



REQUEST FOR PROPOSAL

COMMUNITY SERVICE PROJECT

Leadership Charlevoix County Class of 2023-2024

PROPOSAL DUE: Reviewed upon receipt, accepted until a project is selected in November.

The program's mission is to develop and promote community-based leadership in individuals and organizations within Charlevoix County.

Each year, class members are 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.

PAST PROJECTS INCLUDE:

2012: Community Free Clinic (Free Clinic partner) – Boyne City

2013: Mobi-Mats Installation at Whiting State Park (Disability Network partner)

2014: Boyne City Dog Park (City of BC partner) – Boyne City

2015: Parking Lot/Entry to Nature Preserve (City of EJ partner) – East Jordan

2016: Born Learning Trails – Locations: Beaver Island, Boyne City, Boyne Falls, Charlevoix and East Jordan

2017: Wipe Your Feet Brush Stations – Locations: Beaver Island, Boyne City, Boyne Falls, Charlevoix and East Jordan

2018: Beetle Mania – Locations: Charlevoix, Boyne City and East Jordan

2019: PaddleUp! – Lake Charlevoix

2020: Equine Assisted Therapy Sensory Trail – Boyne City

2021: *Class was not held

2022: Wellness Gardens – Charlevoix

2023: Safe Trails and Connected Communities – Boyne City

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, 2023, and be completed by no later than May 31, 2024. 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), 501(c)(4) or 501(c)(6), 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 May 31, 2024, should this be an on-going program.
- Applicant must be available to meet with committee to review obligations of partnership as fiduciary and beneficiary of funds.

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 fundraising 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 to:

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 and invite your organization to formally present your idea.

The proposals will be reviewed by the LCC Executive Board of Directors and then be distributed to the LCC Class of 2023-2024 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 November 30, 2023, but we can't provide a firm notification date.