

**GUIDELINES FOR COMMUNITY ACTION PROJECTS (CAP) 2017/2018**

Leadership Thunder Bay is a community leadership development program that works to sustain and improve our community by developing stronger leaders, connecting them with important community initiatives and a network of other leaders. Participants are recognized leaders from across a wide variety of organizations representing the private, non-profit, and government sectors. Over the course of ten months, participants develop their personal leadership style and learn about the local civic environment, becoming knowledgeable about the challenges and dilemmas facing the region.

***Our Mission:*** To develop, strengthen and connect leaders to and within our community.

***Goals of the Program:***

* Improve individuals’ leadership knowledge and skills
* Build leadership capacity within the workplace
* Create networks of partnerships
* Foster a vibrant and just community

***Projects in our Community***

Leadership Thunder Bay will begin its sixteenth Community Leadership Development Program in September 2017. Although it is the only program of its kind in Thunder Bay, the organization belongs to the Canadian Community Leadership Network.

As the experiential component of the program, up to 25 emerging leaders will work in teams to complete projects that will influence our city in unique ways. The goal is to build core leadership skills, such as project management through collaboration with organizations. This process will inevitably expose the participants to issues of consensus building, public/private partnerships, diversity, board development, fundraising, and volunteerism.

The Community Action Project (CAP) provides a learning opportunity for Leadership Thunder Bay participants but also aim to benefit the broader community. The initiatives should impact the community and should involve bringing together various organizational sectors (public, private, voluntary sector) to collaborate and explore opportunities. Beginning in October, groups of Leadership Thunder Bay participants will work on their CAPs over the course of the program. The CAPs will receive concentrated attention from participants, culminating in a presentation of results at graduation.

***Requirements of the Community Action Projects***

Community Action Projects should be innovative in nature and based on important community needs. As the key experiential element of the program, the purposes of the Community Action Projects are to:

* Provide the participants an opportunity to directly apply the knowledge, skills and attitudes being developed during the program
* Develop the participant’s teamwork skills through a group learning experience
* Compliment the values of Leadership Thunder Bay
* Link the participant to the community, and its leaders, and
* Improve the community by addressing relevant issues and fostering collaboration

The project should be well defined with established goals, along with targeted outcomes that engage participants and benefit your organization and our City.

***Organizations Requirements***

Organizations wishing to host a CAP for Leadership Thunder Bay are requested to:

* Outline a project or initiative that serves the Thunder Bay community and advances the leadership skills of participants;
* Must be willing to guide and negotiate best alternatives with participants over a six month period;
* Be realistic about expectations for Leadership Thunder Bay involvement (i.e. the time commitment that participants will focus on the project and the timing of the program);
* Engage with Leadership Thunder Bay participants for the duration of the project. In order to ensure a successful experience for both your organization and the project team, we require you to provide clear guidelines around goals and expected outcomes;
* Identify a contact person in your agency who is dedicated to meet with the team at least once a month, and to convey progress to the CAP Liaison Committee representative assigned by Leadership Thunder Bay;
* Respond to monthly telephone check in with a member of the CAP Liaison Committee;
* Ensure that participants are not put in a conflict of interest situation with other work in which they are engaged; this is one of the reasons that it is only in rare circumstances (pre-approved) that a project will involve raising funds;
* Acknowledge Leadership Thunder Bay support in all published materials related to the project according to established guidelines;
* Recognize that the ultimate responsibility for the project lies with the host organization;
* Confirm that any expenses incurred as a result of the project are the responsibility of the host organization.

Eligibility for all local organizations that complete an application form are eligible for consideration. Please note that not all project proposals received will be chosen as a CAP project.

***Application Process***

Please complete the attached form; return it to us by regular mail, fax or e-mail. This form must be received by Leadership Thunder Bay on or before July 30, 2017.

***Selection Process***

Successful applicants will be contacted by August 20th for preliminary assessment. From there successful organizations who are preliminary chosen are required to make a 5-10min presentation for Leadership Thunder Bay participants. The presentation will be presented by up to 2 organizational representatives at the Leadership Thunder Bay Retreat in September (date, time and location to follow). From there, Leadership Thunder Bay participants will make the final decision of CAP projects selected for the 2017-2018 Leadership year.

If your project is selected, you will also be required to assist us in a final evaluation of this process by completing a short survey and a personal interview that will take into account the work of the team and the value of the finished product to your organization.

**Contact Us Today!**

For further information, please contact:

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Leadership Thunder Bay Community Action Project Committee

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