



Leadership Frederick County

LEADERS ON LOAN

*A project partnership between Leadership Frederick County
and Frederick County nonprofit organizations*

About Leadership Frederick County:

Each year, the Frederick County Chamber of Commerce offers a Leadership Frederick County (LFC) class. Using an application, interview and selection process, 35-45 of Frederick County's brightest leaders are invited to participate. LFC's participants are representatives of local corporations, government agencies, nonprofit organizations and community leaders. These class members have displayed the ability to be at the forefront of their respective organizations and share a passion for Frederick County. LFC provides a forum that further develops this passion by encouraging community service.

About the Leaders on Loan Program:

LFC participants understand the vital role of nonprofit organizations in Frederick County. It is their desire to partner with select nonprofits in the county during the course of the LFC program (which runs from September through May) and utilize their professional skills and resources to help make a positive impact on participating nonprofit organizations. In turn, through experience and hands-on involvement, Leadership Frederick County participants develop a better understanding of the mission and operations of the nonprofit they team with and the ways in which the organization impacts quality of life for Frederick County residents. The goal of the program is to bring the two groups together to make Frederick County a better place to live and work.

Eligibility and Expectations:

The most successful projects are those that are defined and within a scope that can be accomplished by a small group of volunteers in a few hours a week over a 6-9-month period. A successful partnership relies on an understanding of the expectations upfront. To be eligible, an applicant must:

- Be a **qualified 501(c)(3) as defined under the Internal Revenue Code.**
- Identify the organization's current stage of development and ensure that the proposed project is appropriate for that stage. (Startup – Growth – Mature/Peak Performance – Decline - Renewal)

- State a specific project or program that is well-defined, with clearly stated deliverables that can be reasonably achieved in the time allowed
- Designate a person to work with the LOL project team. This person must have sufficient access to data and the ability to make decisions on behalf of the nonprofit for the LOL project
- Participate as a partner in the LOL project, with joint accountability for project success
- Meet with LOL project team at least once a month or as often as agreed for project success
- Participate in mid-project checkpoint with LOL project team including nonprofit executive director, and / or board president
- Actively contribute in strong two-way communication throughout the project, but especially during project formation and as concerns arise around scoping or timing of deliverables
- Contribute to the development of a Memorandum of Understanding (MOU) between the nonprofit and LOL by at commencement of the project. The MOU will be signed by the organization's board president or executive director.

Proper project definition and communication have been identified as the two key success factors for the Leaders on Loan (LOL) projects. To help with the process, the program is separated into the application categories outlined below. Included with the categories are some examples of possible programs.

<p><u>Technology Support</u></p> <p>Website design and upgrades Software training Computer training Information technology audit Social media training</p>	<p><u>Marketing and Development*</u></p> <p>Grant research Event concept development Sponsorship marketing & materials Case statement development Membership drive development Survey development, collection and analysis</p>
<p><u>Human Resources</u></p> <p>Sustainable volunteer program Board training Volunteer training Diversity, equity and inclusion training Human resource policies handbook Recruitment and retention plan</p>	<p><u>Financial Planning</u></p> <p>Cash flow analysis & planning Budget analysis and/or creation</p>

<p><u>Human Resources (cont.)</u> Compensation and benefits research Policies and procedures development</p>	<p><u>Innovator's Category</u> This category is an "open" category. It is intended to include a project/program not covered in any other category</p>
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**Fundraising projects are not acceptable for Leaders on Loan.*

To learn more about Leaders on Loan from nonprofits that have participated before, the following nonprofits have agreed to be contacted regarding their experience.

Nonprofit	Contact Person
Community Living	Michael Planz, Chief Executive Officer: michaelp@communitylivinginc.org
Frederick County Literacy Council	Laurie Fisher, Executive Director lauriefisher@frederickliteracy.org
Heartly House	Inga James, President and Executive Director
Mental Health Association	Shannon Aleshire, Chief Executive Officer saleshire@fcmha.org
Woman to Woman Mentoring	Tonya Hatossy-Stier, Executive Director tonya@womantowomanmentoring.org
Youth City Matrix	Aaron Vetter, Founder and Executive Director hello@cityyouthmatrix.com

The Application and Selection Process:

- Leadership Frederick County will offer a mandatory virtual interactive session prior to application submission. This will be an opportunity to hear an overview of the program, ask questions about the project you are considering, and prepare to write your proposal.
- Interested and eligible nonprofit organizations will be invited to submit an application that must be complete and contain all requested information.
- Each nonprofit may apply for one project in a given LFC class year.

- Project applications will be reviewed by a subcommittee of the Frederick Nonprofit Alliance and who will recommend a list of projects to the LFC Board for further consideration.
- Qualifying applicants will be given the opportunity to practice and receive professional feedback on their project pitch and receive assistance to video their pitch for presentation to the LFC class.

Scoring Criteria:

- Project overview and goals (30%)
- Describe the level of need within your organization and/or how this project will show tangible impact on your agency itself. In other words, what will your agency be able to accomplish as a result of a successful LOL project? (30%)
- How will the LFC class members benefit by doing this project? (10%)
- What is the vision for this project once the LOL team has completed their work? For example: Will the project be sustained, shared with others, used to make future decisions, etc. (20%)
- What is the nonprofit's capacity to manage a team of professional volunteers? (10%)

Application Timeline:

June 8, 2021(8:30 – 9:30am) Prospective nonprofit applicants' pre-application virtual briefing
Link: <https://bit.ly/3sZXLhM>

July 9, 2021 Project submission deadline

Week of July 12 Project submissions review and scoring

Week of July 19 Organizations will be notified of project status

July 26, 2021 "Crafting Your Pitch 101" Free Training - Whitney Hahn | Digital Bard

Week of August 2nd Selected projects invited to a pitch feedback/review (if desired)

Week of August 9th Selected projects will record their video pitch for LFC class

Instructions:

- Completed applications due no later than the close of business on Friday, July 9.
- Email one copy of your application to Jennifer Gerlock, LFC Executive Director at jgerlock@frederickchamber.org
- All requested information must be attached to your application. If your organization does not supply all of the required documents at the time your completed application is submitted, your application will not be considered.
- Please do not attach any additional marketing materials or letters of support.
- If financial resources are required for the proposed project, the nonprofit applying for this program must ensure that they will have funds to proceed if selected.

LOL PROJECT APPLICATION

Name of Organization:

Address:

Contact Name:

Phone:

Email:

Organizational Contact for Project:

Phone:

Email:

Tax ID#:

Date Established:

Number of Employees:

Number of Volunteers:

Is your organization a qualified 501(c)(3) as defined under the Internal Revenue Code?

Where is your organization in its lifecycle?

Has Leadership Frederick County (LFC) ever helped your Organization?

Are you a current member of the Frederick County Chamber of Commerce?

Has any member of your organization participated in LFC?

In approximately 200 words or less, please answer the following questions:

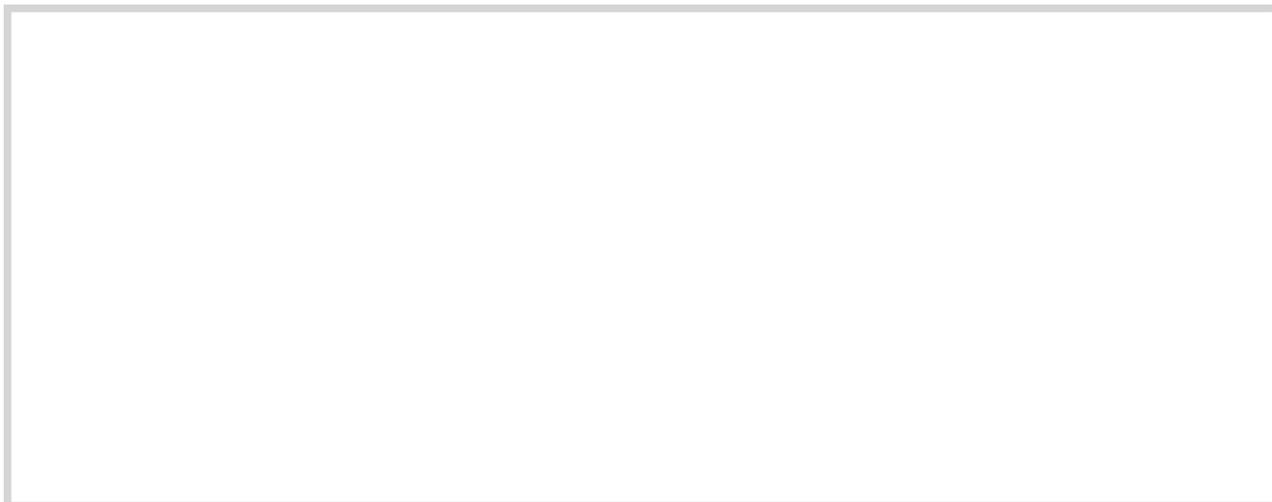
Name of proposed project:

What category does this fall under?

Provide an overview of your project. (30%)

Goals

Deliverables

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Skills Needed

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Brief Timeline of Project

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If this project requires financial resources, what is your estimated project budget and how will you meet the budgetary needs?

Describe how this project will address a need and/or show an impact on the agency and/or Frederick County. (30%)

How will the LFC class members benefit by doing this project? (10%)

What is the vision for this project once the LOL team have completed their work? For example: will the project be sustained, shared with others, used to make future decisions, etc. (20%)

Please share your organization’s philosophy of engaging volunteers and capacity to manage the LFC LOL team. (10%)

ALL QUESTIONS MUST BE ANSWERED TO BE CONSIDERED A COMPLETE APPLICATION

For additional information, contact Jennifer Gerlock, LFC Executive Director at jgerlock@frederickchamber.org.