



Leadership
Fairfax, Inc.

Emerging Leaders Institute

An Initiative of Leadership Fairfax Inc.

**PROJECT SOLICITATION PACKAGE
PROGRAM YEAR 2008-2009**

July, 2008

Greetings! The ELI Community Service Project Committee of the Emerging Leaders Institute (ELI), an initiative of Leadership Fairfax, is soliciting community project proposals for the 2008-2009 program year, which begins in October 2008.

We invite your organization to submit a community project proposal for consideration by the ELI Community Project Committee. If your organization project proposal is accepted, the project will be planned by a team of ELI class participants during October through December 2008. Projects are executed January through May 2009. Please refer to the attached *Project Solicitation Package* for the specific timeline. The *Project Solicitation Package* also identifies program objectives, examples, contacts and includes an application. We strongly encourage you to consider submitting a project. Please submit your project application by September 12, 2008.

The Leadership Fairfax program for emerging leaders is a 9-month leadership development program for emerging leaders in corporations, nonprofits, and the government. The program focuses on developing core leadership competencies, mentoring support and community service. ELI's constituency are individuals (generally 25-35 years of age) who are moving up in their organizations and have the desire to sharpen their skills and learn how to give back to their community.

If you have questions or require additional information, please contact me at 703-992-0902 or via e-mail at joe.meyer@shelterhouse.org

Sincerely,

Joe Meyer
Chair
ELI Community Projects Committee

Enclosures



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COMMUNITY PROJECT
APPLICANT SUBMISSION FORM

Experience has shown that a successful partnership between the ELI team and the community nonprofit organization includes:

1. A time-specific project that the team can plan with the non-profit staff, followed by ELI volunteer team execution phase.
2. A point of contact that the team can interact with who also has decision-making capabilities.
3. A project that takes advantage of the ELI volunteer team's enthusiasm, expertise, and energy.

Please fill out the following information and submit to ELI Community Project Committee ELI Community Project Committee, attention Joe Meyer, Deputy Director, Shelter House, Inc. 3080 Patrick Henry Drive, Falls Church, VA 22044 by September 12,, 2008 or e-mail joe.meyer@shelterhouse.org by September 12, 2008. If you are submitting more than one project, please fill out a separate application for each project.

*****Please note, the Committee will not consider fundraising projects*****

CONTACT INFORMATION:

Organization Name _____

Street Address _____ City _____

State _____ Zip _____

Type of Business (please include a brief description):

Organization Contact _____ Phone _____

E-mail _____

PROJECT INFORMATION:

Project Name _____

Description of Project:

Project Goals and Objectives:

Estimated Number of Hours Required to Complete Project/Frequency of Contact with organization to accomplish project (best estimate):

Is funding currently available to support project implementation? ___Yes ___ No
If yes, what is the budget? \$ _____

If no, please explain

PRIMARY PROJECT CONTACT (if different from organization contact above):

Primary Contact _____ Title _____

Phone _____ E-mail _____

Street Address _____ City _____

State _____ Zip _____

QUESTIONS DEFINING ISSUES:

1. Can a team of five to six members complete this project within the period of January - May 2009? ___Yes ___No

If no, please explain.

2. Can planning for this project be completed between October 2008 and January 1, 2009 ___Yes ___No

If no, please explain.

3. What specific tasks must the team complete to ensure the success of this project?

4. What resources do you anticipate the ELI team will need for this project?

5. How will this project help your organization accomplish its mission, goals, and objectives?

6. How will you measure the success of this project?

ADDITIONAL INFORMATION:

Please attach any additional information you believe will assist the ELI Community Outreach Program Committee make the decision to accept this project for the coming program year.

The Committee will notify organizations in late September of project selections. Thank you.

COMMUNITY PROJECT EXAMPLES PREVIOUSLY COMPLETED BY AN ELI TEAM

Alternative House

Vienna, VA

Thrift Store Feasibility Study Project

ELI '07

The ELI team offered the Alternative House an educated opinion about whether to seriously study the revenue stream from a thrift store. The team researched possible locations for the store, analyzed real estate markets and interviewed other area nonprofits that run thrift stores.

CrisisLink

Alexandria, VA

Community Outreach & Awareness Building

ELI '07

The ELI team devised a strategy to find new information outlets to better reach at-risk populations that would benefit from CrisisLink's services. The team then developed and implemented a plan for distribution.

Literacy Council of NOVA

Annandale, VA

ELI '08

Community Ambassadors for Literacy

The ELI team's assignment was to help the Literacy Council of Northern Virginia to eliminate student waiting lists through targeted volunteer recruitment efforts in the Northern Virginia community. As a team, ELI served as Community Ambassadors for Literacy, providing volunteer education and orientations to community groups, libraries, and other organizations whose membership includes potential Council volunteers. The ELI Team served as the first generation of Community Ambassadors in the spring of 2008, and they will recruit and train volunteers to sustain the Ambassadors for Literacy after May 2008.

PRS, Inc.

Falls Church, VA

ELI '08

Landscape and beautify - "Tranquility Project"

The ELI team along with many volunteers worked with PRS staff to build on two years of ELI efforts to beautify PRS Willow Lane, PRS' 24/7 residential facility in Falls Church. Willow Lane is an intensive supported housing program that makes permanent housing, residential support services, psychiatric rehabilitation, and employment services available to adults with psychiatric disabilities being discharged from hospitals into the community. Two past ELI projects have established the Serenity Garden at Willow Lane, and designed and built a roof over the back patio. The Tranquility Project will build on these past activities by transforming the landscaping to provide a calming, peaceful area for residents to enjoy. The team created a calm and soothing landscaping for residents of PRS Willow Lane. They also removed over 60 bags of leaves and dumped two dump truck loads of mulch on the property to help with the maintenance of the property. The team integrated PRS clients in the work effort to assist in their recovery and community involvement. Donations of landscaping materials were used to help keep down costs.

Langley Residential Support Services

McLean, VA

ELI '08

Marketing and Awareness Campaign for LRSS

ELI team members worked closely with LRSS staff to enable the Fairfax County community to better understand the needs, desires, and capabilities of adults with mental retardation and maximize its support of Langley Residential Support Services in providing services to this population. Project goals and objectives were to understand mental retardation, residential services, and non-profit organizational operation. Also to understand the elements of successful marketing and community outreach programs. Finally the ELI team learned about the challenges facing non-profit organizations in Fairfax County (and Northern Virginia)