October 22, 2018

Since 1982, the *Leadership Charlottesville* program of our Charlottesville Regional Chamber of Commerce has advanced our member enterprises' efforts to build an active corps of more than 1000 engaged and dedicated civic leaders. *Leadership Charlottesville* has become and remains a signature Chamber member service and community resource.

As part of the *Leadership Charlottesville* program, class members participate in project teams to address significant community needs. These projects are intended to give participants leadership experience in working with community organizations and responding to community needs.

In order to maximize our program's impact on our community and offer the best possible project offerings, we are requesting project ideas or areas of need from community organizations. Your participation will afford your organization the opportunity to tap into and harness the expertise of *Leadership Charlottesville* members and heighten the awareness of the important services you offer.

We encourage you to submit a proposal based on unmet community needs of which you are aware. Whether you have a specific project idea or wish to rely on the creativity of the program participants to design and develop a response, *Leadership Charlottesville* invites your proposal. Scroll down for the project guidelines and RFP.

For questions, I can be reached at 434.295.3078 or andrea.whitsett@cvillechamber.com.

Sincerely,

Andrea

Andrea Copeland-Whitsett
Director, *Leadership Charlottesville*

Class Projects Purpose and Guidelines

Purpose:
To civically engage *Leadership Charlottesville* class members.

Class Projects:
1. Will introduce, in a tangible way, how to address community issues and taking action as a result.
2. Will encourage creativity by allowing participants to have a true problem-solving experience.
3. Will allow participants to learn to partner with community organizations.
4. Will allow participants to learn to work effectively in teams, and to put into practice the learning and knowledge gained from the fall sessions.
5. Will provide the opportunity to sharpen leadership skills such as consensus building, motivating other team members, putting vision into practice, creativity, and team-building.

Project Guidelines:
1. Projects should allow teams to have a true problem-solving experience.
2. Project teams should consist of 7-9 members. Will vary by class size.
3. A project idea should be researched in advance to determine that it meets a community need and does not duplicate services already in place.
4. We strongly recommend that each project team partner with an existing nonprofit organization, government agency or Chamber enterprise to help guide and support the project.
5. Project ideas should be formatted in written proposal form.
6. Must begin and be completed between December 1, 2018 and April 6, 2018 and have a clear outcome, result or end product.
7. Projects are non-partisan and are not religious in nature.
8. Projects should be funded by the community partner only. *Leadership Charlottesville* teams cannot and will not raise funds for the project. Any funds raised should be done by the partner organization only.
9. Project themes can include: education, human services, economic development, affordable housing, criminal justice, environment, the arts, animal welfare, etc.
10. Each project must be supported and completed by a team. No individual projects will be considered.

Leadership Charlottesville

A Program of the Charlottesville Regional Chamber of Commerce

Community Project Proposal
Deadline: Friday, November 9, 2018

Organization: _____

Address: _____

_____

Website: _____

Phone(s): _____

Contact Person: _____

Email: _____

Are you part of LC2019 or an LC graduate? _____ LC2019 _____ LC grad

Please answer the following questions within a one-page limit. Be sure you have reviewed the *Leadership Charlottesville* project guidelines before completing. Feel free to attach any supporting documents.

1. Provide a brief overview of your organization including your mission statement and programs/services offered.

2. Describe unmet needs in the population that you serve.

3. Describe a specific class project idea that *Leadership Charlottesville* could adopt, including the number of volunteer hours the project would require. We strongly encourage you to be detailed about the project. Please note that if your idea is adopted by the class and the project shifts from what was presented to the class to become something more broad and convoluted, we will revisit whether it's a project the team can continue with. Therefore, it's incumbent upon the nonprofit to be clear and detailed about the project so each member who chooses to adopt your project idea will be clear of what's being asked of them.

Proposals will be accepted between October 22nd and November 9th. Six to eight nonprofits will be selected by Monday, November 12th to present their project idea to the class on Wednesday, November 28th at our day-long *Leadership In Action* session. However, only three to four project ideas will be adopted by the Class of 2019.

Submit your proposal via email to [Andrea Copeland-Whitsett](), *Leadership Charlottesville* Director.