



## **Community Service Project Application**

The purpose of the Community Service Project is to allow LEAD Bristol participants to work as a team and provide needed assistance for a community service, non-profit or faith-based organization. The goal is to provide the non-profit organization with a service or product that they could not undertake otherwise as well as to provide the LEAD Bristol participants with an opportunity to be involved with an organization and provide support to the Bristol community.

### **Project Parameters:**

- The scope of the project must fit within a seven-month time frame (October to April.)
- Projects may be a new initiative or a follow up to an existing initiative.
- At the completion of the project (date), LEAD team members must present the findings/results to your organization's board or steering committee. (This is a requirement for graduating from the LEAD program.)
- A Statement of Work will be provided to the organization representative to be reviewed and signed by the representative and team members to ensure that the project is progressing to the expectations of both. An evaluation of the organization representative will be completed by the CSP group.

### **Requirements of the applying organization: (participants do not know YOUR VISION so your participation is CRUCIAL to the success of the project!)**

- A representative (a specific point person) from your organization **must** meet with team members in October to launch the project.
- A representative **must** also meet with team members on subsequent dates at different stages of the project, as the organization and team deem necessary, to successfully complete the project. (Approximately 10 hours of representatives' time.)
- A representative **must** meet with Community Service Project Selection and Oversight Committee to review if selected the submitted project and answer any necessary questions the committee might have.
- All information to complete the project **must** be provided to the group in a timely manner.

### **Examples of previous projects completed by LEAD Bristol:**

- Creating a marketing brochure or other marketing materials
- Creating a marketing plan
- Creating a promotional PowerPoint
- Organizing and promoting an event
- Recruitment of volunteers

Projects may **not** include:

- Fundraising
- Selling of any product or service
- Activities that can not be completed in a seven-month time period

**SUBMISSION DEADLINE IS FRIDAY, JULY 20 at 5:00 pm**  
**INTERVIEW DATE – TBD (based on applicants)**

LEAD Bristol Community Service Project  
Attn: Chris Fields  
20 Volunteer Parkway  
Bristol, TN 37620  
423.989.4865  
cfields@bristolchamber.org

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Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Primary Person to serve as liaison: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

Organization's 501 (c) (3) Tax ID Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

To complete this application, please answer the following questions under separate cover (**no more than 3 pages, please**) and return with the application information requested above.

***Incomplete applications will be returned asking for additional information***

- 1. Brief Description of the mission and vision of your organization** (100 words)
- 2. Project Summary** (150 words) Summary must be explicit and tangible.
- 3. Anticipated results of project** (At the completion of the project, what is the product or outcome **you** expect – how will **you** measure success.)
- 4. Identify and prioritize steps to complete the project. (List at least 5 steps)** Steps must be detailed and specific
- 5. Why should LEAD Bristol choose your organization's project?**