

2020 – 2021
Community Project Application

I. INTRODUCTION

Leadership Pensacola (LeaP) is currently soliciting project proposals from Chamber member community 501(c)(3) organizations to engage the 2020 - 2021LeaP Class in assisting in the completion of new or existing initiatives. The structure of the project is a collaborative effort between the community organization and up to 25 LeaP class members. The project proposal should identify a specific need, offer suggestions for volunteer service time and leverage local opportunities to advocate on behalf of the initiative or organization.

After initial review of each application, the class will identify finalists which will be invited to present before the class on the **August 7th, 2020** class day. Organizations will be notified of the final class project selection no later than **September 4th, 2020** Community projects must be completed by **May 3rd, 2021**.

To be considered, please submit this application and required attachments as a single .pdf file via email by **July 10th, 2020 at 5 p.m.** to **Natalie Ales** at nales@pensacolachamber.com.

II. CONTACT INFORMATION

Date of Proposal Submitted:

Organization's Information

Legal Name:
Website:
Address:
Mission/Vision Statement:

Primary Contact/Project Manager:
Title:
Phone:
Email Address:

Secondary Contact (if applicable):
Title:
Phone:
Email Address:

1. Is the organization a member of the Greater Pensacola Chamber? Yes No

III. PROPOSAL

You may attach answers to this section on separate page.

- 1. In 500 words or less, please explain your project proposal and include a discussion of the scope, anticipated impact and success of this project.**
- 2. In three sentences or less, summarize who this project will impact and how it will do that.**
- 3. How do you anticipate the Leadership Pensacola project team will engage in volunteering? State the estimated number of volunteer hours.**
- 4. What is your organizations plan to maintain the project after the LeaP class involvement?**

IV. BUDGET

You may attach answers to this section on separate page.

- 1. State the total cost you believe necessary to accomplish the proposed project, including in your calculation cash and in-kind resources.**
- 2. Do you anticipate that the Leadership Pensacola project team will need to engage in fundraising? *Note: The class will not be expected to raise more than \$15,000.***
- 3. Do you anticipate that the Organization will be able to provide financial support to the Leadership Pensacola project team for the completion of the project? If so, in what amount?**

***Note:** Leadership Pensacola project donations will be accounted for by the Pensacola Chamber Foundation. The Chamber will work with each organization to provide updates of financial progress to the LeaP Project Team assigned to your organization. Any invoices for services or supplies must be sent to the Chamber LeaP Program Specialist for approval.*

V. BOARD MEMBERSHIP

- 1. Please add a list of your current board members.**

VI. FINANCIAL POSITION

Please attach a copy of your Organization's:

- 1. IRS determination confirming 501(c)(3) status**
- 2. Financial statement from the previous fiscal year**
- 3. Budget for the current fiscal year**

***Note:** If this cannot be accomplished, please upload a brief statement of explanation.*

VII. CONCLUDING CHECKLIST & CERTIFICATION

- I have completed this application in full, providing all information requested.
- I have attached the IRS determination confirming the Organization's 501(c)(3) status.
- I have attached a statement of the project proposal, which does not exceed 500 words.
- I have attached a list of the Organization's current board members.
- I have attached a copy of the Organization's financial statement from the previous fiscal year.
- I have attached a copy of the Organization's budget for the current fiscal year.

VIII. DISCLAIMERS:

LeaP, the Greater Pensacola Chamber (GPC) and its Foundation have put forth this Request for Proposals in good faith based upon the performance of past LeaP Class Projects. LeaP and the GPC make no representations or guarantees of similar performance by this year's class. Participating nonprofits agree to hold LeaP and the GPC harmless in the event that this year's Class Project does not meet stated goals and objectives. Participating nonprofits agree to dedicate one staff liaison to attend meetings and be accessible from beginning to end of project execution.

LeaP and the GPC reserve the sole right to determine appropriateness of proposed projects, and, if circumstances should warrant it, to cancel the Class Project or request modifications to the Project should issues of appropriateness or feasibility arise at any time during the selection or execution of the Project.

I, the undersigned executive director of _____ identified in this application, hereby certify that I have prepared and/or reviewed this application, as well as the attached statement of the project proposal, and that the information contained in these documents is true and accurate to the best of my knowledge, information, and belief.

Signature of Executive Director

Date

IX. SUBMISSION INSTRUCTIONS

Submit the completed application, with all requested documents, **in PDF FORMAT VIA EMAIL BY 5:00 PM ON MONDAY, JULY 10th, 2020** to Natalie Ales at nales@pensacolachamber.com.

Note: For questions contact *Natalie Ales, the Chamber's Leadership Pensacola Program Specialist, at nales@pensacolachamber.com*