

BIBLIOGRAPHY FOR NGO WORKSHOPS

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- 1. ELDIS WEBSITE: A GATEWAY TO DEVELOPMENT INFORMATION.**
ELDIS functions as a universal clearinghouse to the projects, ongoing research, and community outreach of NGOs throughout the world. The Website is divided into separate folders or areas of specialty. Especially check out the folder titled **MANUALS**, (<http://www.eldis.org/manuals/index.htm>) in which NGOs have created highly practical and ready-to-use training manuals, reflecting best practices.
ELDIS is constantly updated, all documents are available free of charge in full text format, and one can sign up for future documents in related subject areas using their automated listserv. <http://www.eldis.org>
- 2. ELDIS 2006 PUBLICATION A GOOD PLACE TO START:**
A Good Place to Start”, is a new (2006) book from the Knowledge Services at the Institute of Development Studies, linking to websites that are good starting points for information on over 30 development themes; many concerns of NGOs worldwide are covered here. The publication also includes advice on how to improve Internet search results and the best use of Search Engines. Available at: <http://www.ids.ac.uk/ids/info/docs/Good%20place%20to%20start.v14.pdf>
- 3. MANAGEMENT ACCOUNTING FOR NON-GOVERNMENTAL ORGANIZATIONS.** Includes raising professional standards in the NGO sector, financial training for NGO staff and reports on NGO Quality.
<http://www.mango.org.uk>
- 4. CIVIC ENGAGEMENT PROJECTS IN THE UNITED STATES.**
Discussed are specific examples of community and civic engagement projects in the US.
<http://www.ala.org/ala/acrl/acrlpubs/crlnews/backissues2006/january06/civic.htm>
- 5. DEVELOPMENT GATEWAY: TOPICS FOR CIVIL SOCIETY.**
This website delves into many topics useful for NGOs. One particularly useful section is devoted to NGO CAPACITY BUILDING:
<http://topics.developmentgateway.org/civilsociety/rc/BrowseContent.do~source=RCCo ntentUser~folderId=3266>

The Development Gateway’s Main Home Page for CIVIL SOCIETY is:

<http://topics.developmentgateway.org/civilsociety>

Among the many helpful documents found through this web site is **STEPS IN STARTING AN NGO**: <http://www.gdrc.org/ngo/start-ngo/index.html>

6. THE NGO CAFÉ: THE WWW VIRTUAL LIBRARY ON NON-GOVERNMENTAL ORGANIZATIONS.

Discusses how to promote and start a successful NGO.

<http://www.gdrc.org/ngo/>

7. NGO FINANCIAL MANAGEMENT POCKET GUIDE:

<http://topics.developmentgateway.org/ngo/>

8. BASIC MANUALS FOR NGOs:

“The purpose of this site is to make resources available, free, to NGOs working in the development or humanitarian fields. We make or find manuals that can help NGOs build skills, and suggest other websites with good resources. “

<http://www.networklearning.org>

Among the practical manuals available in this site is:

A GUIDE TO FUNDRAISING:

<http://www.networklearning.org/books/fundraising.html>; and

HOW TO BUILD A GOOD SMALL NGO

<http://www.networklearning.org/books/build-ngo.html>

This Manual is also available in **Arabic**:

<http://www.networklearning.org/books/build-ngo-arabic.html>

NGOs: NGO SUPPORT TOOLKIT FOR HIV/AIDS.

<http://www.ngosupport.net/sw5748.asp>

PRACTICAL FINANCIAL MANAGEMENT FOR NGO'S: COURSE HANDBOOK by T. LEWIS <http://www.eldis.org/cf/rdr/?doc=36662>

NGOs operate in a rapidly changing and competitive world. If their organisations are to survive in this challenging environment, managers need to develop the necessary understanding and confidence to make full use of financial management tools. Financial management is a complicated task which many find daunting. This handbook provides step by step guides of the financial process providing tips, definitions, descriptions and examples for the following sections including all the activities which make up these units.

- Financial management for NGOs- an introduction
- Getting organized
- Planning and budgets
- Understanding accounts
- Financial reports

- Safeguarding your assets
- Managing the audit

WOMEN'S FUNDRAISING HANDBOOK: FUNDRAISING FOR CHANGE

<http://www.globalfundforwomen.org/cms/images/stories/downloads/Handbook2007.pdf>

(Excellent guidebook, with step by step instructions; revised in 2007)

9. **BASIC FUND RAISING FOR SMALL NGOS/CIVIL SOCIETY IN THE DEVELOPING WORLD.** (Revised August 14, 2006)
<http://www.coyotecomunications.com/outreach/grants.html>
 10. **FREE FUNDRAISING TIP SHEET.**
This tip sheet, provided by Non-Profit Nuts & Bolts, walks non-profit executives through the four stages of planning a 12-month fundraising program. The tip sheet explains how to create an effective fundraising plan that gives fundraising efforts focus, creates a clear process to follow and clarifies resources and costs.
<http://topics.developmentgateway.org/civilsociety/rc/ItemDetail.do~285143>
 11. **HOW TO DEVELOP A MISSION STATEMENT FOR NGOs.**
<http://www.pfdf.org/leaderbooks/sat/mission.html>
 12. **THE ROLE OF NGOs in HUMAN SECURITY.**
<http://topics.developmentgateway.org/civilsociety/rc/ItemDetail.do~1039563>
- GRANTS AND PROPOSAL WRITING FROM THE SPECIAL LIBRARIES SITE, TORONTO:
http://slatoronto.andornot.com/WebPubResults.aspx?AC=QBE_QUERY&BU=http://slatoronto.andornot.com/lrc.aspx&TN=SLA-LIBR&QF0=subject&QI0=grants&RF=WebBriefRel&DF=table&DL=0&RL=0&MR=20&NP=255
13. **ACTION PLANNING/ STRATEGIC MANAGEMENT TOOLKIT** This toolkit provides a model for taking an organisation through an action planning process. It takes the user through a basic action planning format, step-by-step, covering all the key elements. By following the format, any project leader regardless of his experience level should be able to prepare a comprehensive action plan, in the context of of a strategic planning framework.
<http://topics.developmentgateway.org/civilsociety/rc/filedownload.do?itemId=1036280>
 14. **THE TEN MOST COMMON REASONS GRANTS ARE DECLINED.**
<http://www.gdrc.org/ngo/no-grant.html>
 15. **EFFECTIVE CAPACITY BUILDING IN NON-PROFIT ORGANIZATIONS**
<http://topics.developmentgateway.org/civilsociety/rc/ItemDetail.do~348901>

16. NGO MANAGER: MANAGEMENT TOOLS AND INFORMATION FOR NON-PROFITS WORLDWIDE. <http://www.ngomanager.org/>

17. INCORPORATING GENDER ISSUES INTO YOUR NGO:
<http://www.networklearning.org/books/gender.html>

Also see **GENDER RESOURCE GUIDE IN NGOs:**
<http://www.eldis.org/gender/index.htm>

and, **A TRAINER'S MANUAL: WORKING WITH MEN ON SEXUALITY, GENDER, VIOLENCE AND HEALTH ISSUES.**

<http://sahayogindia.org/English%20manual.pdf>

18. DIRECTORY OF DEVELOPMENT ORGANIZATIONS: 2006 EDITION
<http://www.devdir.org/> (listed by country)

Also see Duke University's **DIRECTORY OF NGOS WORLDWIDE:**
<http://billie.lib.duke.edu/pubdocs/ngo/a-e.asp>

and Duke's **NGO RESEARCH GUIDE:**
<http://docs.lib.duke.edu/igo/guides/ngo/index.htm>

19. CIVICUS NGO ESSENTIAL TOOLKITS:
<http://www.civicus.org/new/default.asp?skip2=yes>

ARABIC VERSION at: www.civicus.org/new/media/Arabic_MDG_toolkit.pdf
Covers Fund Raising, Writing Effectively and Powerfully, How to Promote your Organization, How to Handle the Media, Strategic and Action Planning, Developing a Financial Strategy, Budgeting, Writing a Fund Raising Proposal.

20. YOUTH GET INVOLVED: <http://youthink.worldbank.org/>
Winner of the 2006 Webby Award for Civic Activism

21. POLICY RESEARCH AND ACCESS TO RESEARCH STUDIES IN NGO ACTIVISM, CIVIC SOCIETY, CIVIC ACTIVISM: A great new database to assess what NGOs are doing in the field and the impact they are having/

PolicyArchive (<https://www.policyarchive.org/>), is a joint project of the Center for Governmental Studies (CGS), a nonprofit organization in California, the Indiana University Purdue University Indianapolis Library and Communications Consortium Media Center in Washington, DC.

From the July 03, 2008 Issue of Resourcesshelf: <http://www.Resourcesshelf.com:>

“Problem: American philanthropic foundations spend over \$1.5 billion a year on research. Spread out across the nation among diverse libraries, institutions, databases, and websites, this valuable research can be difficult or impossible to identify and obtain once it has been published. Research organizations have no central place to distribute or archive their content, and search engines cannot easily locate much policy research. Research is not optimized to appear at the top of search engine results. Existing policy websites are focused on single issues or available only upon payment of substantial fees.

Solution: PolicyArchive simplifies this complex research landscape by providing a universal, easy-to-use, free, and open digital archive of foundation-funded and other public policy research. The PolicyArchive solution provides public interest organizations a low-cost electronic system for distributing, publicizing, and archiving their research. It allows research users, policy makers, the media, and the public to quickly access the depth and breadth of research in various subject matters. It also provides a direct line of communication between research providers and end-users, thus increasing public awareness of an organization's work and adding significant value to their research investment. Ultimately, PolicyArchive will indefinitely preserve the life of public policy research, substantially increase its impact, and provide society at large with long-term access to the benefits of that important research.

PolicyArchive uses a dropdown menu for browsing by topic, author, funder, or publisher. One can also search via the keyword search box next to the dropdown menu. An advanced search form offers menu-driven field searching, Boolean options, and the ability to limit your search to a particular topic or type of publication.

Topic "**quick links**" are available at the bottom of the home page:

- * Agriculture, forestry and fishing
- * Banking and finance
- * Business
- * Culture and religion
- * Economics
- * Education
- * Energy
- * Environment
- * Government
- * Health
- * **Human rights**

- * **International relations**
- * Justice
- * Labor
- * Law and ethics
- * Manufacturing and industry
- * Media, telecommunications, and information
- * Military and defense
- * Politics
- * Population and demographics
- * Science and technology
- * Social conditions
- * Trade
- * Transportation

The archive currently contains more than 13,000 documents; organizations are encouraged to register and upload their research to the site. More than 250 diverse institutions are already doing so, from Action for Children to Women's Voices for the Earth. The entire political spectrum is represented as well - from the liberal Center for American Progress, to the libertarian Cato Institute, to the conservative Heritage Foundation. About halfway down the home page, on the right hand side, you can see the latest additions to the archive.

You can also subscribe to an e-mail newsletter if you're interested in keeping up with what's new.”

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