



Leadership Franklin County Community

Community Service Project
Request for Project (RFP)

History:

Leadership Franklin County Community (LFCC), founded in 1985, is the flagship leadership program of the Greater Chambersburg Chamber Foundation. The mission of LFCC is: "Developing an inclusive continuum of civic leaders engaged in the advancement of the quality of life in Franklin County." Participants are taken through a nine-month course where they learn about leadership and their community.

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 practical solutions to community issues by working with a local nonprofit.

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.
- The proposed project may not include soliciting donations, including soliciting sponsorships, prizes, etc.
- The project must have definable goals with measurable outcomes, **achievable within LFC cycle** (October – April) and averaging 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 the coordination of the 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 10, 2022.

Applicants must submit a typed RFP by Monday, August 1, 2022, 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, 2022,	RFP selection will be completed – all organizations will be alerted (accepted or not)
September 10, 2022, am	Finalist RFP organizations make short presentations at the retreat – start time approx. 9 am
October 14, 2022 (or sooner)	Finalist RFP organizations will learn which LFC team has chosen their project

*Although the LFCC 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. LFCC places immense 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 three pages)

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

- History
- Mission statement
- Key programs and services
- Summary of the 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 (250 words or less)
- Specific goals and desired outcomes
- How will the outcome be measured?
- Estimate of total hours needed for project completion
- General timeline for the project, keeping within a 7-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