TO: Client
FROM: Student 2
CC: Professor Alethia Jones, Professor Phil Thompson, students enrolled in 11.947
                 Race, Immigration and Planning, Department of Urban Studies and Planning,
                 MIT
DATE: May 19, 2005
SUBJECT: Developmental Resources for Client

This memo is submitted in partial fulfillment of the requirements of 11.947 Race, Immigration, and Planning.

       The Client, a Brazilian American non-profit was created to address the needs of the Brazilian community in Framingham, Massachusetts. I was asked to research resources to assist you in strengthening the non-profit's board and the organization as a whole, particularly in leadership development, grant writing, and team building. Strengthening the skills of the board will improve the Client's ability to address current issues affecting Brazilian immigrants in Framingham, including the ARCADE project and hate crimes against immigrants in the area. In this memo, you will find resources that match the needs and financial situation of the Client for leadership development, grant writing and financial management, community organizing and team building, as well as resources to improve technical skills, if necessary.

       Although I discovered resources that would provide the Client's board with the requested training and development, there were many that, with further research, I thought would be more beneficial for the organization's specific needs and budget. Initially, I used the Internet to search for resources for non-profit organizations in general, then narrowed my search to resources in Massachusetts. I later realized that specificity was key and began searching for particular skill workshops and trainings, such as team building workshops or grant writing training. To narrow down the sources that would be most helpful to the Client, I used four essential criteria to determine whether a particular resource would be beneficial to the Client: location, cost, time frame, and services provided. The following are the resources I recommend the Client utilize in further developing their board; an overview is provided followed by a more detailed description of the resource.