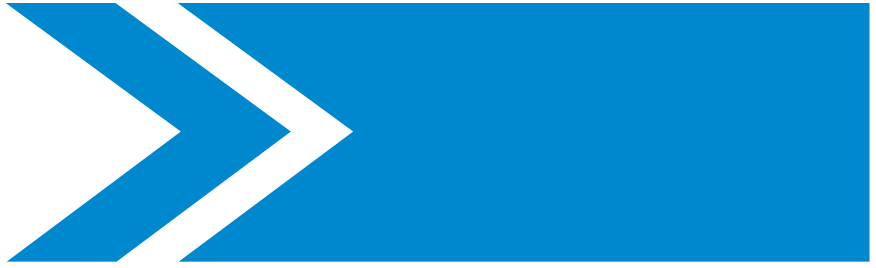




Leadership Palm Beach County



# ENGAGE FORWARD

Engage Forward, formerly called Civic Engagement Projects, empowers class members from the Engage program to take active roles in the community through this partnership with local nonprofit agencies. Engage Forward connects your nonprofit organization with this year's Engage Program class members to actively collaborate on finding solutions to issues facing your organization or the community you serve. Your organization (and those you serve) will be the beneficiary of this infusion of manpower, creativity, connections, and effort. These projects will be highlighted in communications and events to our alumni throughout the year. The impact of these class projects has historically been significant and of lasting benefit to the participating organizations.

We will begin with a collaborative workshop to create project ideas from your supplied issues, then generate project proposals. Proposals will then be judged by the alumni committee to be presented to the class. The class will then select the projects that they wish to support.

## About Leadership Palm Beach County

Leadership Palm Beach County (LPBC) is a nonprofit organization that brings together leaders from the public, private and nonprofit sectors to build and steward a vibrant, interconnected community. Leadership Palm Beach County consist of over 1700 of our county's professional and community leaders.

Every year, LPBC welcomes up to 55 new members into the organization as class members of the Engage Program. LPBC offers these leaders a unique opportunity to be part of a class that has come together to:

- > Enhance their personal and professional leadership skills
- > Understand the complex issues facing Palm Beach County through open, thought-provoking, and balanced discussion
- > Participate in civic work that aims to serve the greater good of our community
- > Build relationships with other leaders who find solutions to the challenges facing our county.

For the last 18 years, a critical part of the Engage Program's leadership experience is participation in a community service project with a local nonprofit organization. We do this to increase the working relationships of our class members and to encourage lasting relationships with local organizations that are actively engaged in making Palm Beach County better.

Past classes have been composed of individuals from various fields such as nonprofit organizations, Business, Government, Law, Marketing, Finance, and Healthcare. With jobs at all levels from CEO's and Executive Directors to project administration and HR. Due to the unique nature of Leadership Palm Beach County, each incoming class will have its own diversity of careers and skills to contribute to Engage Forwards projects.

**Leadership Palm Beach County**

A> 2751 S. Dixie Hwy, STE 1A, West Palm Beach, FL. 33405 T> 561.833.4321 W> leadershippbc.org

## Qualifying for Participation

To successfully participate in this initiative and ensure the projects have the greatest impact, we ask that your organization provide the following. If your organization cannot commit to these things we encourage you to revisit this opportunity next year, and we appreciate your interest.

- > 1 full time staff person minimum
- > \$500 minimum to contribute toward your project
- > Allocate an average of 10 hours a month to the project
- > Must sign our MOU and abide by our reporting standards
- > Attendance at our collaborative workshop by an individual that has the authority to ensure the project is completed.
- > Clearly identified at least one organization or community issue that needs our help.  
Please bring a one paragraph description of each issue to the collaborative workshop.

## Collaborative Workshop

Tuesday, June 25, 2019

9:00 AM - 11:00 AM

Palm Beach Post 2751 S. Dixie Highway West Palm Beach, FL

(Auditorium Room, 1st floor across from security desk)

Register Online at [leadershipbbc.com](http://leadershipbbc.com)

## Selection and Judging of Proposals

All proposals are judged by a committee composed of LPBC alumni. The scores will be reviewed by the committee and 4-6 projects will be selected to present to the class.

Those projects will be asked to "pitch" their project and organization to the class at their orientation. The class will then select the projects they wish to work with at their opening retreat. Selected proposals will be given to all class members to aid in their decision making.

## Important Dates for Engage Forward

<b>2019</b>	
June 25	Collaborative Workshop - Mandatory to attend
July 8	Proposal Deadline
July 11	Proposals reviewed by Alumni Committee (Round 1)
July 18	Proposals results back from Alumni Committee
Week of July 22	Committee Selection Meeting, Organizations notified of results
August 7	Project Presentation at Orientation (Round 2)
August 16	Project Selection at Opening Retreat
August 19	Organizations notified of results
October	Projects begin
<b>2020</b>	
May	Projects Completed

# Engage Forward Proposal

## Section 1. Organization information



Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Primary Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Annual Operating Budget \_\_\_\_\_  
Year Established \_\_\_\_\_  
Number of Staff, Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Volunteer (part time or equivalent) \_\_\_\_\_  
Primary Contact Name (Last, First) \_\_\_\_\_  
Primary Contact Title \_\_\_\_\_  
Primary Contact Phone \_\_\_\_\_  
Primary Contact Email \_\_\_\_\_

### 1.2 Organization Mission Statement

### 1.3 Organization Vision Statement

## Section 2. Overview of Issue (15 point max)

Please describe an issue that exists within your organization or the community that you serve.  
Why is this issue important? (250 word max)

## Section 3. Project Description (15 point max)



Project Title \_\_\_\_\_

Project Budget \_\_\_\_\_

- 3.1** Please outline the proposed project detailing the project's goal(s), the deliverable(s) or culmination, and the Leadership Class participants' role in the project. **(250 word max)**

- 3.2** Please select all of the skills that may be needed to effectively deliver the project as it is proposed.

### Administration

- Organization, Operations & Logistics
- Scheduling & Time Management
- Resource Development & Management
- Technical Writing & Documentation
- Entrepreneurship

### Marketing

- Event Planning and Execution
- Presentations & Public Speaking
- Artistic Skills Design, Web, Photography & Video
- Social Media and Digital Marketing
- Creative and Narrative Writing

### Business

- Strategic Thinking & Planning
- Risk Management & Quality Assurance
- Project Management
- Research

### Finance

- Accounting
- Budgeting
- Business Analysis
- Statistics & Data Analysis

### Human Resources

- Networking & Soft Skills
- Team Building & Motivation
- Relationship Building
- Customer Service

## Section 4. Project Longevity (15 point max)



### Annual Budget Post Completion (If Applicable)

4.2 Resources of your organization that will be committed to this project on an annual basis (If applicable)

4.3 Please outline your organization's plan for continued use or utilization of this project after its initial completion. How does this project fit into the overall growth of your organization or benefit the community you serve? (250 word max)

## Section 5. Letter of Appeal (5 point max)

Please provide a one page letter from your organization CEO or ED endorsing this project, the organization's commitment to fulfilling project goals, and an overall appeal to the class.

## Section 6. Proof of Nonprofit Status

Please provide a copy of your 501(c) determination letter from the IRS  
LPBC will validate Sunbiz AR &/or IRS TEO search

**Proposal Deadline: July 8, 2020 Email to [melissa@LeadershipPBC.org](mailto:melissa@LeadershipPBC.org)**

### For More Information

Please contact Leadership Palm Beach County.  
Office: (561) 833-4321 • Email: [melissa@LeadershipPBC.org](mailto:melissa@LeadershipPBC.org)