



# 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 consists 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 19 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 CEOs 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 Forward projects.

## Qualifying for Participation

To successfully participate in this initiative and ensure the projects have the greatest impact, we ask that your organization commit to 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
- > Allocate an average of 10 hours staff time a month to the project
- > All projects are self financed by the proposing organization. If the organization's annual revenue for the most recently completed fiscal year (Line 12, Form 990) is under \$500,000, the organization is responsible for contributing a minimum of \$500 toward the project. For organizations with revenue over \$500,000, the contribution must be at least \$1,000
- > Senior management or a board member must participate in our collaborative zoom workshop
- > Clearly identify at least one organization or community issue that needs our help
- > Must sign our MOU and abide by our reporting standards after project completion
- > At least 3 years must have passed since the completion of your last Engage Forward project
- > If a proposing Organization has staff as part of the Engage class that individual cannot participate on the project as a staff member of the organization, nor can they select or participate on the project as a class member

### Proposer Workshop

**Tuesday, June 8, 2021 3:30 PM - 5:00 PM**  
**Thursday, June 17, 2021 9:30 AM - 11:00 AM**

This will be conducted virtually via ZOOM, please register online at [leadershippbcc.com](http://leadershippbcc.com) in advance to receive the meeting link. You must attend one of the two info sessions to be able to participate in Engage Forward.

## Selection and Judging of Proposals

All organizations are allowed to submit up to two project proposals consisting of a completely unique proposal document package for each project idea. All proposals are judged by our Alumni committee, composed of LPBC Alumni from the nonprofit industry and related professions. A maximum 100 points can be accumulated through 4 sections and an endorsement letter from your organization leadership. 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 retreat. Selected proposals will be given to all class members (unedited and as submitted) to aid in their decision making.

## Important Dates for Engage Forward

<b>2021</b>	
April 26	Request for Proposal is open
June 8 or June 17	Proposer Workshop - Proposers must attend one of two options
June 25	Proposal Deadline
July 19	Proposals results back from Alumni Committee
Week of July 26	Committee Selection Meeting, Organizations notified of results
August 11 *	Project Presentation at Orientation (Round 2)
August 20 *	Project Selection at Opening Retreat
August 24 *	Organizations notified of results
October *	Projects begin
<b>2022</b>	
May	Projects Completed

\* These dates subject to change due to the ongoing pandemic. Revised dates will be communicated to qualifying projects / organizations in a timely manner if needed.

# 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. The Problem (25 point max)

Please describe an issue that exists within your organization or the community that you serve. Why is this issue important? Please remain focused on the issue and do not describe your mission statement. **(250 word max)**

### Section 3. Possible Solution / Project Description (25 point max)



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

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

- We acknowledge that Leadership Palm Beach County and Engage Class members will not provide financial assistance, all projects are to be financed by the proposing organization. The budget above is expected to be provided if needed.

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

**3.2** Skills Requested; 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 & Execution
- Presentations & Public Speaking
- Artistic Skills Design, Web, Photography & Video
- Social Media & 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. Objective at Completion (25 point max)

**4.1** How will this project upon completion impact the community you serve and/or what would be the key metric of success?  
(250 word max)

## Section 5. Project Longevity (25 point max)



**Annual Budget Post Completion (If Applicable)**

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

- 5.2** 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 6. Letter of Appeal (Required)

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 7. Proof of Nonprofit Status (Required)

Please provide a copy of your 501(c) determination letter from the IRS.

**Proposal Deadline: June 25, 2021** Email to [info@LeadershipPBC.org](mailto:info@LeadershipPBC.org)

### For More Information

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