



Leadership Franklin County Community

Community Service Project
Request for Project (RFP)

History:

Formed in 1985, Leadership Franklin County (LFC) is a program of the Greater Chambersburg Chamber Foundation with a mission of *“Developing an inclusive continuum of civic leaders engaged in the advancement of the quality of life in Franklin County.”*

One program component requires that students work in teams to complete a Community Service Project. This assignment provides an opportunity for students to learn about group dynamics, build relationships, learn about themselves, and offer possible solutions to community issues.

RFP Guidelines

- RFP is open to any non-profit, educational, or governmental organization in Franklin County
- RFPs will be reviewed by the LFC Steering Committee to ensure proper scope and alignment with LFC objectives:
 - ✓ **Participation in a project addressing an identified community need**
 - ✓ **Experience teamwork, group dynamics, and personal leadership through service**
 - ✓ **Planning and implanting a project which is personally and professionally challenging**
- The RFP must be formally approved by the applying organization’s Board of Directors or Steering/Guiding Committee as appropriate.
- Proposed project may not include soliciting donations, including soliciting sponsorships, prizes, etc.
- The project has definable goals with measurable outcomes, **achievable within LFC cycle** (October – April) and averaging approximately 12-15 total person hours per month (3-4 hours per student)
- RFPs must identify a single point of contact within your organization responsible for coordination of project

RFPs accepted by the LFC Steering Committee will be required to make a short presentation outlining the RFP to the LFC students on Sept 18, 2021.

Applicants must submit a typed RFP by Monday August 2, 2021 to:

Greater Chambersburg Chamber Foundation
Ginny Harriger, Executive Director
100 Lincoln Way East, Ste. A, Chambersburg, PA 17201
gharriger@chambersburg.org

Important Dates:

September 1, 2021	RFP selection will be completed – all organizations will be alerted (accepted or not)
September 18, 2021	Finalist RFP organizations make short presentation at retreat – start time approx. 9am
September 21, 2021	Finalist RFP organizations will learn which LFC team has chosen their project

*Although the LFC team attempts to achieve your project’s specific goals and desired outcomes, certain challenges associated with this type of learning experience may mean all goals are not always achieved. LFC places great value on the process, lessons learned, and skills developed during the project.





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Application

Organizational Profile:

Organization: _____ Primary Contact: _____

Address: _____

Phone: _____ E-mail: _____

Attach narrative responses to the following (no more than 3 pages)

1. Organization Overview – Provide a general organizational overview, including:

- History
- Mission statement
- Key programs and services
- Summary of organizational strategic plan

2. Scope of Project – Outline the vision and expectations that your organization has for this project. Include the following:

- Title
- Project summary (100 words or less)
- Specific goals and desired outcomes
- How will outcome be measured?
- Estimate of total hours needed for project completion
- General timeline for project, keeping within 6-month (October – May) timeframe
- Deadlines or impending events
- Project budget and source of funding

3. Community Benefit – Identify the community need and how the project will fulfill that need