



**REQUEST FOR PROPOSAL
LEADERSHIP WYOMING
CLASS OF 2018 CLASS PROJECT**

This Request for Proposals (RFP) will assist local nonprofits in preparing a qualified and convincing project proposal for the Leadership Wyoming Class Project. Please review it carefully and contact Gina Suydam, President, Wyoming County Chamber of Commerce, with questions, gina@wyccc.com or 570-836-7755. Completed proposals are due **Monday, July 31, 2017 by 5pm.**

OVERVIEW

Leadership Wyoming will partner with a nonprofit organization(s) for the Leadership Wyoming Class of 2018 Class Project. The selected organization(s) will benefit from a dedicated team of approximately 5 individuals from a diverse background and a range of skills.

Leadership Wyoming is a nine-month program designed to strengthen leadership & professional development skills of our local business leaders. Leadership Wyoming will enhance knowledge of community, industry and economy in Wyoming County through leadership, team building & interpersonal growth. Each year the class will complete a project prior to graduation in June.

The Leadership Wyoming Committee requests proposals from qualifying 501(c)3 organizations to ensure the class projects are filling a void in our county.

QUALIFICATIONS

- The project's beneficiary must be a 501(c)3 nonprofit organization that is non-political and non-sectarian.
- The nonprofit must be serving Wyoming County.
- The nonprofit must be a Wyoming County Chamber of Commerce member or join when the application is submitted.
- The nonprofit cannot be a recipient of a past Leadership Wyoming project.
- 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.
- The nonprofit must provide all requested information by the RFP deadline.
- The proposed project must fill a specific need within the community, which must be clearly identified through a clear description of the project, including a detailed scope and basic budget.
- Nonprofits with an employee or board member currently in the program, or a recent graduate, are not guaranteed selection.
- Projects focused on 'busy work' such as stuffing envelopes, filing, organizing, and telemarketing will not be considered.
- While some class members may be able to dedicate time to the class project during work hours, the majority of the work must be able to be completed outside of regular business hours.
- The project must be feasible within the Leadership Wyoming timelines. All project work must be completed between Wednesday, September 20, 2017 and Wednesday, June 13, 2018.
- The value of cash donations to be collected by the class may not exceed \$5,000 and the total value of combined cash and in-kind donations must not exceed \$10,000. The organization may provide additional funds from its own resources.

- 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 Leadership Wyoming Class Project Liaison.
- The staff liaison must be willing to attend project meetings at least twice a month and field questions from Wyoming County Chamber staff, Leadership Wyoming Project Advisors and Class of 2018 candidates.

QUALITIES OF A GOOD PROJECT

An ideal class project, for both the nonprofit partners and Leadership Wyoming class members, is one that fulfills an outstanding need for the nonprofit and/or addresses a core challenge. The Leadership Wyoming candidates are emerging and existing leaders in our community who are prepared to make a lasting positive impact in their community. Creating a meaningful change for the nonprofit organization and surrounding community builds a lasting legacy for the Leadership Wyoming Class of 2018.

A crucial part of a project proposal is finding a creative and engaging way to utilize the diverse skills and backgrounds the Class of 2018 will bring to your nonprofit.

SELECTION PROCESS

The Leadership Wyoming Committee will review all proposals and invite up to four (4) nonprofit organizations to a 15-minute Q&A session with the Leadership Wyoming Committee to be held in early August. The final project decision will be announced Friday, August 25, 2017.

Proposals will be judged based on the following criteria:

- Proposed Direction and Deliverables of the Project:
 - o Will the project leave a lasting impact on the community and the nonprofit partner?
 - o Will the project include the diverse class of Leadership Wyoming candidates?
 - o Can the project be completed in its entirety by the due date?
 - o Is the project clear with well-defined expectations and objectives?
- Subject Matter: Does the project expose the class members to a critical community issue?
- Theme: Does the project extend the mission of the nonprofit and the needs of the community it serves?
- Creativity: Does the project address a need in a creative and engaging way for the class members?
- Collaboration: Does the project allow for team-building and creative problem solving in a group setting?
- Audience: Will the project serve an underserved and/or diverse population?

TIMELINE

- **Monday, July 31, 2017 at 5:00 PM:** RFPs are due online.
- **Early August:** In-person interviews conducted with four (4) selected nonprofits. Interviews will include the Leadership Wyoming Committee, the appointed nonprofit liaison, the nonprofit Executive Director and the nonprofit Chairman or other representative from the Board of Directors.
- **August 25, 2017:** Final selection announced.

REQUIRED DOCUMENTS

- Most recent 990 (Non-Profit Tax Filing)
- List of current board members
- List of current staff
- 501(c)3 documentation

APPLICATION INSTRUCTIONS

After carefully reviewing all requirements of the Leadership Wyoming Class of 2018 RFP, please submit an online application no later than **Monday, July 31, 2017 at 5:00 PM**. No partial proposals will be considered.

Please contact Gina Suydam, President, Wyoming County Chamber of Commerce with questions at gina@wyccc.com or 570-836-7755.

DISCLAIMERS

- The Leadership Wyoming Committee and the Wyoming County Chamber of Commerce have put forth this Request for Proposals in good faith based upon the performance of past Leadership Wyoming Class Projects. The Leadership Wyoming Committee and the Chamber do not guarantee the abilities or performance of the Class of 2018.
- The Leadership Wyoming Committee and the Chamber reserve 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.



LEADERSHIP WYOMING CLASS OF 2018 PROJECT PROPOSAL

Please submit a proposal with the following headings and content:

Project Name

Give the project a title which communicates the purpose of the project and the organization in order to attract attention by the Class of 2018 and Leadership Wyoming Committee Members.

Organization Profile

Please provide the mission statement for the organization and the need it serves in the community.

Project Description

Provide a detailed description of the proposed class project and the ultimate benefit to the organization and the Wyoming County community. The Class of 2018 will use the project description as a guide when forming project plans.

Needs Assessment

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

Objectives & Goals

Provide measurable targets and deadlines for the class project with short, intermediate and outcome goals. The Class of 2018 will be evaluated by the Leadership Wyoming Project Advisors & Committee on whether or not they met the goals of the project and the organization.

Resource Availability & Sustainability

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. Explain the long-term impact of the completed project and the plans for future sustainability and/or maintained to be performed or organized by the organization.

Special Skills Requirement

Specify any special skills required to complete the project. This includes any needs from within the class, or contracted out to a third party.

Additional Information

Please provide any additional information that may be helpful to the Leadership Wyoming Committee or the Class of 2018 as they select potential projects.

Required Documents *(only pdf, doc, docx files are accepted)*

- Most recent 990 (Non-Profit Tax Filing)
- List of current board members
- List of current staff
- 501(c)3 documentation