

Leadership Forward

PALM BEACH COUNTY

Leadership Forward, formerly called Engage Forward/Civic Engagement Projects, empowers class members from the Engage program to take active roles in the community through this partnership with local nonprofit agencies. Leadership 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 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 2,000 of our county's professional and community leaders. Every year, Leadership PBC welcomes approximately 55 new members into the organization as class members of the Engage Program. Leadership PBC 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 participating 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 Leadership 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.

- Must attend one of our proposer workshops. First time applicants are encouraged to attend the In-person option.
- Must have two full-time staff members minimum (including Executive Director/CEO)
- Allocate an average of 10 hours of 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. **Friday, May 15, 2026, 3:30 p.m. - 4:30 p.m.** - Virtual on Zoom, Presentation with Q&A only.
2. **Recorded** - Option will be made available after the first workshop, no Q&A.
3. **Friday, June 19, 2026, 3:30 p.m. - 5:00 p.m.** - In-Person Presentation, Q&A, and breakout sessions.

Please register online at www.leadershipbc.org in advance to receive the meeting links and locations. You must attend one of the above three options to be able to participate in Leadership 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 Leadership PBC 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 Leadership Forward

March 1, 2026	Request for Proposal is Open
May 15, 2026	Collaborative Proposer Workshop, Virtual presentation with Q&A
Week of May 18, 2026	Recorded Workshop made available
June 18, 2026	Collaborative Proposer Workshop, In-person, with Q&A and breakouts
July 10, 2026	Proposal Deadline
July 20, 2026	Proposal to Selection Committee
July 31, 2026	Scores back from Committee
August 12, 2026	Committee Selection Meeting (Round 1)
August 19, 2026	Project Presentation at Leadership PBC Orientation Meeting (Round 2)
August 28-29, 2026	Overnight Retreat. Project Selection at Opening Retreat
Week of August 31, 2026	Organizations notified of results
September 2026	Kickoff meeting with Co-Chair & Facilitators, In-person
November 2026	MOU must be completed with Class before Thanksgiving
May 7, 2027	Projects Completed

**These dates subject to change, revised dates will be communicated to qualifying projects/organizations in a timely manner if needed.*

Leadership 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 FOR 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

- | | |
|--|---|
| Animal-Related | Arts, Culture, and Humanities |
| Civil Rights, Social Action & Advocacy | Community Improvement and Capacity Building |
| Education | Environment |
| Employment | Health Care |
| Housing & Shelter | Adoption and Foster Care |
| Emergency Assistance | Family/Personal Social Services |
| Family/Support of Specific Populations | Legal Services |
| Mental Health & Crisis Intervention | Military and Veterans |
| Recreation & Sports | Youth Development |
| Science and Technology | 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. **(1,500-character max.)**

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

Project Title _____

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 (1,500-character 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 Program Development
Event Creation and Execution Social Enterprise_____

Other (Please Specify)_____

3.3 Skills Requested; please select all 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

Business

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

Promotion

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

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.**
(1,500-character 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? **(1,500-character 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 Leadership 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 Leadership Forward Project.

Line 12 is over \$500,000, so we agree to fund at least \$1,000 for our Leadership Forward Project.

If you would like to fund over \$1,000 for your Leadership Forward Project, please specify the amount here: _____

Ongoing Annual Project Budget

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

Ongoing Annual Budget for this 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 need 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 10, 2026, at 5 p.m. Email to info@LeadershipPBC.org.

For more information, please contact Leadership Palm Beach County.