

**THE LGBTQ CENTER LONG BEACH
CAPACITY BUILDING SERVICES**



The LGBTQ Center Long Beach advances equity for LGBTQ people through culturally responsive advocacy, education, programs, and services.

Thank you for your interest in the Capacity Building Services offered by The LGBTQ Center Long Beach. Our Capacity Building Services are designed to be implemented in five stages: (I) Policy Review, (II) Procedures, (III) Practices, (IV) Training, and (V) Sustainability.

STAGE I: POLICY REVIEW

The Capacity Building Team works with organizations to review their internal policies, such as human resources (hiring, dress code, discipline, promotion, work assignments, pay equity, etc.) and service delivery methods (intake forms, data collection, use of pronouns, etc.). Following the review, the Team provides feedback on how the organization's policies can be revised or improved to be more inclusive of and affirming for LGBTQ persons.

STAGE II: PROCEDURES

During the second stage, our Team will work with selected individuals within the organization to review and evaluate how current procedures are being implemented. This can be conducted using different methods, such as direct observation, interviews with key personnel, staff surveys, or consumer satisfaction surveys.

After the evaluation of procedures is complete, the Team will provide concrete feedback on what the organization can do to make their procedures more inclusive of and affirming for LGBTQ persons.

STAGE III: PRACTICES

At this stage, members of the Capacity Building Team evaluate how policies and procedures are being implemented throughout the organization. The main goal of this stage is to determine if the organization's policies and procedures are

understood and being implemented as written (or intended), or if there are any deviations from them.

This can be assessed by conducting focus groups with the leadership of the organization, staff, volunteers and/or consumers, interviews with key personnel, anonymous surveys, by observation, or after-action reviews.

STAGE IV: TRAINING

After assessing the strengths, capacities, and areas for improvement of the organization, the Capacity Building Team will make training recommendations. The team will create a training plan in collaboration with the leadership of the organization. The objective of the plan is to help the organization achieve its more pressing goals.

STAGE V: SUSTAINABILITY

Lastly, our Team will work with the organization on a sustainability plan. The plan will include strategies to ensure their capacity does not diminish over time.

MEANINGFUL CHANGE

ONE INTERACTION AT A TIME!

OUR MISSION

The LGBTQ Center Long Beach advances equity for LGBTQ people through culturally responsive advocacy, education, programs, and services.

ABOUT OUR WORK

Working with you, we assess the strengths and needs of your team and create tailored plans to build their capacity.

GOAL

We want to help you create policies, practices, and environments that are affirming, safe, and welcoming for all LGBTQ+ persons.

THE PROCESS

We work with civic, public, private, and faith-based organizations to enhance their capacity and build a more equitable and inclusive future. Focusing on the organizations' policies, procedures and practices, our Team of experts engage with leaders, frontline staff, volunteers, board of directors, and customers to determine what is going on and how to improve their capacity to create and sustain environments that are affirming, safe, and welcoming for all LGBTQ+ persons.

Services are available throughout Long Beach and all surrounding communities. Valued for our experience and expertise, our Team delivers high quality services with the goal of building and sustaining meaningful change.

CAPACITY BUILDING RATES

Initial Consultation (minimum 2 hrs.)	\$200/hour
Initial Consultation – Nonprofit (minimum 2 hrs.)	\$100/hour
Standard Daily Rate (8 hrs.)	\$1,600
Standard Daily Rate – (8 hrs.) Nonprofit	\$800
Document Review	\$150/hour
Document Review - Nonprofit	\$75/hour
Interviews, Focus Groups, Survey Analysis	\$300/hour
Interviews, Focus Groups, Survey Analysis – Nonprofit	\$150/hour
Mileage (outside 10-mile radius)	0.58¢/mile

TRAINING RATES

Standard Hourly Rate (minimum 2 hrs.)	\$150/hour
Standard Hourly Rate – Nonprofit (minimum 2 hrs.)	\$75/hour
Standard Daily Rate (8 hrs. of training)	\$1,200
Standard Daily Rate – Nonprofit (8 hrs. of training) - Nonprofit	\$600
Training Preparation/Curriculum Development	\$100/hour
Training Preparation/Curriculum Development – Nonprofit	\$50/hour
Additional Training Materials (flat fee)	\$50
Additional Training Materials (flat fee) – Nonprofit	\$25
Mileage (outside 10-mile radius)	0.58¢/mile