



Date: April 13, 2012

To: Executive Directors, Board Chairs of nonprofit organizations, agencies, and service organizations

From: Joyce Gorham-Worsley, Vice President, Leadership Development & the Candidates of Leadership Greensboro Class of 2013

Re: Request for Proposals (RFP) for Community Learning Projects

Enclosed is a Request for Proposals for Community Learning Projects. These projects are an initiative of the Greensboro Chamber of Commerce's Leadership Greensboro program. The projects allow class participants a chance to apply their learning while serving the community. We hope that you will find this request to be of interest to your organization.

Leadership Greensboro is a nine-month leadership development program that educates class participants about the local community, enhances leadership skills, and provides participants the opportunity to serve a community organization through community learning projects. Beginning in September, class participants meet once a month for one or two day sessions. In November the class members choose their preferences for community learning projects. Depending on the number of proposals received, some projects will be chosen, some will not. Project teams generally consist of 4-6 class members in each group. The teams will work on these projects from December until graduation in May. Depending on the nature of the project some teams may early and some continue beyond graduation.

If your organization is interested in submitting a project proposal, please review the attached guidelines. In order to increase the opportunity for a successful community learning project, the organization must designate a staff member to serve as sponsor of the community learning project. This person will be the primary liaison for the Leadership Greensboro project team. The timeline for proposals and decisions are as follows:

- ∞ Request for Proposals (RFP) Distribution Date: Begins **Wednesday, 8/01/2012**
- ∞ Informational Workshop for Potential Project Sponsors: **Friday, 8/17/2012 - 3:00 pm**
Place: Greensboro Chamber – Wachovia Conference Room
Registration: Sign up for the workshop by calling Lee Jeffers at 336-387-8325 or via email at ljeffers@greensboro.org
- ∞ Community Learning Projects Application due: **Friday, 9/28/2012 by 5:00 pm**
- ∞ Decision Notification: **Wednesday, 11/14/2012** via email
- ∞ Joint Sponsor/LG Project Team meeting: **Tuesday, 12/11/2012** - to officially start the project work-plan (required attendance). Time/Place: TBA. Sponsors will be invited to have at least an hour of meeting time with their LG Project Team. Afterward, lunch will be provided.

The Greensboro Chamber of Commerce, along with Leadership Greensboro Class of 2013, welcomes the opportunity to positively impact our community and possibly your organization through this year's collaborative efforts. We hope that you will consider submitting a community learning project proposal.

We look forward to hearing from you! If you have questions, please contact me via phone or email at (336) 387-8324 or igorham-worsley@greensboro.org.



Community Learning Project Application Guidelines

The following criteria are guidelines for your application. While not requirements they are criteria that over the years have proven to ensure a successful project for all parties involved.

Projects should:

- Encourage the participants to exercise their leadership and teambuilding skills
- Allow teams to leave a tangible contribution to the community
- Address a true need within the larger vision of the organization, perhaps related to its strategic plan
- Fall within the budget parameters of the sponsoring organization (we recognize that some projects do not have costs other than staff time associated with them)
- Include an up front commitment to do something with the developed information before submitting RFPs which involve research or feasibility studies. Too many of these type projects have become reports that simply sit on the shelf and wait for money or staff time to be allotted.

Each Leadership Greensboro participant is required to participate in a Community Learning Project. Participants are asked to work 3-4 hours a week on their project. Because of this high level of commitment, Leadership Greensboro is committed to providing class participants with projects that have equally committed sponsors. Applying organizations should be willing and able to designate a staff member to work with the project team.

A good sponsor should:

- Assume a leadership/advisory role in the project
- Provide clear vision on their needs
- Give consistent feedback to the project team
- Be willing to dedicate the time necessary to ensure the project's success

Many projects have failed because of lack of sponsor involvement. We respectfully ask that your organization and the designated staff member be committed to its success.

If filling this application out electronically, you may include one additional page only to complete all responses, if needed. Please do not supply any supporting material with this application. Should you have any questions regarding the application please contact Joyce Gorham-Worsley at (336) 387-8324, jgorham-worsley@greensboro.org.

Proposals should be mailed or delivered to:
Joyce Gorham-Worsley, Leadership Greensboro,
342 North Elm Street, Greensboro, NC 27401
Applications due date is **Friday, September 28, 2012 – 5 p.m.**



**Leadership Greensboro
Community Learning Project Application**

Please use space provided

Sponsoring Organization	
Contact Name	
Mailing address	
Day Phone	
Email and Website address	
Organization mission and core duties	



Organizational Sponsor: Who in your organization will have overall responsibility for this project and how much time per week will that person commit to working with the LG project team?

The Need: Describe the need to which this project will respond. Please be factual and include *in this description* any data or other information that will document the need.

Project Description: Describe the project and how it will improve your organization and respond to the need.

Project Work Plan: List the specific activities you believe are required to complete the project, including a timetable and who from your organization will be responsible for working with the LG team on each activity. (The work plan may change as determined necessary by the LG project team and the nonprofit leadership.)

Note: Refer to Community Learning Project Application Guidelines on page 2 for submission instructions.