



LAFAYETTE JUNIOR LEADERSHIP
LEADERSHIP INSTITUTE OF ACADIANA

Community Action Project Request for Proposals

Lafayette Junior Leadership (LJL), a program of the Leadership Institute of Acadiana (LIA), will embark on its 28th program year this fall. LJL is a unique youth leadership program designed to convene, build, and activate our next generation of leaders. LJL participants learn about the social, economic, cultural, and political influences on the Lafayette Parish community.

This year, in an effort to turn their education into action, the students will work in small teams to complete an action project. These projects are designed to serve as a leadership service-learning experience for the students and provide a meaningful benefit to the community.

The LJL planning committee is issuing a Request for Proposals (RFP) as a means to select the program's first Community Action Project(s). We are seeking project proposals from community agencies, nonprofit organizations, municipalities, educational institutions, and individuals for consideration as a Community Action Project for the 2018-2019 program year.

Project proposals should be designed with the understanding that the Lafayette Junior Leadership class is comprised of talented high school juniors from across Lafayette Parish. We seek projects that are large enough in scope to utilize the skills of 8 - 12 students with varying skills and experiences. Please review the RFP to see if your organization meets the selection criteria and if the LJL Community Action Project is a good fit for your organization at this time. Should you choose to participate, proposals are **due in electronic format by 4:00 pm on Friday, July 6, 2018.**

Specific questions about the RFP may be emailed to LIA Executive Director, Ashley Mudd at info@leadershipacadiana.org. We look forward to hearing from you.

Sincerely,

Heather Blanchard
Chair, LJL Program Planning Committee



2018 - 2019 Junior Leadership Action Project Timeline

Please keep this information for your records.

- **Proposal Selection Process**
 - **May 23, 2018:** RFP is announced and posted publicly
 - **July 6, 2018:** Proposals are due by 4:00 pm in electronic format emailed to info@leadershipacadiana.org
 - **July 13, 2018 (tentative):** Short-listed nonprofits are notified and directed to begin preparation of detailed proposals and presentations in draft form
 - **July 20, 2018 (tentative):** Short-listed nonprofits submit draft project proposals and preview of presentations. The LJA planning committee will provide comments and guidance to assist the organization in making sure their presentation will be clearly understood by the class
 - **August 31, 2018:** Project teams are assigned to projects. Organizations will be notified of the students assigned to their organization. *Being shortlisted and having the opportunity to present to the class will not guarantee selection by program participants.*
- **Community Action Projects Placement Pitch**
 - **August 4, 2018:** Shortlisted nonprofits provide their project presentations for the class at their opening retreat. Exact presentation times to be determined.
 - It is **mandatory** that a liaison from any selected agency/organization attend the Placement Fair on August 4, 2018 to present the project, answer any questions the group may have, facilitate open communication, and clarify expectations.
- **Program Calendar:** Organization representative(s) are expected to attend the program class sessions with the project team so that you can assist the team in moving from the general project description/goal to more specific project objectives. Exact times will be determined.
 - Wednesday, September 12, 2018
 - Wednesday, October 10, 2018
 - Wednesday, November 14, 2018
 - Wednesday, December 12, 2018
 - Wednesday, January 9, 2019
 - Wednesday, February 13, 2019
 - Wednesday, March 13, 2019
 - Wednesday, April 10, 2019
- **Project Conclusion**
 - Late April 2019; date TBD
 - LJA class will present the culmination of the project(s) as part of a graduation celebration



Eligibility Criteria

What types of projects qualify?

The project(s) may be a community service activity or the development of a proposal to address a community issue that can be presented to key decision makers. The project should be hands-on and leverage the talent and energy of high-school students. In addition, all projects must meet the criteria listed below:

- The project and the project's beneficiary organization must be non-partisan. It cannot support a political group, candidate, or position.
- The project must have defined outcomes, including an outline of the resources (materials, money, labor, etc.) necessary for success, and a plan for securing these resources and a mechanism or plan for evaluating the project's success.
- If selected for the short-list, the organization must be prepared to present the proposed project to the class, with all necessary visuals and support materials.
- The project must have an end, a point at which it can be discontinued or transitioned to a permanent program or another entity. Neither the Leadership Institute of Acadiana nor the Lafayette Junior Leadership class will assume project ownership at the end of the program year.
- The project should utilize the skills of a project team of 8 - 12 students with varying skills and experiences.
- Proposed projects should be action-oriented with a clear value to the community upon its completion.
- The project should impact a significant number of people or affect a group that is underrepresented, under-resourced, or has a significant need.
- Project proposals must have the approval of the appropriate governing body and must identify and contribute a staff member as a direct liaison with project team. 501(c) (3) nonprofit agencies must **also** receive board approval and provide the name of at least one representative from the organization's Board of Directors.
- **No project may be fundraising in nature. Any funds raised to support the project are the sole responsibility of the organization/municipality.** Lafayette Junior Leadership program participants may not engage in fundraising for the project nor use the Leadership Institute of Acadiana name in any fundraising. Any funding that may be needed to complete the project is the sole responsibility of the organization/municipality organization.
- **The project must be feasible within the LJA time-frame and guidelines. From a time-frame standpoint, it must be readily possible to complete the entire project between September 2018 and April 2019.**
- The assigned liaison must be engaged with the project team and available for phone calls and/or meetings and participate in mutual project feedback (giving and receiving feedback.)
- The project must reflect and enhance the goals and standards of LJA and the LJA program.
 - Mission: Convene, build, and activate leaders
 - Vision: A community in which solutions to challenges are created through respectful public discourse, diversity, inclusivity, and strong leadership

Community Action Project Organization Information



Nonprofit/Municipality Name: _____

Tax ID# (EIN): _____

Address: _____

City: _____ Zip: _____ Phone: _____

Website: _____

Liaison Information: The liaison is a representative of the agency or organization who *must* be knowledgeable about the project and committed to providing operational support for it and to meeting regularly with the project team as a team member. The liaison is an integral part of the project, providing valuable information about both the organization and those it serves.

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Organization Board Liaison Information (Nonprofit only): Projects should have the approval and commitment of their governing board and name an organization liaison from the board that will be able to participate in developing the project and in the process of implementation. Furthermore, if selected, the Leadership Institute of Acadiana may require documentation of a Board of Directors resolution approving the project.

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Disclaimer:

Participating organizations agree to hold LIA and the LJI planning committee harmless in the event that this year's Class Project does not meet stated goals and objectives. LIA and the LJI planning committee 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.

Community Action Project Proposal Responses



Please submit a proposal utilizing the following headings. The proposal should not exceed five (5) pages single-spaced.

1. Name of Project

Give the project a title that conveys the essence and summarizes the purpose of the project and the organization in order to attract attention.

2. Agency

The “agency” is the beneficiary (nonprofit, municipality, or population) that will benefit from the project.

3. Project Description

This is an outline of what the Leadership Action Project will do for the agency during the eight-month project period. Group members will use the project description as a guide informing their project plans. Proposed projects should be unique to the Lafayette community.

4. Needs Assessment

Why is the project needed? How will the project have a positive and long-term impact in the community? Who is the target audience?

5. Specific Objectives & Goals

The specific objectives should provide measurable targets for the Action Project with short, intermediate, and measurable goals. Team members will be evaluated on whether they have formulated specific objectives and have met their stated goals.

6. Resources Available & Sustainability

Please detail anything that the agency and/or the liaisons will make available to the Project such as clerical support, technical expertise, office supplies, etc. during the project. How will the agency sustain the program/project after the project is done?

7. Resources Needed

Please explain any resources required that the Project group members will have to assemble in order to fulfill the goals of the project. NOTE - Lafayette Junior Leadership program participants may NOT engage in fundraising for the project nor use the Leadership Institute of Acadiana name in any fundraising. Any funding that may be needed to complete the project is solely the responsibility of the nonprofit agency or public-sector entity. In-kind contributions (non-cash) may be considered as an approved resource on a case by case basis.

8. Special Skills Needed

What are the major activities associated with this Project? Please specify any talents and expertise that would be useful in order for group members to complete the project; these can be available from within the Project group members or recruited from the community.

9. Additional information

Please briefly describe any additional information that might be helpful to better explain the project.



Certificate of Non-Discrimination

(Organization Name)

Acting in my official capacity on behalf of the applicant organization, I hereby certify that the above organization does not discriminate on the basis of age, race, religion, sex, national origin, sexual orientation, disability or any legally protected classification in access to services, employment, and membership or in the selection of volunteers or vendors.

I certify that the applicant organization does not discriminate in any of the above categories even if the organization is eligible for a ministerial exception or any other exceptions under federal, state or local anti-discrimination statutes, ordinances, regulations or interpretive case law.

Printed Name: _____

Title: _____

Signature: _____ Date: _____



Proposal Application Checklist

- Complete Community Action Project Organization Information, page 4
 - Identify staff liaison and provide signature
 - Identify board liaison and provide signature
 - Provide Tax ID # or EIN, if applicable
- Complete project proposal
 - Proposal should utilize the headings provided on page 5
 - Proposal should be single spaced and cannot exceed five (5) pages
- Sign Certificate of Non-Discrimination
- Email all documents to info@leadershipacadiana.org no later than 4:00 pm on Friday, July 6, 2018
 - Subject Line: LJI Action Project Proposal
- Mark you calendar with all pertinent dates and be prepared to develop a pitch presentation if your project is short-listed

Thanks for your support and good luck!