Leadership St Pete® (LSP), a premier program of the St. Petersburg Area Chamber of Commerce, is looking for a worthy candidate for the LSP 2021 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 for the upcoming Class of 2021. Our program has over 1,490 alumni including a Governor, Senators, several Mayors, an Administrator, Deputy Mayor, Police and Fire Chiefs, doctors, lawyers, first responders, business, government, 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 of the St. Petersburg area. Our goal 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 completing projects for Ronald McDonald House, the garden at the Carter G. Woodson African American Museum, Boys & Girls Clubs at the Royal Theater, and the Academy Prep Community Garden and outdoor classroom. Each year LSP class members provide planning, fund-raising, and physical labor to execute a facility improvement project for a local nonprofit. 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 leave a lasting legacy for the class while making a significant impact on our community.

The LSP Planning Committee, the mentors of the program, will issue this Request for Proposal (RFP) to select the class project recipient. Interested nonprofits are asked to submit basic information and a project plan as described in the RFP. A shortlist of 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.

It is our hope that you and your organization are well, and we welcome your participation in this process. To view or download the RFP and application form, visit the LSP website at www.leadershipstpete.com. Attend a Class Project Info Session to see if your organization meets the selection criteria. Then if the Class Project is a good fit for your organization, register at www.stpete.com/info-sessions. The RFP proposal maybe electronically completed online at www.stpete.com/lsp-project by 4:30 p.m. on Friday, September 25, 2020.

Flexibility is the new normal for this season and will be considered as we plan the 2021 year. This could mean some events will be virtual and are subject to change in accordance with the CDC, Chamber and City guidelines. Specific questions about the RFP may be emailed to Class Project Committee Chair Lynne Stamey at lynnestamey@gmail.com or Chamber LSP Liaison Courtney Smith at csmith@stpete.com. We look forward to hearing from you and learning about your organization’s needs.

Sincerely,

Lucinda Grant, Class of 2000
Chair 2021 LSP Class
ELIGIBILITY INFORMATION

- The project's beneficiary must be a 501(c)(3) nonprofit organization, a public school, or a division of a governmental entity (all hereinafter “recipient”).
- The recipient must be in and must serve people who live in the Pinellas County metropolitan area. Preference will be given to projects located in the City of St. Petersburg boundaries and/or have a significant impact on the City of St. Petersburg.
- 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 own or have a long-term lease arrangement on the project site.
- The recipient must have a specific project need that fits Class Project criteria, and provide a clear project description, including a detailed scope and basic budget.
- The recipient, if selected for the shortlist, must be prepared to present the proposed project to the class with all the necessary visuals and support materials.
- The recipient with a physical facility, must be willing to organize tours for 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.
- The recipient should be willing to consider a current LSP class member for a position on their board.

SELECTION CRITERIA

- The project must involve the entire class and is intended to be a team-building activity for the members. The project work must be designed and scheduled to conclude in a single major effort in 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 project must be feasible within the LSP timeframe 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 Saturday, May 22, 2021.
- The project should be a 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 scope of work and initial budget, with a value (inclusive of cash and in-kind contributions) of the primary ask not to exceed $25,000. The project should be flexible enough to scale up or down based on recipient priorities and funds raised. A project scope and budget with three tiers of work have proven an effective model (Tier I up to $25,000, Tier II and III $10,000-$15,000 each).
- 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

- Completed Application Form, including:
  - Annual Operating Budget
  - Copy of deed or lease to the property that is the subject of the class project application
  - Most recent audited financial statement or IRS 990
  - Nonprofit 501(c)(3) documentation, issued by the IRS or equivalent on entity letterhead for schools or governmental entities
  - Description of the proposed project, including:
    - Basic scope of work
    - Initial proposed budget
    - Narrative explanation of how the project will benefit your organization and the community
    - Pictures of the proposed project site (optional)

- NOTE:
  - 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

- NLT Mon., Aug. 24, 2020: RFP is announced, and application posted on the Chamber’s website.
- Tues., Sept. 8, 2020 at 12:00 p.m.: LSP Class Project Zoom Information Session #1
- Thurs., Sept. 10, 2020 at 5:30 p.m.: LSP Class Project Zoom Information Session #2
- Wed., Sept. 16, 2020 at 12:00 p.m.: LSP Class Project Zoom Information Session #3
- Fri., Sept. 25, 2020: Proposals are due at 4:30 p.m. (submitted electronically).
- Mon., Sept. 28 thru Fri., Oct. 9, 2020: The LSP Class Project Committee virtually reviews the proposals and visits the facilities as required, then selects a shortlist of three proposed projects, with the approval of the LSP Executive Committee and the St. Petersburg Area Chamber of Commerce.
- Mon., Oct. 12, 2020: Short-listed recipients are notified and assigned LSP mentors to begin the preparation of detailed proposals and presentations in draft form.
- Tues., Nov. 10, 2020: Short-listed recipients submit draft proposals and perform a preview of their presentations for the LSP Planning Committee in the evening. Attending LSP Planning Committee members will provide feedback to assist the recipients in making sure their presentations will meet LSP criteria and will be clearly understood by the class.
- Wed., Dec. 9, 2020: Short-listed recipients deliver their project presentations for the Class of 2021 at the Orientation Dinner. Exact date and times are to be determined.
- Tues., Dec. 15 thru Tues., Dec. 22, 2020: Primary and alternate site visits scheduled for the Class of 2021. Exact dates to be determined.
- Sat., Jan. 9, 2021: Prior to the end of the Opening Retreat, the Class of 2021, by majority vote, will select the class project recipient from among the short-listed projects.
- Wed., January 20, 2021: Class Project Kick-Off Meeting
- Jan. thru May 2021: Class project planning and execution by the Class of 2021.
- Sat., May 22, 2021: Class Project Day.
LSP 2021 CLASS PROJECT
Request for Proposal

DISCLAIMERS:

● Having an employee or board member enrolled in the LSP Planning Committee or Class does not guarantee short-listing or selection of proposed project; further, the employee or board member, if participating on the selection committee, must abstain from voting on their organization’s project.

● 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 previous classes. Participating nonprofits agree to hold LSP and the SPACC harmless if Class Project 2021 does not meet stated goals and objectives.

● LSP and the SPACC reserve the sole right to determine the 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 or should circumstances deem it necessary at any time during the selection or execution of the class project.

● Flexibility is the new normal for this season and will be considered as we plan the 2021 year. This could mean some events will be virtual and are subject to change in accordance with the CDC, Chamber and City guidelines.

RECENT LSP CLASS PROJECTS

Class of 2020
● Beneficiary: Family Resources Inc. in St. Petersburg
● Project: Provided funding for furnishings, irrigation, and enhancements at the Homeless Youth Outreach Center. Due to COVID-19 restrictions, the class was restricted solely to raising funds and unable to complete a hands-on project.

Class of 2019
● Beneficiary: Academy Prep Center of St. Petersburg
● Project: Building an organic community garden with raised garden beds, herb gardens, fruit trees, an irrigation system, sunshades, pavers, and a covered teaching area with picnic tables and a mobile cooking center to teach students how to cook the produce they grow.

Class of 2018
● Beneficiary: SailFuture
● Project: Renovations to the group home included 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 @ Royal, St. Petersburg
● Project: “Illuminating Hope” – Extensive renovations included new electrical work, internal and external, paint, landscaping, and purchased furniture needed to enrich the after-school programming options available to the children enrolled in the club.

Class of 2016
● Beneficiary: Alpha House, St. Petersburg
● Project: Provided a safe play area for toddlers, created a computer lab, and improved the landscaping in three areas of the property.

**Class of 2015**

● Beneficiary: Suncoast Center, Inc. in St. Petersburg
● Project: “Extreme Makeover” – Extensive renovations to the waiting room, including new flooring, paint, curtains, lamps, linens, and furniture. Exterior renovations included painting and landscaping, also made significant improvements to the buildings “curb appeal.”

**Class of 2014**

● Beneficiary: Society of St. Vincent de Paul in St. Petersburg
● Project: “Hope for Homeless Children” – Focused on creating indoor and outdoor spaces for families accepted into a newly created family program. Constructed a playground; refurbished a family study/entertainment area; created an outdoor activity and gathering space; updated the entryway; and completely remodeled the dining room.

**Class of 2013**

● Beneficiary: PARC, Inc. (Providing Advocacy and Recognizing Capabilities) in St. Petersburg
● Project: “Planting the Seed” – focused on 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 the 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 in St. Petersburg
● Project: A state-of-the-art learning center was created, 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 in 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 and landscaped to provide a safe area for play and supervision.