



REQUEST FOR PROPOSAL

COMMUNITY SERVICE PROJECT
Leadership Charlevoix County Class of 2016-2017

PROPOSAL DUE: September 1, 2016

Leadership Charlevoix County is a community leadership training program hosted by the Boyne, Charlevoix and East Jordan Area Chambers of Commerce. The program's mission is to inspire and prepare leaders in the Charlevoix County Area.

Each year, the class is required to complete a Community Service Project (CSP) during the course of their nine-month program. The purpose of the project is to teach the class to work together as a team, to identify a community need and resolve it, to learn basic project development skills, and to give something back to the community.

Projects from past classes have included:

2012 – Community Free Clinic promotion and renovations, Boyne City
2013 – Mobi-Mats fundraising and installation at Whiting State Park
2014 – Boyne City Dog Park design and promotion, Boyne City
2015 – Parking Lot/Establishment of an entry to Nature Preserve, East Jordan
2016 – Born Learning Trails in Beaver Island, Boyne City, Charlevoix and East Jordan

Not-for-profit organizations that provide services in Charlevoix County are invited to submit proposals for the next Leadership Charlevoix County (LCC) Community Service Project. To qualify, the proposed project should start no earlier than Nov. 1, 2016, and be completed by no later than April 30, 2017. The requirements of the LCC Class should be specifically stated. Projects can be hands-on, can include fund-raising, and can involve organization development, public relations campaigns, and/or community activation.

While faith-based organizations are welcome to apply, the project may not be religious in nature. Projects may not be partisan or directed toward a specific political purpose.

To qualify, the applicant must:

- Be an official 501(c)3 not-for-profit organization or public agency capable of serving as a fiduciary for the project.
- Provide services in Charlevoix County.

- Have a designated staff person work as a direct liaison with the class to provide instruction, direction, and mentorship throughout the course of the project. This person should be identified in the Request for Proposal.
- Be willing to serve as the fiduciary if fund-raising is necessary and/or expenses are required.
- Be willing to accept financial risk in the unlikely case the class does not meet fund-raising requirements.
- Have staff, volunteers, and/or financial resources in place to continue the project beyond April 30, 2017, should this be an on-going program.

Applicants are urged to:

- Include a public awareness component to the project that requires the class to get out and speak on behalf of the organization and the work they are doing.
- Keep fund-raising requirements at \$5,000 or less.
- Supervise class communications in conjunction with the LCC Board of Directors to assure the applicant's organization and LCC are being represented accurately and consistently.

Please submit your RFP in any format you wish by **September 1, 2016** to:

Leadership Charlevoix County
109 Mason St.
Charlevoix, MI 49720

Or LeadershipCharlevoixCounty@gmail.com (Please write: "CSP Proposal for LCC" in the subject line.)

Please include specific contact information on your application should the LCC class members wish to follow up for more information.

The proposals will then be distributed to the LCC Class of 2016-17 at their opening session in September. The selection of the Community Service Project will be a class decision and subject to approval by the LCC Board of Directors. The selection of the project will be based solely on the application submitted; there will be no opportunities for oral presentations to the class at the September session. However, class members may follow-up at their discretion to seek further information. We expect the final decision will be made by no later than November 15, 2016, but we can't provide a firm notification date.