

Leadership Capital Region Class of 25' Request for Proposals

Welcome to the Leadership Capital Region 24-25 Class RFP submission form. As a longstanding program dedicated to fostering leadership and driving positive change, our class is particularly passionate about projects that seek to do one or more of the following:

- Empower underserved youth,
- Promote mental health and wellness, and
- Address systemic and immediate challenges of poverty such as homelessness and food insecurity.

Important Information:

- **Submission Deadline: Friday, January 24th at 12:00pm**
 - *Applications submitted after the deadline will not be reviewed.*
- **Project Timeline:** Selected proposal must be finished in its entirety by **June 1st, 2025**
- **Eligibility:** Applicants must be...
 - A 501(c)3 nonprofit organizations serving communities within the Capital Region;
 - A member of the Capital Region Chamber;
 - Should be non-partisan, apolitical, and not solely religious in nature, and;
 - Cannot have been selected for an LCR Class project within the past 8 years
- **Review Process:** Proposals will be evaluated based on alignment with program priorities, potential for impact, feasibility, and sustainability.
- **Character Limit:** Each response must not exceed 1,000 characters (with the exception of the project overview, which is capped at 2,500 characters).
- **Award Amount:** Funding amounts vary each year. Typically, prior classes have raised between \$25,000 and \$50,000 Please take this into consideration when providing your categorized budget.
- **Award Notification:** Selected project awardee will be notified in February 2025.

Instructions:

1. Complete all sections of this form. Incomplete submissions may not be considered.
2. Use clear and concise language to communicate your project's goals, impact, and sustainability.
3. For consideration, all applicants must also submit all required supporting documentation by **Friday, January 24th at 12:00pm**

Thank you for your commitment to advancing positive change in our community. We look forward to learning more about your innovative ideas!

For any questions, please reach out to lcrclassof2025@gmail.com before the submission deadline.

Section 1: Organizational Information

This section helps us get to know your organization. Please provide basic information about your mission, nonprofit status, and primary contacts so we can better understand your background and the work you do.

Questions:

1. Organization Name
2. Address
3. First Name of Main Contact
4. Last Name of Main Contact
5. Title of Main Contact
6. Pronouns of Main Contact
7. Email of Main Contact
8. Phone Number of Main Contact
9. Organization Website
10. Is your organization a 501(c)3 nonprofit?
11. Is your organization a member of the Capital Region Chamber?

Section 2: Project Proposal

In this section, you'll introduce your proposed project. Share how your idea addresses challenges related to youth, mental health, and/or poverty, and describe the positive impact you hope to create in the Capital Region.

Questions:

1. Briefly describe your organization's mission and the population it serves.
2. Project Title.
3. Project Total Cost:
4. Requested Budget Amount:
5. Project Overview: Describe your project, focusing on its goals and activities. How does it specifically address challenges related to youth, mental health, and/or poverty? (2,500 character limit)
6. Target Population: Identify the specific groups your project aims to serve. Why were these groups selected, what are their unique needs, and why is your organization qualified to serve them?
7. Geographic Focus: Specify the geographic areas or region your project will serve (e.g., neighborhoods, cities, counties). Why were these areas or regions chosen?

Section 3: Project Details

This section invites you to expand on the logistics of your project. Share details about how you plan to measure success, the [timeline for implementation](#), and any ideas for ensuring the project's lasting impact. This helps us understand how your project will unfold.

Questions:

1. Is this project currently funded by any other sources? If yes, please list funders below along with what aspect of the project they are supporting.
2. Defining Success: What positive changes or outcomes do you anticipate as a result of this project? How will these changes impact the community?
3. Measuring Impact: What specific indicators or metrics will you use to assess the project's progress and success?
4. Project Timeline: Outline the key milestones and activities from project initiation to completion. Include estimated dates and the volunteer support needed at each stage. As a reminder, the project must be finished in its entirety by June 1st, 2025.
5. Project Celebration: Leadership Capital Region's Class of 2025 will host a culmination ceremony for the awardee. If selected, would you be willing to host this event on-site?
6. Sustainability Plan: How will the project's benefits continue after the initial implementation? What are your plans for ongoing funding, community partnerships, or other strategies to maintain the project's impact?

Section 4: Budget & Documentation

Here, you'll provide information on your project's budget and upload any required documents, such as your 501(c)3 letter. This ensures we have all the necessary materials to review your proposal.

Questions:

- **Budget Details Upload:** Provide an itemized budget for the project, detailing expenses such as equipment, supplies, labor, and any in-kind contributions. Administrative costs may be identified as no more than 10% of the overall budget. [A sample budget template is available for download here.](#)
- **501(c)3 Documentation Upload.**