

**Leadership St Pete® (LSP)**, a premier program of the St. Petersburg Area Chamber of Commerce is celebrating its 50<sup>th</sup> Anniversary in 2019 and is looking for a worthy candidate for the Class of 2019 class project. Does your organization have a need we can fulfill?

LSP is one of the oldest leadership programs in America and we are so excited to be celebrating our 50<sup>th</sup> year Anniversary in 2019. Our program has graduated significant figures including a Governor, several Mayors, Police Chief and higher level police leadership, business leaders and community leaders. LSP is a dynamic, intensive, interactive, six-month experience designed to promote and enhance community leadership through an in-depth introduction to social, economic, business and political issues in the St. Petersburg area. The mission of LSP is to identify, recruit and develop leaders who represent the diversity of our community and who will assume future leadership roles in the Chamber and other community organizations.

The LSP Class Project has become a significant event in the nonprofit community over the past several years including projects for Ronald McDonald House, the event garden at the Carter G. Woodson African American library, Royal Theatre and culminating with this year, the SailFuture house as well as some of the class projects listed below. LSP class members provide planning, fund-raising, and physical labor to execute a facility improvement project for a local nonprofit each year. While we can't predict the value of this year's project, we can always count on the best efforts of three dozen energetic community leaders to make it a success and helping this class to leave a legacy for years to come and make a significant impact on our community.

The LSP Planning Committee is issuing this Request for Proposal (RFP) as a means to select the class project. Interested nonprofits will be asked to submit basic information and a project plan as described in this RFP. Three nonprofits will be selected to present their proposed projects to this year's LSP class in greater detail, and the members of the class will choose which project to implement.

To view or download the RFP and application form, visit The Chamber website at [www.leadershipstpete.com](http://www.leadershipstpete.com). Please review the RFP to see if your organization meets the selection criteria and if the LSP Class Project is a good fit for your organization at this time. Should you choose to participate, proposals should be submitted in electronic format by 4:30 p.m. on Aug. 31, 2019 by completing the online form found at [www.stpete.com/lsp-project](http://www.stpete.com/lsp-project).

Specific questions about the RFP may be emailed to Class Project Committee Co-Chair Debbie Turner at [godsnole@gmail.com](mailto:godsnole@gmail.com) or Brittany Walsh with the Chamber at [bwalsh@stpete.com](mailto:bwalsh@stpete.com). We look forward to hearing from you and learning about your organization's needs.

***Sincerely,***

***Debbie Turner & Tim Church***

Chair and Co-chair, LSP 2019 Planning Committee

## RECENT LSP CLASS PROJECTS

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### ***Class of 2018***

- Beneficiary: SailFuture
- Project: Renovations to the house including a new classroom, painting the interior and exterior of the home, new dock for the sailboat, updating bathroom, new flooring, landscaping to beautify the home as well as other updating and repairs.

### ***Class of 2017***

- Beneficiary: Boys & Girls Clubs of the Suncoast, St. Petersburg.
- Project: "Illuminating Hope" Extensive renovations to the Royal Theater Boys & Girls Clubs included new electrical work, internal and external, paint, landscaping and furniture needed to enrich the after school programming options available to the children enrolled in the club.

### ***Class of 2016***

- Beneficiary: Alpha House
- Project: The class members were able to provide a safe play area for toddlers, create a computer lab, and they improved the landscaping in three area of the property.

### ***Class of 2015***

- Beneficiary: Suncoast Center
- Project: "Extreme Makeover" Extensive renovations to a waiting room, including new flooring, paint, curtains, lamps, linens, and furniture. Exterior renovations including painting and landscaping also made significant improvements to the buildings "curb appeal."

### ***Class of 2014***

- Beneficiary: St. Vincent de Paul
- Project: "Hope for Homeless Children" focused on creating indoor and outdoor spaces for families accepted into a newly created family program at St. Vincent de Paul. A playground was constructed in unused space; a family study/entertainment area was refurbished; an outdoor activity and gathering space was created; the entryway was updated; and the dining room was completely remodeled.

### ***Class of 2013***

- Beneficiary: PARC, Inc. (Providing Advocacy and Recognizing Capabilities)
- Project: "Planting the Seed," focused on PARC's outdoor areas, created new opportunities for residents, and beautified the property. The class constructed and improved vegetable, flower, and herb gardens; renovated a greenhouse; and improved landscaping and irrigation systems – all of which provided sustainable, therapeutic, and vocational opportunities for residents, healthy fresh vegetables for PARC group homes, and a sustainable enterprise through the sale of fresh grown herbs and vegetables at the St. Petersburg "Green Thumb Festival" and fresh markets throughout the year.

### ***Class of 2012***

- Beneficiary: Florida Resurrection House.
- Project: The class created a state-of-the-art learning center, renovated a resident unit, built a deck and a new playground, and refurbished paths and planters throughout the campus. Class members were joined by residents of Florida Resurrection House and members of the LSP Planning Committee in bringing this much-needed project to fruition.

### ***Class of 2011***

- Beneficiary: St. Petersburg Museum of History.

- Project: "Bringing History into the Present" The class worked to rejuvenate the landscaping of the museum, which sits at the gateway to the St. Pete Pier, by improving the landscaping and bringing back the "Green Bench." They also refurbished the gallery space and archive room, including upgrading the computer and network systems to improve access to the archives.

### **Class of 2010**

- Beneficiary: CASA, St. Petersburg.
- Project: "Nuestra Casa es tu Casa (Our house is your house)" A complete overhaul of the main living areas of the CASA women and family shelter was undertaken by the class. New flooring, painting, furniture was given by the class. Toys and activities were donated for both the kids' playroom and family room. The entire outdoor play area was cleaned up and landscaped to provide a safe area for play and supervision.

### **ELIGIBILITY INFORMATION**

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- The project's beneficiary organization must be a 501(c)(3) not-for-profit organization, a public school, or a division of a governmental entity (all hereinafter "recipient").
- The recipient must be located in and must serve people who live in the Pinellas County metropolitan area.
- The recipient must be a St. Petersburg Area Chamber of Commerce member in good standing, or be willing to become a Chamber member as part of the project process.
- The recipient must be fiscally sound, as demonstrated by required paperwork.
- The recipient must have been in continuous operation for a minimum of three (3) years.
- The recipient must provide all information requested in this Request for Proposal.
- The recipient must have a specific project need that fits LSP Class Project criteria, and provide a clear description of the project, including a detailed scope and basic budget.
- If selected for the short list, the recipient must be prepared to present the proposed project to the class, with all necessary visuals and support materials.
- If the recipient has a physical facility, the recipient must be willing to facilitate tours of their facility by members of the LSP class as part of the selection process.
- The recipient must be willing to participate actively in the project, whether through fund-raising support, manpower, or other forms of participation.
- Interested recipients are advised that having an employee or board member enrolled in the LSP class does not guarantee short-listing or selection of their proposed project; further, the employee or board member will not be allowed to participate in selection of the project or hold an executive position on the project management team.

### **SELECTION CRITERIA**

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- **The project must involve the entire class. The class project is intended to be a team building activity among class members. It should have roles that involve all: leaders, planners, project designers, finance, public relations, budget, and subcommittees for implementation.**
- The project's scope must be clearly delineated. The project plan must be presented in sufficient detail to allow full understanding of the expected outcome, and should be flexible enough to allow the class to develop it further and to modify the scope as conditions require during project development.
- The project must be feasible within the LSP time-frame and guidelines. From a timeframe standpoint, it must be possible to complete the entire project between January and May, with Class Project Day taking place on June 01, 2019.

- The project should take the form of some form of physical facility improvement; such projects have historically proven to be the best fit for LSP. See the enclosed History of Class Projects for examples.
- The project must have a clear and detailed initial budget, with a value (inclusive of cash and in-kind contributions) not to exceed \$25,000. The budget should be flexible enough to allow the class to develop it further and to modify the budget as conditions require during development of the project. The proposal should clearly delineate priorities of the project, so that the project may be scaled up or down as needed and based on funds raised.
- **While project planning and implementation may occur throughout the course of the LSP class, the project must be designed and scheduled to conclude its work with a single major effort in the course of one day, known as Class Project Day. Class Project Day activities must be clearly delineated and in line with LSP goals for a team-building, group-oriented experience.**
- The recipient would not otherwise have the resources to accomplish this project, or the project would allow the organization to put their own resources to better use.
- The project must provide a measurable benefit to the recipient and through the organization to the community at large.
- The project must reflect and enhance the goals and standards of the LSP program and those of the St. Petersburg Area Chamber of Commerce and its Foundation.

#### REQUIRED DOCUMENTS

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- Completed Application Form, including:
  - Annual Operating Budget
  - Copy of deed or lease to property that is the subject of the class project application
  - Most recent audited financial statement or financial statement review
- 501(c)(3) documentation, issued by the IRS or equivalent on entity letterhead for schools or governmental entities
- Description of proposed project, including:
  - Basic scope
  - Initial proposed budget for the project, together with an estimate for total man hours required to complete the project on project day
  - Narrative explanation of how the project will benefit your organization and the community
- NOTES:
  - Only the short-listed recipients will be expected to provide a detailed project scope, project plan and budget, and prepare a 15-minute presentation for the class

#### PROJECT TIMELINE AND SELECTION PROCESS

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- **July 31, 2018:** RFP is announced and posted on the Chamber's website.
- **August 31, 2018:** Proposals are due at 4:30 p.m. (submitted electronically).
- **Sept. 1 thru Sep. 13, 2018:** The LSP Class Project Committee reviews the proposals and visits the facilities as required, then selects a short list of three proposed projects, with the approval of the LSP Executive Committee and the St. Petersburg Area Chamber of Commerce.
- **Sept. 14, 2018:** Short-listed recipients are notified and directed to begin preparation of detailed proposals and presentations in draft form.

- **Oct. 16 2018:** Short-listed recipients submit draft proposals and perform a preview of their presentations for the Class Project Committee, which will provide comments and guidance to assist the recipients in making sure their presentations will meet LSP criteria and will be clearly understood by the Class.
- **Dec. 11, 2018:** Short-listed recipients deliver their project presentations for the Class of 2018 at the Orientation Dinner. Exact presentation times are to be determined.
- **Jan. 10-12, 2019:** Prior to the end of the Opening Retreat, the LSP Class of 2018 will select the class project from among the three short-listed projects by majority vote. Please provide the name and cell phone number for two contact persons to be notified of the class decision immediately following the vote.
- **Jan. 2019 through May 2019:** Class project development by the Class of 2019.
- **June 01, 2019:** Class Project Day.

**DISCLAIMERS:**

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- LSP, the St. Petersburg Area Chamber of Commerce® (SPACC) and its Foundation have put forth this Request for Proposal in good faith based upon the performance of past LSP Class Projects. LSP and the SPACC make no representations or guarantees of similar performance by this year's class. Participating nonprofits agree to hold LSP and the SPACC harmless in the event that Class Project 2019 does not meet stated goals and objectives.
- LSP and the SPACC reserve the sole right to determine appropriateness of proposed projects, and, if circumstances should warrant it, to cancel the Class Project or request modifications to the Project should issues of appropriateness or feasibility arise at any time during the selection or execution of the Project.