

REQUEST FOR PROPOSALS

2018 IMPACT SAN DIEGO LEADERSHIP ACTION TEAM PROJECTS

Due by 5:00 PM on Wednesday, September 13, 2017

Attention Nonprofits!

Do you have an important project that could be initiated and completed between January and May 2018, but lack the human resources to accomplish it?

LEAD San Diego is seeking project proposals from community-based organizations serving low-income and/or traditionally underserved communities in San Diego County.

LEAD San Diego's IMPACT Class of 2018 will be divided into six LEADership Action Teams (LEAD staff strives for approximately seven to ten class members per team, based upon class preferences and skill sets) tasked with tackling real community needs submitted by organizations from the San Diego region. These projects need to be initiated and completed between January and May 2018 and must have a lasting benefit to the community that is being served. Each team's participants will bring their knowledge, professional skills, access to regional resources and networks of influence to the selected community improvement projects. Previous projects have included development of communications & marketing plans; creation of a facility expansion feasibility report; and development of a five-year strategic plan. Your project is not required to be limited to these ideas; **we strongly encourage unique and creative projects.**

- The partner organization must furnish all funding necessary for the project; direct fundraising projects are not permitted. The organization's CEO or assigned liaison staff member will be expected to work in close collaboration with the team, offering periodic guidance and input as they proceed with their project work plan.
- If the project is selected as a finalist, a follow-up meeting/site visit will be conducted by LEAD San Diego staff and a selection committee made up of LEAD graduates **the week of October 30 and/or the week of November 6.** A minimum of one board member of the agency is required to be present at the site visit.

Upon completion of their work, the LEADership Action Teams, working in collaboration with their assigned community organization, will have the opportunity to *sharecase* the results of their collaboration with the agency at a project presentation on **June 8, 2018.** This IMPACT San Diego Class of 2018 closing event allows class participants to share their accomplishments with one another and key LEAD corporate and community stakeholders. Partner agency staff and board members are encouraged to attend.

Due to the many applications received during the RFP process and potential conflicts of interest, agencies/organizations represented by a member of the Class of 2018 are not eligible for LEADership Action Team consideration. Likewise, organizations that have been selected as a partner agency in previous years may not reapply.

If your organization would like to be considered as a potential LEADership Action Team partner agency, please review the guidelines, complete the proposal form, and return it to LEAD San Diego by 5:00 PM on Wednesday, September 13. The proposals may be submitted by email. **NO INCOMPLETE PROPOSALS WILL BE ACCEPTED.**

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2018 LEADERSHIP ACTION TEAM
PROJECT PROPOSAL COVER SHEET

Email to:

Kim Nguyen, Program Manager

knguyen@leadsandiego.com

LEAD San Diego

Phone: 619.280.5323

INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED

Project Main Point of Contact: _____

Title: _____

Organization: _____

Phone: (____) _____

Email: _____

Address: _____

City: _____ *ZIP:* _____

Website (if applicable): _____

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2018 LEADership Action Team Project Proposal INSTRUCTIONS

- Please address **ALL** 11 questions below.
- Please **TYPE** all responses.
- Answers should be brief and clear. Please be as specific as possible.
- **The proposal should be NO MORE than three (3) pages.**
- Number each page.
- Please **DO NOT** include supporting documents such as marketing materials, brochures, articles, videos, or letters of support.
- The proposal **MUST** be signed by the CEO, Executive Director, or President of your organization. Please include that person's title.
- Agencies/organizations represented by a member of the IMPACT San Diego Class of 2018 ARE NOT eligible for LEADership Action Team consideration.
- Agencies/organizations that have been selected as a partner agency in previous years **MAY NOT** reapply.

QUESTIONS

1. Submit a brief overview of your program or agency. Please be sure to include your mission statement.
2. What is the statement of purpose of the proposed project?
3. What specific needs will the project address?
4. Describe the lasting benefits and measureable outcomes of the project to your organization and the targeted community. Please be specific.
5. Describe why LEAD's help is important and what role(s) the IMPACT San Diego LEADership Action Team will play. Please keep in mind that each team is comprised of approximately 7-10 class members.
6. What are the estimated direct costs and sources of funding to support the project? The sponsoring organization **MUST** furnish all direct funding necessary for the project. **PLEASE NOTE:** Direct fundraising projects WILL NOT be considered.
7. Provide a brief biography of the person who will work directly with the LEADership Action Team as noted on the cover page.
8. Enclose a copy of your IRS 501(c)(3) designation letter or letter of intent to establish a 501(c)(3), if applicable.
9. Enclose a current list of your Board of Directors.
10. Enclose your organization's most recent budget or financial statement.
11. Enclose your organization's most recent Form 990.