

Toolkit for the Delaware Nonprofit Sector

INTRODUCTION

Advocacy is the education and awareness-raising of the general public and elected officials about the mission of your nonprofit. It can be done by your nonprofit's leaders, staff, boards of directors, and volunteers. This kind of awareness-building helps you meet your mission and serve your client population.

Advocacy is a nonprofit's responsibility and right! It is important to educate elected officials and the general public about the population your nonprofit serves. Speaking with your elected officials can take many forms: on the phone, in-person, make an appointment, send letters, send emails, or leave a voice-message. We recommend that you build your Advocacy Plan around the calendar included with this package. Remember: advocacy is safe and is not prevented by the IRS or Government. Politicking or partisan election work is not allowed, but nonpartisan advocacy is your responsibility.

The Delaware Revenue Solutions Coalition – An Initiative of the Nonprofit Sector

“Nonprofits Participating Responsibly” We encourage you to make your voices and opinions known to your elected officials before they go back in session in January. This initiative has been developed so your nonprofit's leadership, staff, board, and volunteers can voice opinions about the budget challenges Delaware faces. It is also intended for legislators to get to know you and your nonprofit, and what makes you great! Remember that it's not just about Grant-In-Aid or Service Provision Contracts; we encourage you to reach out to your legislators on all matters of interest to you.

Feel free to send out an invite to the legislators in your service-providing district for them to visit your sites, or request to meet them at their offices – whichever is most convenient for you and them. Keep in mind that they are our elected public servants, and they are passionate about meeting constituents.

Take advantage of having your legislators available to you! Take your messages and concerns to them as they build the Delaware 2018 Budget. If you're not sure exactly how to do this, we've included a bunch of handy links to help you through the process, as well as a guide to help you structure your conversations. And through it all, make sure to share with us by using **#npawareDE** !

RESOURCES

DANA – “John's Public Policy Blog” <http://dana.site-ym.com/blogpost/953787/John-s-Public-Policy-Blog>

Information and updates on Grant-In-Aid http://www.legis.delaware.gov/legislature.nsf/lookup/Grant_in_aid?open
Office of Management and Budget Public Meetings Calendar <https://egov.delaware.gov/pmc/#agency122>

Find your Elected Officials

Search by Address: http://www.legis.delaware.gov/legislature.nsf/Lookup/Know_Your_Legislators?open&nav=leginfo

State Senators: <http://www.legis.delaware.gov/legislature.nsf/Sen?openview&nav=contact>

State Representatives: <http://www.legis.delaware.gov/legislature.nsf/Reps?openview&count=75&nav=contact>

Joint Finance Committee Members:

http://www.legis.delaware.gov/legislature.nsf/Lookup/CGO_JFCDescription?open&nav=JC

WHAT TO SAY

Partnering between Delaware Government and Nonprofits has a long and strong history of providing cost effective and more efficient services to all Delawareans. It is important to plan out what you want to say ahead of time so you can make the most of your elected official's time with you.

Here is a suggested phone call conversation structure:

- I am [Your Name] and I work for [Organization], a nonprofit in Delaware.
 - I'm calling as part of the Nonprofit Budget Coalition.
 - We employ [x] people and mobilize [y] volunteers in your district.
 - Our mission is to [Your Mission]. Through our efforts we do: [Outcome Statement and #s Impacted]
 - We can be a resource for you on [Topics]. Please call on us if we can be of assistance.
 - We would also like for you to be our guest at [Your Organization] when you are in the district. Please contact me or I am happy to follow up with you to see if we can schedule something.
- [Contact Information]

Feel free to take the above suggestions and modify them to your specific needs and/or to the other various forms of communication. As always, you can reach out to us for guidance. We are here to assist you.

HOW THINGS WORK

Three Branch System of Government

Executive Branch	Legislative Branch	Judicial Branch
Office of Management and Budget – OMB Develops and Manages the Budget of Delaware when it's approved by the Gen. Assembly	General Assembly Joint Finance Committee – JFC Controller General's Office Develops & Passes/Approves Budget	Generally not involved in the budget process

BUDGET CYCLE

August-September	Office of Management and Budget (Executive Branch) works with Exec. Branch Departments to Develop the Department's and State's Budget.
October	Departments work on their Budgets
November	Office of Management and Budget (OMB) Holds Hearing – Nonprofits can attend and make comments. See calendar.
December-January	OMB and Governor Build the Governor's Proposed Budget
January 2017	Governor presents his budget at the Tatnall Building – Dover, DE
February	Joint Finance Committee (JFC) of the General Assembly of the State of Delaware holds hearings on the Budget and hears from Departments and Organizations. Nonprofits can make comments. Some are invited to present on a rolling basis. See Calendar.
February 17, 2017	DANA's Annual Budget Update – Dover, DE
March – May	General Assembly and JFC develop the State Budget Bill and Grant-In-Aid Bill. Follow online State Calendar and DANA Updates.
May	JFC Retreat
June	Budget and Grant-In-Aid Markup
June 30, 2017	Budget is passed, running into the early morning hours of July 1, 2017 (Beginning of Delaware's 2018 Fiscal Year / New Budget Year)