



2019-2020

Leadership Service Project Proposal

**DEADLINE: September 16, 2019**

Leadership Champlain  
60 Main Street, Suite 100  
Burlington, Vermont 05401  
Tel: 802.863.3489 x201  
Fax: 802.863.1538

# 2019-2020 Leadership Service Project Timeline

- **DEADLINE FOR PROPOSAL**

- Monday, September 16, 2019: 12:00 p.m.

- **Mail completed proposal to:**

- Leadership Champlain

- 60 Main Street, Suite 100

- Burlington, VT 05401

- **Email to:** [tori@vermont.org](mailto:tori@vermont.org)

- **Or fax to:** 802.863.1538

- **PROGRAM YEAR (project team and organization collaborate to implement proposal)**

- October 2019 to June 2020

- **PROJECT CONCLUSION (presentation by project team)**

- Scheduled at the convenience of all parties involved before June 9, 2020

**Please keep this information for your records.**



## **Be a part of Leadership Champlain Class of 2020**

This fall, Leadership Champlain will be entering its 31st year of achieving excellence in leadership in the Lake Champlain region by “strengthening leadership, building community” and we need your continued support to achieve this mission. In addition to our programming to educate rising leaders about issues facing our local community, all class members are required to participate in a service project for a local nonprofit organization. These projects are designed to be a leadership learning experience for the participants and a meaningful benefit to the community organization.

During its history, Leadership Champlain (LC), the flagship community leadership program of the Lake Champlain Regional Chamber of Commerce (LCRCC), has organized, guided and overseen the successful completion of over 200 Leadership Service Projects (LSPs). Over the past three decades, the LC class has contributed over 2,100 annual volunteer service hours to the community with an in-kind impact of over \$1.5M to the Lake Champlain region.

**Leadership Champlain is seeking project proposals from the Lake Champlain region’s municipalities and non-profit organizations as a Leadership Service Project for the 2020 class of Leadership Champlain.**

Project proposals should be designed with the understanding that the LC class is comprised of talented and professionally accomplished individuals. We seek projects that are large enough in scope to utilize the skills of 5-6 team members, with different skills and experience and that will benefit an established non-profit or public sector organization.

### **What types of projects qualify?**

The project(s) may be a community service activity or development of a proposal addressing a community issue, which can be presented to key decision makers.

### **CRITERIA:**

- The project must fit within the scope of LC’s mission statement:  
*Leadership Champlain is a professional development program with a mission to build leadership skills by sharing knowledge about our community and inspiring our leaders to effect change now and in the future.*

- The project must have outcomes defined, including an outline of the resources required (materials, money, labor, etc.) necessary for success, and a plan for securing these resources and a mechanism or plan for evaluating the program's success.
- The project must have an end (a point at which it can be discontinued or transitioned to a permanent program or another entity; the LCRCC or the LC class do not assume project ownership at the end of a project).
- The project should impact a large number of people or group that has a significant need.
- The project must be non-partisan (not support a political group, candidate, or position)
- Proposed projects should be action-oriented with a clear value to the community upon its completion.
- Project proposals must identify the opportunities for leadership development (beyond team work and community contributions) that are an inherent part of any proposed project.
- Project proposals must have the approval of the appropriate governing body and must contribute a by-name staff individual as a direct liaison with organization's project team. 501C3 non-profit agencies must also provide the name of at least one Board of Directors' representative.
- No project may be fundraising in nature; any funds raised to support the project are the sole responsibility of the organization/municipality. LC class members' program participants may NOT engage in fundraising for the project NOR use the LC, LCRCC affiliation or name in any fundraising. Any funding that may be needed to complete the project is solely the responsibility of the non-profit or municipality organization.
- Projects must be able to be completed within the seven-month time frame (October 2019 to June 2020) with the understanding that the group will allocate approximately ten hours per month on the project.

LC will evaluate proposals submitted by the deadline; one project or several projects may be selected. Additional project proposal information may be requested at the discretion of LC.

If your organization's project is selected, we expect you (or a designated staff member) to:

- Attend several meetings with the project team so that you can assist the team in moving from the general project description/goal to more specific project objectives
- Be engaged with the team and available for phone calls and/or meetings and participate in mutual project feedback, giving and receiving feedback.
- Non-profit organization or municipality must assign a by-name staff individual to be direct liaison with project team.

LC Class of 2020 will present the culmination of the project(s) to their classmates as part of their graduation ceremony on the morning of Tuesday, June 9, 2020. They will arrange to present their deliverables to their partner organization before this date.

If you have a community project proposal that meets LC's qualifying criteria, please complete a proposal application and return it to the LC office no later than **12:00 pm, Monday, September 16, 2019.**

**Proposals can be mailed to:**

Leadership Champlain  
60 Main Street, Suite 100  
Burlington, VT 05401

**Emailed to:**

[tori@vermont.org](mailto:tori@vermont.org)

**Or faxed to:**

802.863.1538



## **2019-2020 Leadership Service Project PROPOSAL**

Please submit a proposal using the following headings:

### **1. Name of Project**

Give the project a title that conveys the essence and summarizes the purpose of the project and the organization in order to attract attention.

### **2. Agency**

The “agency” is the beneficiary (non-profit, municipality, or population) that will benefit from the project.

### **3. Project Description**

Outline what the LSP will do for the agency during the seven-month project period. Group members will use the project description as a guide in forming their project plans. Proposed projects should be unique to the Lake Champlain region community.

### **4. Needs Assessment**

Describe why the project is needed. How will the project have a positive and long-term impact in the community? Who is the target audience?

### **5. Specific Objectives & Goals**

The specific objectives should provide measurable targets for the LSP with short, intermediate and outcome goals. Team members will be evaluated on whether they have formulated specific objectives and have met their stated goals.

6. **Resources Available & Sustainability**

Detail anything that the agency and/or the liaisons will make available to the project group such as clerical support, technical expertise, office supplies, etc. during the project. How will the agency sustain the program/project after the project is completed?

7. **Resources Needed**

Explain any resources required that the project group members will have to assemble in order to fulfill the goals of the project. **NOTE: Leadership Champlain program participants may NOT engage in fundraising for the project use nor use the LCRCC, LC affiliation or name in any fundraising. Any funding that may be needed to complete the project is solely the responsibility of the nonprofit agency or public sector entity. In-kind contributions (non-cash) may be considered as an approved resource on a case-by-case basis.**

8. **Special Skills Needed**

Detail the major activities associated with this project. Specify any talents and expertise that would be useful in order for group members to complete the project; these can be available from within the project group members or recruited from the community.

9. **Additional Information**

Briefly describe any additional information that might be helpful to better explain the project.



## LEADERSHIP SERVICE PROJECT PROPOSAL

Certificate of Non-Discrimination

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(Organization Name)

Acting in my official capacity on behalf of the applicant organization, I hereby certify that the above organization does not discriminate on the basis of age, race, religion, sex, national origin, sexual orientation, disability or any legally protected classification in access to services, employment, and membership or in the selection of volunteers or vendors.

I certify that the applicant organization does not discriminate in any of the above categories even if the organization is eligible for a ministerial exception or any other exceptions under federal, state, or local anti-discrimination statutes, ordinances, regulations or interpretive case law.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_