



Leadership Elk & Cameron

Community Improvement Project Application 2018-2019

The mission of Leadership Elk & Cameron is to educate its participants in the strengths and weaknesses of the region in order to develop informed, civic-oriented volunteers to help direct the future of Elk and Cameron Counties.

The program fosters the development of local home-grown leaders and establishes a network of responsible individuals who can in turn, pass on the benefits to employers and community groups. More than 160 participants have completed this 10-month program. LEC meets for one day per month (September-June) where participants learn about the county's health and human services, varying industries, history, and government. LEC consists of local professionals with a wide range of talents including, but not limited to: private manufacturing, supervisors, banking, non-profits, healthcare, real estate, city and county government, law enforcement, and lawyers.

The objective of the community improvement experience is to provide participants with an opportunity to learn how to make a direct and visible impact in their communities through service to an organization or agency. Two to five participants will work as a team under the direction of the organization to complete a service project. Special consideration will be given to applications which address the areas of need identified in the [2015 Stackpole-Hall Foundation Long Range Planning Report and Action Plan](http://www.stackpolehall.org/publications). (Found at: www.stackpolehall.org/publications).

Charitable organizations, non-profit agencies, schools, and municipalities which serve Elk or Cameron County are invited to apply for a team of LEC participants to assist in making progress on real projects which benefit the community. Selection of your proposed project is not guaranteed. Agencies' requests for consideration will be based on the following criteria:

- Direct impact on a community need
- Sustainability of the project and continued benefit to the community.
- Provision of sufficient and equal responsibility to each LEC participant.
- Identification of an appropriate leader of significance within the agency that will serve as a continual contact person and be easily accessible at all times, especially evenings.

Timeline:

- August 8, 2018: Deadline to apply.
- August 14, 2018 (evening): Informational Interviews with selected applicants at the CEC in St. Marys. (Please mark this in your calendar now, details TBD).
- August 24, 2018: Applicants will be notified of their selection.
- September 12, 2018: Applicants who are accepted must be prepared to present their projects to the Leadership Elk & Cameron participants. (Time/Location TBD.)
 - Small groups of LEC participants will be matched with the selected projects (between 3 and 5 participants per team).
- September 13, 2018 – May 31, 2019: Project implementation.
- June 12, 2019: A presentation by the agency and LEC team will take place at the final LEC Graduation Day. (Time/Location TBD).

INSTRUCTIONS TO SUBMIT THIS APPLICATION:

Complete pages 3 and 4 of this application and your project timeline. They can be submitted 3 different ways, no later than Wednesday, August 8, 2018:

1. Mail or hand deliver to:

Community Education Center/Leadership Elk & Cameron
4 Erie Ave., Suite 200
St. Marys, PA 15857

2. Email:

cec@communityedcenter.com

(Please make the subject line "LEC Project Application")

3. Online:

Complete this application online at:

<http://www.communityedcenter.com/leadership-elk-and- Cameron.html>

The LEC Project Committee will review applications between August 8th and August 14th. The Committee may contact you with questions or clarifications during this time. Please be prepared to attend an informational meeting at the CEC in St. Marys on August 14th between 5:00 and 7:30pm. We will contact you by August 10th with a time.

Questions? Contact the CEC at 814-781-3437 or email cec@communityedcenter.com

The types of projects organizations can propose is fairly broad. One of the most important questions to address when proposing a project is "how will this have a lasting impact for our organization and the community?" Some example projects may be:

- Develop a marketing plan and/or marketing materials for the organization's services & programs
- Provide guidance on creating a new website
- Renovate blighted public property
- Write grants (or a master grant template)
- Install access ramps in public community spaces
- Create an activities schedule for a long-term care facility
- Design a peer-tutoring program for older youth and young adults

For a listing of past years projects, please visit:

<http://www.leadershipelkcounty.com/projects-2017-2018.html>

MEMORANDUM OF UNDERSTANDING

All agencies chosen to participate must review and agree to the terms of a non-financial Memorandum of Understanding. Please see the last page of this application packet for the MOU.

AGENCY APPLICATION FOR COMMUNITY IMPROVEMENT LEC TEAM

Agency/Organization Name: _____

Address: _____

Website: _____ Phone #: _____

Person Submitting Application: _____ Email: _____

Please indicate your agency's service area:

_____ Tourism/Environment

_____ Economic Development

_____ History/Preservation

_____ Government/municipality

_____ Health/Human Services

_____ Arts/Education

_____ Other: _____

1. A continual contact person from your organization is necessary to ensure success of the project. This person should be a middle to high level decision maker in the organization and be available during and after normal working hours for occasional meetings. Please list the individual appointed to this project:

Name & position: _____ Phone: _____

Email: _____ Office address: _____

2. Does the project relate to the 2015 Stackpole-Hall Foundation Report? YES NO

3. Briefly describe your proposed project and indicate if it is a new project or an existing project (use additional paper if necessary):

4. If applicable, explain how your proposed project relates to the Stackpole-Hall Foundation Long Range Planning Report:

5. Why is your organization unable to implement this project without a LEC team?

6. How will the project be sustained or continued after the end of the LEC team implementation period?

7. How many LEC team members would you need for this project? 2 3 4 5

8. How will your project ensure that each LEC team member is engaged and active?

9. Do you currently utilize volunteers? If yes, please explain in what capacity:

10. Please attach a timeline for your project, including tentative dates.

