



2019 - 2020

**Leadership Action Project
Proposal**

DEADLINE: Friday, July 12, 2019

LEAD Brevard
123 Barton Blvd., Suite 101
Rockledge, FL 32955
Tel: 321.632.8222 Fax: 321.632.0207
www.LEADBrevard.org

LEADERSHIP

BREVARD

2019 - 2020 Leadership Action Projects' Timeline

Please keep this information for your records

DEADLINE FOR PROPOSAL: Friday, July 12, 2019

Mail completed proposal to:

LEAD Brevard, 123 Barton Blvd, Suite 101, Rockledge, FL 32955

Email to: KristenK@LEADBrevard.org

Or fax to: 321-632-0207

- **LEADERSHIP ACTION PROJECTS WILL BE SELECTED:** August/September
- **MEETING FOR SELECTED LEADERSHIP ACTION PROJECTS**
(LEAD Brevard will schedule a 1.5 hour meeting with selected Leadership Action Project agencies to talk through expectations and resources and to answer any questions)
 - **Date TBD:** September
Location: LEAD Brevard Office, 123 Barton Blvd., Rockledge, FL
- **LEADERSHIP ACTION PROJECTS PLACEMENT FAIR** (*for selected projects*)
 - **Thursday, September 19, 2019;** 5:00 – 6:30 p.m.
Location: Crowne Plaza Melbourne-Oceanfront (Indialantic)
- **PROGRAM YEAR: October 2019 – April 2020**
(project team and agency collaborate to implement proposal)
 - Agency provides LEAD Brevard with a monthly written progress summary
- **PROJECT CONCLUSION and Leadership Action Project Presentations**
(presentation by Leadership Brevard Leadership Action Project Teams; agency/municipality display tables showcased at event reception)
 - **Thursday, April 23, 2020;** 5:30 p.m. – 8:00 p.m.
Location: TBD
- **LEADERSHIP ACTION PROJECT IMPACT REPORT**
(agency provides LEAD Brevard with a written report of the impact the Leadership Action Project had on the organization/community)
 - **Monday, March 1, 2021**
(nearly 1 year after the completion of the Leadership Action Project)

LEADERSHIP

BREVARD

Be a part of Leadership Brevard Class of 2020

Leadership Brevard is entering its 34th year of achieving excellence in leadership in Brevard County by “working together to strengthen our community by inspiring people to lead”. The program goals of Leadership Brevard are:

- **Community Education:** gain greater understanding of Brevard County
- **Relationships:** build long-term bonds with Leadership Brevard class members
- **Network:** connect and engage the Leadership Brevard class with the alumni network and community leaders

All class members are required to participate in a Leadership Action Project (LAP). These LAP projects are a leadership learning experience for the participants and provide a meaningful benefit to the community organization.

LEAD Brevard seeks project proposals from Brevard County's municipalities and nonprofit organizations 501(c)(3) for consideration as a Leadership Action Project for the 2020 class of Leadership Brevard.

Project proposals should be designed with the understanding that the Leadership Brevard class is comprised of talented and professionally accomplished individuals. We seek projects that are large enough in scope to utilize the skills of 7 - 10 team members, with different skills and experience and that will benefit an established 501(c)(3) nonprofit agency 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 are presented to key decision makers.

To view previous Leadership Action Projects (class 2018 and class 2019 program years) visit:

<http://www.leadbrevard.org/leadership-brevard/leadership-action-projects/>

CRITERIA:

- The project must fit within the scope of LEAD Brevard's mission statement - *Working together to strengthen our community by inspiring people to lead* and should be action-oriented with a clear value to the community upon the projects' completion;
- The project must have defined outcomes, including an outline of the resources required (materials, money, labor, etc.) necessary for success, a plan for securing these resources and a mechanism or plan for evaluating the project'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; LEAD Brevard and the Leadership Brevard annual class do not assume project ownership at the end of a project);
- The project should impact a large number of people or affect a group that has a significant need;
- The project must be non-partisan (not support a political group, candidate, or position);
- Project proposals must identify the opportunities for leadership development (beyond team work and community contributions) as 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 project team. 501(c)(3) nonprofit 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.** Leadership Brevard class members' program participants may NOT engage in fundraising for the project NOR use the LEAD Brevard, Leadership Brevard affiliation or name in any fundraising. Any funding that may be needed to complete the project is solely the responsibility of the nonprofit or municipality organization
- **Projects must be able to be completed within the eight-month time frame (October 2019 – April 2020) of the leadership program.**

LEAD Brevard 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 LEAD Brevard.

If selected, LEAD Brevard will notify the nonprofit agency or public sector organization with a request to participate in a Leadership Action Project reception on Thursday, September 19, 2019 from 5:00 p.m. to 6:30 p.m. at the Crowne Plaza Melbourne-Oceanfront (Indialantic). It is mandatory that a liaison from any selected agency/organization attend the Placement Fair on September 19, 2019 to answer any questions the group may have at this juncture, facilitating open communication and clarifying expectations.

If your organization's project is selected, LEAD Brevard expects you (or a designated staff member) to:

- Attend meetings with the project team to 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.
- NPO or municipality must assign a by-name staff individual to be direct liaison with project team.
- Provide LEAD Brevard with a written summary on a monthly basis outlining project status and progress (October 2019 – April 2020).
- Upon completion of the LAP project (nearly 1 year later), provide LEAD Brevard with a written impact report. How has the LAP project impacted the organization/community?

Leadership Brevard Class of 2020 will present the results of the project(s) as part of a community celebration event the evening of Thursday, April 23, 2020. (Location TBD)

If you have a community project proposal that meets LEAD Brevard's qualifying criteria, please complete a proposal application and return it to the LEAD Brevard no later than **4:00 p.m., Friday, July 12, 2019.**

How to submit your proposal -

Mail - LEAD Brevard 123 Barton Blvd., Suite 101, Rockledge, FL 32955

Email - KristenK@LEADBrevard.org

Fax - 321-632-0207

LEADERSHIP

BREVARD

2019 - 2020 Leadership Action Project ORGANIZATION INFORMATION
Must be a nonprofit 501(c)(3) tax exempt organization or a
Brevard County Municipality to apply

Nonprofit/Municipality Name: _____

Tax ID# (FEIN): _____

Address: _____

City: _____ Zip: _____

Phone: _____ Website: _____

Liaison Information: The liaison is a representative of the nonprofit agency or public sector organization who must be knowledgeable about the project and committed to providing operational support for it; meeting regularly with the project team as a team member. The liaison is an integral part of the Leadership Action Project, providing valuable information about both the organization and those it serves.

Name: _____

Title: _____

Email: _____

Signature: _____ Date: _____

Organization Board Liaison Information (Nonprofit only): Projects should have the approval and commitment of their governing board and name an organization liaison from the board that will be able to participate in developing the project and in the process of implementation. Furthermore, if selected, LEAD Brevard may require documentation of a Board of Directors resolution from the organization's Board of Directors' approving the project.

Name: _____ Title: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

LEADERSHIP

BREVARD

2019 - 2020 Leadership Action Project PROPOSAL

Please submit a proposal utilizing 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 (nonprofit, municipality, or population) that will benefit from the project.
3. **Project Description**
This is an outline of what the Leadership Action Project 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 Brevard community.
4. **Needs Assessment**
Why is the project needed? How will the project have a positive and long-term impact in the community? Who is the target audience?
5. **Specific Goals, Objectives, and Measurements**
The specific objectives should provide measurable targets for the Leadership Action Project with short, intermediate and outcome goals. Team members are evaluated on whether they have formulated specific objectives and have met their stated goals.
6. **Resources Available and Sustainability**
Please detail anything that the agency and/or the liaisons will make available to the Project such as clerical support, technical expertise, office supplies, etc. during the project. How will the agency sustain the program/project after this project is completed?
7. **Resources Needed**
Please explain any resources required that the Project group members will have to assemble in order to fulfill the goals of the project. NOTE - Leadership Brevard program participants may NOT engage in fundraising for the project nor use the LEAD Brevard, Leadership Brevard 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**
What are the major activities associated with this Project? Please 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**
Please briefly describe any additional information that might be helpful to the evaluation task force.

LEADERSHIP

BREVARD

LEADERSHIP ACTION PROJECT PROPOSAL

Certificate of Non-Discrimination

(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: _____