

**APPLICATION – 2022/2023 COMMUNITY ACTION PROJECT (CAP)**

**Please return your application form by email to** [**cap@leadershiptb.com**](mailto:cap@leadershiptb.com)**.**

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| **ORGANIZATION:** |  |
| **ADDRESS:** |  |
| **TELEPHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **WEBSITE:** |  |
| **PRIMARY CONTACT:** |  |
| **SECONDARY CONTACT:** |  |

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| **YOUR ORGANIZATION’S MISSION STATEMENT:** |
| **DESCRIPTION OF PROPOSED PROJECT:** Provide a description of the innovative initiative your organization is proposing for a CAP. Briefly outline the key components of your proposed project, including:   * How is the proposed project an experiential civic leadership opportunity? * How will the proposed project contribute to advancing leadership skills? * How will the proposed project support the active pillars of Leadership Thunder Bay’s values of developing, strengthening and connecting leaders to and within our community? |
| **GOALS OF PROJECT:** Clearly set out the desired goals of the proposed project. |
| **ANTICIPATED BENEFIT OF LEADERSHIP THUNDER BAY INVOLVEMENT:** Provide an explanation of how your organization would utilize the Leadership Thunder Bay CAP teams and how you believe this will make a difference to our community. |
| **EXPECTED OUTCOME OF THE PROJECT:** Provide an explanation of how your organization will determine success of the proposed project and how the impact of Leadership Thunder Bay’s involvement will be measured? Provide examples of your standards of measurement or evaluation tools. |
| **RESOURCES:** Provide a detailed description of resources your organization will make available to Leadership Thunder Bay CAP team. (i.e., budget; photocopying; catering; meeting place; parking pass; honorarium; etc.) |
| **RELEVANT BACKGROUND INFORMATION:** Provide information about your organization that may assist in assessing this application. |

**ACKNOWLEDGMENT (Please check boxes to indicate acknowledgement and agreement)**

We have reviewed the attached CAP Project Guidelines

All costs associated with the proposed project will be the responsibility of the applicant organization

If chosen, representatives of our organization will present our proposed project at the annual retreat in September 2022 at Quetico Provincial Park.

**Name:**

**Title:**

**Date:**

**QUESTIONS/CONCERNS? PLEASE CONTACT:**

**Erin Bruce**Chair, Community Action Project Committee

[cap@leadershiptb.com](mailto:cap@leadershiptb.com)

**WANT TO KNOW MORE ABOUT LEADERSHIP THUNDER BAY?**

Visit our website: [www.leadershiptb.com](http://www.leadershiptb.com) or Facebook : <https://www.facebook.com/leadershiptb>



**APPLICATION GUIDELINES  
COMMUNITY ACTION PROJECT (CAP) 2022/2023**

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 our community and the region at large.

**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**

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

The CAPs provide a learning opportunity for Leadership Thunder Bay participants but also aims to benefit the broader community. The initiatives should impact the community and should involve bringing together various organizational sectors (public, private, voluntary) to collaborate and explore opportunities.

Beginning in October, the CAPs will receive concentrated attention from participants, culminating in a presentation of results at graduation.

CAPs should be innovative in nature and based on important community needs. As the key experiential element of the program, the CAPs should:

* Provide participants an opportunity to directly apply the knowledge, skills and attitudes being developed during the program
* Develop participants’ 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 proposed CAP should be well defined with established goals, along with targeted outcomes that engage participants and benefit your organization and our community.

**Requirements**

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

* Outline a project or initiative that serves our community and advances the leadership skills of participants
* Be willing to guide and negotiate best alternatives with participants over a six (6) month period
* Engage with participants for the duration of the proposed CAP, providing clear goals and feedback
* Assign a dedicated contact to liaise monthly (at minimum) with participants and with the assigned CAP Committee member
* Acknowledge Leadership Thunder Bay support in all published materials related to the project according to established guidelines
* Complete two (2) surveys as provided by the CAP Committee

**Application Process**

Please complete the attached form and submit by e-mail to [cap@leadershiptb.com](mailto:cap@leadershiptb.com) by no later than September 2, 2022.

**Selection Process**

* Applicants will be contacted for a preliminary assessment
* Chosen organizations are required to make a brief presentation for Leadership Thunder Bay participants at the Leadership Thunder Bay Retreat in September 2022 at Quetico Provincial Park
  + The mandatory presentation may be made by up to two (2) organizational representatives.
  + 2022/2023 CAP projects will be chosen by participants the retreat

**Contact Us Today!**

For further information, please contact:

Erin Bruce, Chair,

Leadership Thunder Bay Community Action Project Committee

E: [cap@leadershiptb.com](mailto:cap@leadershiptb.com)