



Leadership Tri-Cities Alumni Community Project Request for Proposal (RFP)

Thank you for your interest in the LTC Alumni Community Project. We are pleased to send you information about the project guidelines and look forward to potentially working with you on your project.

INTRODUCTION AND PURPOSE:

Each Leadership Tri-Cities class is presented with the challenge of completing a “Class Project”, but with no class scheduled for 2020-21, the LTC Alumni will be undertaking a Community Project with the purpose of rallying the alumni to serve the community and address a pressing need of a community service organization.

The LTC Alumni is seeking opportunities to serve our community via the application, review and selection process described below.

1) REVIEW AND SELECTION PROCESS:

All applications will go through a multi-phase approval process, including:

- Proposals will be screened by Leadership Tri-Cities Alumni Community Project Team
 - All applicants will be notified on January 29, 2021
- Interviews with top selected applicants will be conducted by February 12, 2021
 - The selected project will be announced on February 19, 2021

2) PROPOSAL CONTENT REQUIREMENTS:

Provide a detailed written narrative of your proposed project that follows the outline below. Narrative should not exceed 1 page. Your proposal should include a cover page (Exhibit A) and a Budget Worksheet (Exhibit B). These do not count towards the ONE page limit to your proposal.

Answer the following questions:

- How will this project serve our community?
- How many families or individuals will be positively impacted by this project?
- How does this project support or provide service across lines of social diversity?
- Is there funding available for the project or will funding need to be raised?
 - If funding needs to be raised, estimate how much needs to be raised.
- If LTC does not select this project, is there another avenue for the project to be completed?

3) LTC ALUMNI PROJECT REQUIREMENTS AND GUIDELINES

Please take note of the following alumni project requirements to ensure the potential project is one that meets these guidelines:

- a. Selection:** The project must address a local community need in partnership with a community agency
 - i. A community agency is loosely defined as a 501c3, school district, municipality, county, or civic group with the primary or secondary goal of improving our community
 - ii. Must be feasible for completion within 120 days
 - iii. The project must not promote any religious or political overtones
- b. Project Execution:**
 - i. There must be an activity during the project execution that allows engagement of LTC alumni to serve in the project.
 - ii. Project must be able to be completed prior to June 30, 2021
 - iii. Any required permits, licenses, or insurance must be clearly identified
 - iv. Local, state, and federal guidelines with regard to Coronavirus transmission will be adhered to throughout the project. Additional precautions appropriate to the project location should be communicated to the Alumni Project Group.

4) PROPOSAL SUBMISSION

Proposals must be submitted to <http://www.grantinterface.com/Process/Apply?urlkey=3rcf> under to **LTC Alumni Community Project**

The Budget worksheet to be included with the proposal can be located here:
http://leadershiptricity.com/wp-content/uploads/2020/12/LTC-Alumni-Project-Budget_simple.xlsx

Your proposal must be received no later than January 22nd, 5:00pm PST

Questions? Contact Jenni Harper, LTC Alumni Coordinator at ltcwa.alumni@gmail.com or 509.554-3201