



# 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 2000 of our county's professional and community leaders.

Every year, LPBC welcomes around 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 over 20 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.
- > 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 Workshops - Required to Attend One!

1. **Monday, May 15, 2023 3:30 - 4:30 pm** - Virtual on Zoom, Presentation with Q&A only
2. **Recorded** - Option will be made available after the first workshop, no Q&A.
3. **Wednesday, June 21, 2023 3:30 - 5:00 pm** - In Person Presentation, Q&A, and breakout sessions

Please register online at [leadershippbcc.com](http://leadershippbcc.com) in advance to receive the meeting links. You must attend one of the above three options to be able to participate in Engage Forward. **We strongly encourage all first-time proposers to take advantage of the in person option.**

## 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 and projects discussed 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

### 2023

May 1	Request for Proposal is open
May 15	Collaborative Workshop - Virtual with Q&A
Week of May 29	Recorded Workshop made available
June 21	Collaborative Workshop - In Person with Q&A and Breakout Sessions
<b>July 7</b>	<b>Proposal Deadline</b>
Week of August 7	Committee Selection Meeting (Round 1), Organizations notified of results
August 30 *	Project Presentation at Orientation (Round 2)
September 8-9 *	Project Selection at Opening Retreat
September 11 *	Organizations notified of results
October *	Projects begin

### 2024

May *	Projects Completed
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\* These dates subject to change, 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 \_\_\_\_\_  
Primary Contact Name (Last, First) \_\_\_\_\_  
Primary Contact Title \_\_\_\_\_  
Primary Contact Phone \_\_\_\_\_  
Primary Contact Email \_\_\_\_\_  
Year Established \_\_\_\_\_  
Number of Staff, Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Volunteer (part time or equivalent) \_\_\_\_\_  
Annual Organization Operating Budget (inclusive of salaries, overhead expenses, programming, etc.) \_\_\_\_\_  
Have you established a Governing Board? If so, how many members \_\_\_\_\_  
Which Proposer Workshop did you attend?  Virtual  In Person  Recorded

**REQUIRED - PLEASE PROVIDE A COPY OF YOUR 501(C)(3) DETERMINATION LETTER FROM THE IRS.**

### Organization Mission Statement

### Organization Vision Statement

### Organization Core Mission Focus

Please identify one focus area listed below that aligns best with your organization's mission or population served

- |   |  |
|---|--|
| <input type="checkbox"/> Animal-Related                           | <input type="checkbox"/> Arts, Culture, and Humanities               |
| <input type="checkbox"/> Civil Rights, Social Action & Advocacy   | <input type="checkbox"/> Community Improvement and Capacity Building |
| <input type="checkbox"/> Education                                | <input type="checkbox"/> Environment                                 |
| <input type="checkbox"/> Employment                               | <input type="checkbox"/> Health Care                                 |
| <input type="checkbox"/> Housing & Shelter                        | <input type="checkbox"/> Adoption and Foster Care                    |
| <input type="checkbox"/> Emergency Assistance                     | <input type="checkbox"/> Family / Personal Social Services           |
| <input type="checkbox"/> Family / Support of Specific Populations | <input type="checkbox"/> Legal Services                              |
| <input type="checkbox"/> Mental Health & Crisis Intervention      | <input type="checkbox"/> Military and Veterans                       |
| <input type="checkbox"/> Recreation & Sports                      | <input type="checkbox"/> Youth Development                           |
| <input type="checkbox"/> Science and Technology                   | <input type="checkbox"/> Other Please Specify _____                  |

### Core Mission Focus - Optional

If you would like to provide additional information about your organization and/or its core mission focus, please do so below.

## Section 2. The Problem (25 point max)

- 2.1 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

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- 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. **NO Fundraising, Marketing & Awareness, Political based projects** (250 word max)

3.2 Please answer the below questions as accurately as possible to give clarity to the type of project you are proposing

**Project Types**

I understand that Leadership Palm Beach County has a longstanding policy of prohibiting class members from participating in fundraising. Monetary goals will not be accepted as a metric of success for an Engage Forward Project. I also understand that Leadership Palm Beach County is a politically neutral organization and partisan projects will not be accepted. Please indicate the category below that best describes the project you are proposing

- Logistics & Internal Optimization/Organization
- Event Creation and Execution
- Other Please Specify \_\_\_\_\_
- Program Development
- Social Enterprise \_\_\_\_\_

3.3 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

**Promotion**

- 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 Upon completion, how will this project impact the community you serve and/or what would be the key metric of success? **Your metric of success cannot be based on any monetary goal. (250 word max)**

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

- 5.1 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? What resources will your organization contribute annually going forward to ensure sustainability? **(250 word max)**

- 5.2 Please answer the below questions as accurately as possible to give clarity to the type of project you are proposing.

### Initial Project Budget

- We understand that projects are self financed by the proposing organization. The initial project budget amount required to participate in Engage Forward is determined by Line 12 on the organization's most recent IRS Form 990. Please indicate below which best applies to your organization.
- Line 12 is under \$500,000, so we agree to fund at least \$500 for our Engage Forward Project.
- Line 12 is over \$500,000, so we agree to fund at least \$1,000 for our Engage Forward Project.
- If you would like to fund over \$1,000 for your Engage Forward Project, please specify the amount here: \_\_\_\_\_

### Ongoing Annual Project Budget

After the initial Engage Forward project is completed how much money will your organization allocate to sustain this project?

- Ongoing Annual Budget for this particular project \_\_\_\_\_
- The project is part of an existing program. That program has annual funding of \_\_\_\_\_
- The project will be folded into our annual operating budget as previously stated.
- The project will be in need of a funding source upon completion.

## Section 6. Letter of Appeal (Required)

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

**Proposal Deadline: July 7, 2023 Email to [info@LeadershipPBC.org](mailto:info@LeadershipPBC.org)**

For More Information Please contact Leadership Palm Beach County.