



# 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 with a local nonprofit organization. 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. Proof of nonprofit status is required. The RFP must be formally approved by the applying organization's Board of Directors or Steering/Guiding Committee as appropriate.
- RFPs will be reviewed by the LFC Steering Committee to ensure proper scope and alignment with LFC objectives:
  - ✓ Project needs to identified/help solve a community need
  - ✓ Project must help group experience teamwork, work through group dynamics, and provide opportunity for growth of personal leadership through service
  - ✓ Project must provide opportunity for project planning and is personally and professionally challenging
  - ✓ Project must have definable goals with measurable outcomes, **achievable within LFC cycle** (October – April) and averaging 3-4 hours per student, per month. Most teams have an average of 4-5 students.
  - ✓ Project may not include soliciting financial donations or sponsorships, prizes, etc.
- Project organizations must identify a single point of contact within the organization to work with a group. This person will be responsible for the coordination of communication for organization on the project

Project organizations accepted will be required to have an initial meeting with their project team at our kick off retreat on Saturday Sept 9, 2023.

### **RFPs are due by Friday June 30, 2023, to:**

Greater Chambersburg Chamber Foundation  
Ginny Harriger, Executive Director  
100 Lincoln Way East, Ste. A Chambersburg, PA 17201  
[gharriger@chambersburg.org](mailto:gharriger@chambersburg.org)

## Important Dates:

June 30, 2023

RFP Deadline

August 7, 2023

All organizations will be alerted (accepted or not)

September 9, 2023

Selected organizations will meet with the project teams at the retreat in the morning.

\*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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## **Organizational Profile:**

Organization: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

EIN # \_\_\_\_\_

## **Attach narrative responses to the following (no more than three pages)**

- Organization Overview** – Provide a general organizational overview, including:
  - History/Mission statement
  - Key programs and services that help our community.
  - Summary of the organizational strategic plan or objectives
  - How is your organization generally funded (grants, endowments, fundraisers, personal donations etc.) We do not need financial statements nor specifics.
- Community Need/Benefit** – Identify the community need along with any research that supports this need. Estimate the number of people in the community that potentially will benefit from meeting this need.
- Project/Scope** – Outline the vision and expectations that your organization has for this project. Include the following:
  - Project summary (250 words or less)
  - Specific goals and desired outcomes – how does this help?
  - 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