



LEADERSHIP CHAMPLAIN

REQUEST FOR PROPOSALS

Leadership Champlain Service Projects – 2023-2024

Applications must be submitted via our [online application form here](#) before the deadline of April 21, 2023, 5 p.m.

If you have questions or would like to discuss your Service Project proposal, please reach out to:

Alex Bunten,

Program Director, Leadership Champlain

Lake Champlain Chamber

alex@vermont.org

802-863-3489, ext. 201

More info about the program can be found at our website: LeadershipChamplain.org

A program of the Lake Champlain Chamber



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OVERVIEW

Every year, Leadership Champlain gathers a cohort of 36 professionals, from diverse backgrounds who share a commitment to community leadership, to explore Vermont's political, economic, and cultural landscape through monthly seminars, leader interviews and a Service Project.

We are currently seeking Service Project proposals from the Lake Champlain region's municipalities and non-profit organizations.

Service Projects have been an integral part of the program since 1988, with over 200 projects completed and an annual contribution of over 2,500 volunteer service hours.

Six projects are typically chosen from the submitted proposals and a group of 5-6 cohort members work on the proposed projects over a 9-month period from October to June.

The Service Projects are designed to be a teamwork and leadership learning experience for the participants and of meaningful benefit to the community organization.

Project proposals should be designed with the understanding that the Leadership Champlain cohort is comprised of talented and professionally accomplished individuals with varied skillsets. **We seek projects that are large enough in scope to utilize the abilities of 5-6 team members, each contributing approximately 5-10 hours per month.**

It is our goal to make these projects a relatively light lift for the participating organizations. Most of the work for the partnering organization is in getting the project off the ground with clear goals and deliverables.

If your organization would benefit from such a project, but you'd like to discuss your idea further, please contact Leadership Champlain Program Director Alex Buntin at alex@vermont.org.

Examples of past projects can be found at [this link](#).

The deadline for Class of 2024 Service Project proposals is April 21, 2023 at 5 p.m.

TIMELINE

- **Service Project Proposal RFP Released**
February
- **Deadline for Service Project proposals**
Monday, April 21, 2023, 5:00 p.m.
- **Service Projects selected and notified**
June-July
- **Meetings scheduled between Leadership Champlain program director and selected organizations to discuss project and expectations**
June-July
- **Cohort members and Advisory Board liaisons assigned to Service Projects**
July-August
- **First meeting between organization contacts and Service Project team**
October
- **Leadership Champlain program year**
October to June – the project team collaborates with the organization to define/refine deliverables and implement the proposed Service Project
- **Project conclusion**
Before June – A final presentation to the partnering organization is scheduled at the convenience of all parties involved
- **Final presentation to fellow cohort members at Leadership Champlain graduation**
Second Tuesday in June

CRITERIA

What types of projects qualify?

The proposed project should be a community service activity or the development of a proposal addressing a community issue.

- The project should have clearly defined outcomes, including an outline of the resources required necessary for success (materials, money, labor, etc). If resources are needed, it should also include a plan for securing these resources and a mechanism or plan for evaluating the program's success.
- Projects should be completed within the 9-month time frame (October to June) with the understanding that the group members will allocate approximately 10 hours per month to the project.
- The Lake Champlain Chamber or the Leadership Champlain class do not assume project ownership at the end of a project.
- The project should impact a large number of people or group that has a significant need.
- The project must be non-partisan. It should not support a political group, candidate, or position.
- Proposed projects should be action-oriented with a clear value to the community upon its completion.
- Project proposals must have the approval of the appropriate governing body and must contribute a by-name staff individual as a direct liaison with the organization's project team. 501c3 non-profit agencies must also provide the name of at least one Board of Directors representative.
- Leadership Champlain program participants may NOT engage in fundraising for the project. The project cannot use the Lake Champlain Chamber, Leadership Champlain affiliation or name in any fundraising.
- Any funding that may be needed to complete the project is solely the responsibility of the non-profit agency or public sector entity. In-kind contributions (non-cash) may be considered as an approved resource on a case-by-case basis.

Leadership Champlain Selection Committee will evaluate proposals submitted by the deadline. Additional project proposal information may be requested at the discretion of Committee.

Expectations if selected

If your organization's project is selected, we expect you (or a designated staff member) to:

- Attend several meetings with the project team so that you can assist the team in moving from the general project description/goal to more specific project objectives and deliverables.
- Be engaged with the team and available for phone calls and/or meetings and participate in giving and receiving feedback.
- The organization must assign by-name a staff member to be direct liaison with the project team.

The Leadership Champlain cohort will present the culmination of the project(s) to their classmates as part of their graduation ceremony at the end of the program year, typically the second Tuesday in June. They will arrange to present their deliverables to their partner organization before this date.