**Leadership Franklin County**

Community Service Project

Request for Proposal (RFP)

**History:**

**Leadership Franklin County** (LFC), founded in 1985, is the flagship leadership program of the Greater Chambersburg Chamber Foundation. The mission of LFC is to develop “. . . an inclusive continuum of civic leaders engaged in the advancement of the quality of life in Franklin County.” To further this mission, the LFC program provides participants with opportunities to explore leadership roles while gaining knowledge about the community and experience in public service.

One LFC component requires students to work in teams to complete community service projects. The goal is to provide students with opportunities to learn group dynamics, relationship building, and project planning. This Request for Proposal (RFP) is seeking qualified community organizations with a project that could be accomplished by one of the LFC teams.

**Project Guidelines**

* This RFP is open to any non-profit, educational, or governmental organization with a project in Franklin County. An IRS Determination Letter is required as proof of nonprofit status. All entities submitting a proposal must be in good standing with the IRS. **Documentation that the organization’s steering body approves of the project must be submitted with the proposal**. For example, meeting minutes showing board of director approval or a resolution from the governing board could be offered.
* Project organization must:
	+ Have a representative attend the virtual RFP introductory meeting
	+ Have a representative attend the class retreat to present information regarding the organization and the scope of the project
	+ Designate one person to communicate between the project organization and the LFC team
	+ Provide ample support, both financial and administrative
* Project scope is as follows:
	+ Project impacts the community
	+ Project provides an opportunity for LFC team members to experience personal leadership growth
	+ Project has specific deliverables during the course of the LFC class cycle (October – April)
* Project aligns with one or more of the LFC course components (Agriculture, Arts, Criminal Justice, Economic Development, Education, Health, History/Tourism, Local Government, Nonprofit Impact)
* Project scope **does not allow** for the following:
* LFC students to provide or solicit financial support, monetary or other donations, sponsorships, prizes, etc. or any type of contribution beyond volunteer time
* Strategic planning, recruitment of board members, or organizational development

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2025 Proposals will be reviewed by the LFC Steering Committee and LFC Project Mentors to ensure proper scope and alignment with LFC objectives.

**Proposals should be sent or emailed to:**

Greater Chambersburg Chamber Foundation

Ginny Harriger, Executive Director

100 Lincoln Way East, Suite A

Chambersburg, PA 17201

gharriger@chambersburg.org

**Important Dates:**

April 23 or May 27 **Mandatory** Virtual Proposal Introductory Meetings (Pick one)

Register on the CVBA Event page - Zoom link and instructions will be sent when registered

June 20, 2025 **Proposal Deadline** – Submitted by 4:30 p.m.

August 8, 2025 **Proposal Status Announcements**

September 6, 2025 **Mandatory** Class Retreat Project Session – morning time TBA

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**Organization Profile:**

Organization: Click here to enter text. Primary Contact: Click here to enter text.

Address: Click here to enter text.

Phone: Click here to enter text. E-mail: Click here to enter text.

EIN #:Click here to enter text.

**Organization Overview:**

Descriptive Summary (250 words or less): Click here to enter text.

Mission/Vision statement (if applicable): Click here to enter text.

Key programs and services provided (250 words or less): Click here to enter text.

**Project Overview**:

Project Title: Click here to enter text.

Project summary with desired deliverable(s) (250 words or less): Click here to enter text.

Target population(s): Click here to enter text.

Benefit(s) to the organization: Click here to enter text.

Benefit(s) to the community: Click here to enter text.

Deadline for project completion: Click here to enter a date.

Amount of funding available to complete the project: Click here to enter text.

Barriers to completing the project: Click here to enter text.

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**Check each box to accept the requirements of the project:**

[ ] IRS Determination Letter

[ ] Documentation of steering body project approval

[ ] A designated primary contact person from the organization

[ ] An organizational representative attending the class retreat project session

[ ] Money provided by the organization to complete the project

[ ]  Acknowledgment that LFC students **cannot** provide or solicit financial support, monetary or other donations, sponsorships, prizes, etc.

[ ] Acknowledgment the project must be completed during the LFC class cycle (October – April)

[ ] Acknowledgement the project aligns with one or more of the LFC course components

**Please indicate one or more course components related to your project:**

[ ] Agriculture

[ ] Arts

[ ] Criminal Justice

[ ] Economic Development

[ ] Education

[ ] Health

[ ] History/Tourism

[ ] Local Government

[ ] Nonprofit Impact

** LFC Community Service Project Proposal – Rubric**

 Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Reviewer: Date:

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Yes** | **No** |
| **IRS Determination Letter** |  |  |
| Documentation of **organization** **steering body project approval**  |  |  |
| A **designated primary contact person** from the organization |  |  |
| An **organizational representative** attending the class retreat project session |  |  |
| **Funds provided by the organization** to complete the project |  |  |
| Acknowledge that LFC students **cannot** provide or solicit financial support, monetary or other donations, sponsorship, prizes, etc.  |  |  |
| Acknowledge the project **must be completed during** the LFC class cycle (Oct.-April) |  |  |
| Acknowledge the project **aligns with one or more of the LFC course components** |  |  |

**\*All answers above must be “Yes” to continue.**

Use the following scale to grade this section:

**0**-does meet criteria **1**-minimally meets criteria, **2**-meets criteria, **3**-exceeds criteria

|  |  |  |
| --- | --- | --- |
| **Project Scope** | Score | Comments |
| Project impacts the community |  |  |
| Project provides an opportunity for LFC team members to experience personal leadership growth |  |  |
| Project has specific deliverables that are outlined in this section  |  |  |
| **Project Scope Total** |  |  |

Use the following scale to grade this section: **1**-Poor, **2**-Fair, **3**-Very Good, **4**-Excellent

|  |  |  |
| --- | --- | --- |
| **Organization Overview** | Score | Comments |
| Descriptive Summary |  |  |
| Mission/Vision Statement |  |  |
| Key Programs and Services Provided |  |  |
| **Organization Overview Total** |  |  |

** LFC Community Service Project Proposal – Rubric**

 Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Reviewer: Date:

**Use the following scale to grade this section**: 0-Poor, 1-Fair, 2-Moderate, 3-Very Good, 4-Excellent

|  |  |  |
| --- | --- | --- |
| **Project Overview** | Score | Comments |
| Project Summary |  |  |
| Target Population |  |  |
| Benefit(s) to Organization |  |  |
| Benefit(s) to Community |  |  |
| Deadline |  |  |
| Available Funding |  |  |
| Barriers to Completing the Project |  |  |
| **Project Overview Total** |  |  |

**Scoring:**

|  |  |
| --- | --- |
| **Section** | **Section Total**  |
| Project Scope |  |
| Organization Overview |  |
| Project Overview |  |
|  **Grand Total** |  |

**Recommend: Yes No**

General Comments (if any):