

## REQUEST FOR PROPOSAL GUIDELINES CLASS OF 2022 PROJECT

### DESCRIPTION

This Request for Proposal (RFP) aims to assist local nonprofits in preparing a compelling project proposal for the Leadership Baldwin Class of 2022 (LB22) Class Project. Please review all documents carefully and contact Kara Lassiter with any questions. You can reach Kara at [klassiter@milledgevillega.com](mailto:klassiter@milledgevillega.com) or 478-453-9311. **Completed proposals are due no later than Monday, August 2, 2021 at 5:00PM.**

### OVERVIEW

Leadership Baldwin seeks to partner with one nonprofit organization for the LB22 Class Project. The selected organization will benefit from a dedicated team of individuals with various backgrounds.

Leadership Baldwin was created out of the Milledgeville-Baldwin County Chamber of Commerce in 1981 “as a way to cultivate the talents and knowledge of civic-minded citizens who aspire to participate in shaping the future of their community.” It provides those within the group valuable training and learning experiences that may be used to help make the local community a better and brighter place. Beginning this year, Leadership Baldwin will be funneling the talents of each class into one class project, finalized prior to graduation in April.

Leadership Baldwin is currently accepting applications for the LB22 Class Project that will be in partnership and collaboration with a local nonprofit organization. The goal is to complete a project that will contribute to the mission of the partner and make a measurable difference for the nonprofit and its beneficiaries.

### PROJECT ELIGIBILITY

- The project must involve the entire class (between 15-20 candidates). The project is intended to involve team building among class members and should involve roles for all, including but not limited to: leaders, planners, project designers, finance, public relations, budget and subcommittees for implementation.
- While some class members may be able to dedicate time to the class project during work hours, most of the work must be able to be completed outside of regular business hours.
- The project must be feasible within the Leadership Baldwin timelines. All project work must be completed between Tuesday, September 14, 2021 and Tuesday, April 12, 2022.
- The proposal should clearly identify the main priorities of the project to enable prioritizing as needed.
- The proposing nonprofit must provide the contact information of one full-time staff member to serve as the LB22 Project Liaison. The staff project liaison must be willing to attend project meetings as needed and field questions from Milledgeville-Baldwin County Chamber staff, Leadership Baldwin Alumni Committee and LB22 participants.

### NONPROFIT ELIGIBILITY

- The project’s beneficiary must be a 501(c)3 nonprofit organization that is non-political and non-sectarian.
- The nonprofit must be a current Milledgeville-Baldwin County Chamber member for at least one (1) year and located and serving within Baldwin County.
- The nonprofit must be fiscally sound as demonstrated by required paperwork.
- The nonprofit must have been in continuous operation for a minimum of three (3) years.

### **OTHER CONSIDERATIONS**

- The value of cash and/or in-kind donations to be collected by the class may not exceed \$5,000. The organization may provide additional funds from its own resources.
- Nonprofits with an employee or board member currently in the program, or a recent graduate, will not be given preferential ranking.
- Projects focused on 'busy work' such as stuffing envelopes, filing, organizing, and telemarketing will not be considered.

### **TIMELINE**

- All applications will be reviewed by Milledgeville-Baldwin County Chamber staff and the Leadership Baldwin Alumni Committee and five (5) nonprofit organizations will be selected to be presented to the class at the LB22 Team-building day on August 28, 2021.
- The LB22 will decide amongst themselves and select one (1) class project to be announced by September 14. The chosen nonprofit will be notified at that time.

### **SELECTION CRITERIA**

- Completed project will have lasting impact on the community and applicant's organization. Additionally, the project will expand, enhance or improve the work of the applicant.
- Project goals and objectives clearly align with the mission and program services of the nonprofit organization.
- Project can be completed in its entirety by April 12, 2022.
- The project includes Leadership Baldwin participants in "creative ways" by offering team-building and problem-solving opportunities for participants in a group setting.
- The project should expose class participants to critical community issues.
- The nonprofit has the capacity to support the LB22 Class Project so that it will not overwhelm or impede its staff and the organization's day-to-day operations.

### **APPLICATION & INSTRUCTIONS**

- After carefully reviewing all requirements of the LB22 RFP, please submit an online application no later than **Monday, August 2, 2021 at 5:00 pm**. No partial proposals will be considered.
- For any questions, please contact Kara Lassiter at [klassiter@milledgevillega.com](mailto:klassiter@milledgevillega.com) or 478-453-9311.

### **DISCLAIMERS**

- The Milledgeville-Baldwin County Chamber have put forth this Request for Proposals in good faith based upon the applications of the participants. The Chamber does not guarantee the abilities or performance of the Class of 2022.
- The Milledgeville-Baldwin County Chamber reserves the right to choose from the proposed projects and, if deemed necessary for any reason, cancel the project or request modifications at any time during the selection or execution of the project.

## PROJECT PROPOSAL:

### **PROJECT NAME**

Give the project a title which conveys the purpose of the project and the organization to attract attention by the LB22 and the selection committee.

### **ORGANIZATION PROFILE**

- Mission
- Overview of programs and services
- Recent accomplishments

### **PROJECT DESCRIPTION**

- Provide a detailed description of the proposed class project and the ultimate benefit to the organization and the Milledgeville-Baldwin County community.
- Provide measurable targets and deadlines for the class project with short, intermediate and outcome goals.
- Provide proposed timeline (including potential meetings with the Leadership Baldwin class).
- Specify any special skills required to complete the project. This includes any needs from within the class, or contracted out to a third party.

### **NEEDS ASSESSMENT**

Summarize the current needs within the organization and the community that the proposed project will address.

### **RESOURCE AVAILABILITY**

Provide a list of any resources the organization will make available to the candidates during the project process, including but not limited to a staff liaison, funds, materials or supplies, volunteers, and potential donor lists.

### **SUSTAINABILITY**

- Explain the long-term impact of the completed project.
- What are the plans for future sustainability and/or maintenance to be performed by the organization?

### **PROMOTION**

How will the organization promote the project to its current support base and throughout the community?

### **ADDITIONAL INFORMATION**

Please provide any additional information that may be helpful to the selection committee or LB22 as they review and select potential projects.

### **REQUIRED DOCUMENTS** (only .pdf, .doc, .docx files are accepted)

- Most recent financial statement
- Proof of 501c(3) status