responsible	Approximate Timeframe
From Awareness to Action Webinar (90 minutes)	DCNP	January 2021
I.D.E.A. Initiative Pilot Opportunity Application Period	DCNP	January 2021
Select Participating Organizations	Ad Hoc Committee	February 2021
Convene Kickoff Roundtable	DCNP	February 2021
Lead Kickoff Roundtable (90 minutes)	Consultant	February 2021
Identify Policy/Procedure	Organizations	February 2021
Individual Meetings (Approximately 30 minutes each)	Consultant/Organizations	March 2021
Policy/Procedure Review	Consultant	March 2021
Recommendations Shared with Organizations	Consultant	April 2021
Identify Action Steps	Consultant/Organizations	April 2021
Implement Action Steps	Organizations	April – August
Convene Reflection Roundtable	DCNP	August 2021
Lead Reflection Roundtable (Approximately 2 hours)	Consultant	August 2021
Administer Program Evaluation	DCNP	August 2021
Testimonial Videos	DCNP/Organizations	September 2021

Note: The workshop, roundtables, and individual meetings will be hosted virtually via Zoom.

Approximate Time Commitment

The time commitment will vary by organization and it is important to note it will be spread across multiple months. The following is the estimated time commitment that an organization might expect.

From Awareness to Action Webinar.....90 minutes
 Kickoff Roundtable.....90 minutes
 Identify Policy/Procedure.....180 minutes
 Individual Meeting with Consultant.....30 minutes
 Review Policy/Procedure Recommendations.....60 minutes
 Implement Policy/Procedure.....April – August
 Reflection Roundtable.....120 minutes
Program Evaluation and Testimonial.....60 minutes
 TOTAL.....630 minutes = 10.5 hours (plus implementation from April to August)

Policy/Procedure Selection

Participating organizations will select a policy or procedure for the consultant to review and offer recommendations for improvement through the lens of diversity, equity, and inclusion. These policies and procedures are expected to range widely among participating organizations. Below are some examples to consider—these are not meant to influence your decision and this list is not exhaustive:

- Personnel Policy
- Performance Review Process
- Give or Get/Minimum Mandatory Donation Policy

- Meeting Attendance Policy
- Volunteer Recruitment & Training Protocol
- Compensation Policy
- In-Take Process/Waiting Room Rules
- Program Participation Guidelines/Application

Eligibility

All current DCNP members are invited and encouraged to participate in the [From Awareness to Action Webinar](#).

Organizations eligible to apply for the I.D.E.A. Initiative are:

1. Current DCNP members (or planning to become a 2021 member).
2. 501(c)3 nonprofit organizations located in or serving DeKalb County.
3. Planning to attend the *From Awareness to Action Webinar*.

Checklist of Considerations

Organizations considering an application should carefully consider these points:

- Do we have the time, capacity, and willing mindset as an organization to meaningfully engage in this work?
- Is our Executive Director and Board Chair able to commit to participating? Or, if you are an all-voluntary organization: Is our Board Chair and our Board Vice-Chair able to commit to participating?
- Are we ready to receive honest, forthright, and candid feedback from an external reviewer that may be critical or questioning?
- Is our organization committed to reducing, eliminating, and preventing racial discrimination and inequities?
- Are we prepared to act on the recommendations and make changes in our organization?
- Are we open to having authentic conversations with other participants in this cohort during the Kickoff Roundtable and the Reflection Roundtable?
- Are we willing to share what we learned from and acted upon in this experience with DCNP and its members by completing an evaluation and brief testimonial videos?

Application Information

I.D.E.A. Initiative Pilot Opportunity are due by noon on **January 28, 2021**. Applications must be submitted online. The Ad Hoc Selection Committee will make decisions in early February 2021 and applicants will be notified electronically or by phone. DCNP staff may contact applicants for further information and/or to discuss application materials. Contact DCNP Director, Ben Bingle, with questions at: ben@dekalbccf.org. [Apply online here](#).

Nondiscrimination Policy

No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the DeKalb County Community Foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Community Foundation.