



# **Community Acceleration Projects Request for Proposals (RFP)**

**for the Leadership Brevard program year end 2023**

**DEADLINE: Friday, July 8, 2022**

LEAD Brevard  
123 Barton Blvd., Suite 101  
Rockledge, FL 32955  
Tel: 321.632.8222  
[www.LEADBrevard.org](http://www.LEADBrevard.org)

**LEADERSHIP**

**BREVARD**

**2022- 2023 Community Acceleration Projects Timeline**

**Please keep this information for your records**

**DEADLINE TO SUBMIT PROPOSAL(S): 5:00 PM Friday, July 8, 2022**

Email proposal to Candice Barton at: [Candice@LEADBrevard.org](mailto:Candice@LEADBrevard.org)

Or Mail to:

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

- **Community Acceleration Projects SELECTED: August 2022**
- **MEETING FOR SELECTED COMMUNITY ACCELERATION PROJECTS**  
*(for selected project representatives)*  
(LEAD Brevard will schedule a 1.5-hour meeting either virtually or in-person with selected Community Acceleration Project representatives to discuss expectations, resources and address questions)
  - **Date TBD:** early September
  - **Meeting Location:** TBD (virtually or in-person)
- **COMMUNITY ACCELERATION PROJECTS PLACEMENT FAIR**  
*(for selected project representatives)*
  - **Thursday, September 15, 2022**
  - **Location:** TBD
- **DURATION OF PROJECT: October 2022 – April 2023**  
(project team and agency collaborate to implement proposal)
  - Agency provides LEAD Brevard with a monthly progress summary
- **PROJECT CONCLUSION/Community Acceleration Project Presentations**  
(Presentations by Leadership Brevard Class of 2023 Community Acceleration Project Teams)
  - **Thursday, May 4, 2023;** 5:30 p.m. – 8:00 p.m.
  - **Location:** TBD
- **COMMUNITY ACCELERATION PROJECT IMPACT REPORT**  
(agency provides LEAD Brevard with a report of the impact the Community Acceleration Project had on the organization/community)
  - **Monday, March 4, 2024**  
(approximately 1 year after the completion of the Community Acceleration Project)

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# BREVARD

LEAD Brevard seeks project proposals from Brevard County's municipalities and nonprofit organizations with 501(c)(3) tax status for consideration as a Community Acceleration Project (CAP) for the Leadership Brevard Class of 2023.

**\*\* NEW for 2023\*\*** As part of the process, there may be projects that are suitable to be led and managed by a team(s) of Leadership Brevard alumni (instead of current class members). If you think your project may suit this option, please indicate that in your narrative; otherwise, the Review Committee may make this recommendation and/or offer that alternative.

Leadership Brevard is entering its 37<sup>th</sup> 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 Community Acceleration Project. Community Acceleration Projects are a leadership learning experience for the participants and provide a meaningful benefit to the community organization.

Project proposals should be designed with the understanding that the Leadership Brevard class is comprised of talented and professionally accomplished individuals. We seek projects with clearly defined end goals that 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 Community Acceleration Projects/Leadership Action Projects 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 clear and 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/or the Leadership Brevard annual class/Leadership Brevard alumni 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, political 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 2022 – April 2023) 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 Community Acceleration Project Placement Fair/reception on Thursday, September 29, 2022 (time and venue TBD) and will take place in-person. It is mandatory that a liaison from any selected agency/organization attend the Placement Fair/reception to answer any questions the group may have, facilitating open communication and clarifying expectations.**

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

- Attend virtual or in-person meetings (adhering to any applicable CDC and government COVID recommendations) 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 monthly summary report outlining project status and progress (October 2022 – April 2023)
- Upon completion of the CAP project (approximately 1 year later), provide LEAD Brevard with an impact report detailing how the CAP project impacted the organization/community

Leadership Brevard Class of 2023/Leadership Brevard Alumni team members will present the results of the project(s) as part of a community celebration event the evening of Thursday, May 4, 2023. (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 **5:00 p.m., Friday, July 8, 2022.**

**How to submit your proposal:** Email to Candice Barton: [Candice@LEADBrevard.org](mailto:Candice@LEADBrevard.org)  
Or Mail USPS to LEAD Brevard 123 Barton Blvd., Suite 101, Rockledge, FL 32955

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**2022 – 2023 Community Acceleration 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 is 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 Community Acceleration 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' or similar leadership resolution from the organization approving the project.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## BREVARD

### 2022 - 2023 Community Acceleration 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 Community Acceleration 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 Community Acceleration 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 administrative support, technical expertise, office supplies, etc. during the project. How may 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.

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**Community Acceleration 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: \_\_\_\_\_