

CLASS OF 2023 REQUEST FOR PROPOSALS FOR CLASS PROJECTS (RFP)

Team Projects are community-based initiatives that need focused attention by a cross-sector team of civic leaders. Successful projects are well-defined, with a specific request for engagement along with a targeted outcome. Team projects serve as a learning lab for the participants, where they can immediately apply newly learned skills and approaches to leadership while contributing to the community and incorporating service-learning into their program experience.

Team projects provide an opportunity for the Ottumwa Leadership Academy (O.L.A.) program participants to:

1. Apply and enhance their leadership and communication skills
2. Help common goals and objectives
3. Engage community leaders
4. Experience team-mentoring
5. Leverage the dynamic backgrounds and perspectives of class members
6. Facilitate the development of long-term relationships and solutions

Team projects provide the opportunity for organizations/initiatives to:

1. Benefit from a diverse team of dedicated community leaders
2. Meaningfully address a current issue or initiative
3. Explore creative solutions to problems
4. Grow your civic network among team participants and other class members
5. Nurture leadership that embraces new ideas and taking risks

The following characteristics serve as a guideline for O.L.A. Team Projects:

- meet between sessions with and without Champions (organization representative)
- apply leadership skills
- very hands-on & experiential
- team building and process focused
- tangible & specific end-deliverables using SMART goals

Eligibility

Individuals and organizations wishing to convene a team project must:

- Outline a project or initiative that serves their organization in Wapello County-must be hands on and experiential-beyond just marketing or strategic planning;
- Projects focused on fundraising (i.e. capital campaigns) will not be considered;
- Be realistic about expectations for team involvement (i.e., the hours that participants will focus on the project and the timing of the program);
- Be willing to engage with a project team for the duration of the program and attend meetings as needed
- Be willing to let the team provide a solution to the issue
- Have a clear understanding that this engagement includes a maximum of \$500 program funding from O.L.A.
- Identify champion(s) that will provide support to the team throughout the program year (note that the Champion is the support person and liaison- they are not part of the team and do not direct the work of the team);
- Have support from your Board of Directors or Advisory Board.



Application Procedure

We invite any interested organizations with team project ideas to submit a project proposal. The proposal must not exceed two pages in length and should only include requested attachments. At the end of this RFP is a form that should be completed and e-mailed to Ottumwa Leadership Academy by **Monday, August 29, 2022.**

If you would like to review your project idea ahead of submission or have questions about how to best complete the proposal, contact Hollie Tometich before the deadline.

The Advisory Board of Ottumwa Leadership Academy will review the proposals and will choose projects that meet the specific needs of the O.L.A. program.

Contact

Hollie Tometich
Executive Director
641-684-6221
htometich@leadottumwa.org
www.ottumwaleadershipacademy.org

**Please make sure you receive a confirmation email from Hollie after your proposal submission to confirm that we have received your proposal and additional materials that have been requested.*

After careful review of all submissions by the O.L.A. review committee, you will be notified by September 16 as either "selected" or "not selected." Please note these dates on your calendar in the event that you are selected to continue in the process.

Key Dates

August 29, 2022
September 16 & 17, 2022
September 2022
November 10, 2022
June 1, 2023

Deadline for Project Proposals

Launch & Project Selections Announced
Organization Meetings with Executive Director
Project Champion meets with team during O.L.A. session
O.L.A. Graduation



PROPOSAL FOR CLASS OF 2022 LEADERSHIP ACTION PROJECTS

Complete sections I-III within 2 pages

SECTION I: CONTACT INFORMATION

Name of organization or initiative:

Your name:

Organization address:

Phone:

E-mail:

SECTION II: ORGANIZATIONAL BACKGROUND

1. Please write the mission of the organization or initiative:
 2. Please give a description of the organization or initiative. Give specific focus to current programs, services, finances and organizational structure. You may include a brief history and a description of the population size/demographic served, including the specific needs of the clients, if relevant:
 3. List organizations that you partner with (if applicable):
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SECTION III: SHORT ANSWERS

1. What is the initiative or problem that you are proposing for a project?
 2. What are the intended goals of the O.L.A. project and what would success look like?
 3. Why is this project important to Wapello County?
 4. How do you believe this project will benefit your organization or initiative?
 5. How do you believe this project will benefit O.L.A. program participants?
 6. How will you/your organization make the time commitment to carry out this project and its objectives?
 7. Are you willing to accept that your project may change scope once the project team learns more about your organization's needs? If so, how do you plan to handle that?
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SECTION IV: REQUIRED ATTACHMENTS (not included in the page count)

1. Please attach a summary of the professional background and experiences of the individual that will be working with the O.L.A. Project Team as the "Project Champion." Please include details about their project management and committee/volunteer management experiences.
2. If applicable, please attach a list of your organization's board members and their affiliations.
3. Please attach a letter of support from your Board Chairperson (if nonprofit organization) or CEO/President.