



Request for Proposal – Fellowship for the Common Good

Introduction

Allegany Franciscan Ministries (Allegany) is seeking a qualified consultant or organization to plan, design, execute and deliver a new, 12-month, leadership development fellowship program for community-based leaders. Allegany desires to partner with the consultant(s) in the development of the fellowship program in order to build community capacity and sustainability in three identified Florida communities.

This RFP contains background information on Allegany, the Common Good Initiative through which the Fellowship will be launched, and specific information that must be submitted with the proposal. There are no restrictions on who may submit a proposal; selection will be based on our assessment of the entity's experience and ability to successfully create and implement the Fellowship.

Proposals must be submitted by 5:00 pm EST April 28, 2017. Allegany would appreciate advance notice of your intent to submit a proposal, by April 14; this notice may be given through a simple email to ecoogan@afmfl.org; no details of the proposal are necessary.

Organization Background

Allegany Franciscan Ministries is a non-profit Catholic organization whose mission is to serve together in the spirit of the Gospel as a compassionate and transforming, healing presence within our communities. Allegany is guided by this mission and rooted in the tradition and vision of the Franciscan Sisters of Allegany, New York. Allegany provide grants and works with community partners in three regions of Florida: Miami-Dade County, Palm Beach, Martin and St. Lucie Counties, and the Tampa Bay area. Since awarding its first grant in 1998, Allegany has invested more than \$81 million to over 1,400 organizations serving these communities.

In addition to its grant-making and community engagement work, Allegany launched The Common Good Initiative in 2014. This initiative is a place-based program designed to mobilize communities towards better health and wellness through community engagement, a long-term commitment of resources, and increased collaboration of residents and stakeholders. The initiative works in three Florida communities: Wimauma in Hillsborough County, Lincoln Park in Fort Pierce and Overtown in Miami. All communities are ethnically diverse: two are historically African-American and one is largely Hispanic.

Allegany has eight employees working out of four physical locations. The Common Good Initiative utilizes local advisory groups, called Councils for the Common Good, consisting of community members and stakeholders who work with Allegany's staff and listen to and learn from the community in order to guide the development, implementation and investments of the initiative. The Allegany board of directors sets overall direction and has the authority to approve community investments.

The Fellowship for the Common Good

Allegheny is committed to working with the three Common Good Communities through 2022. It recognizes that the long term success and sustainability of the Common Good Initiative and the communities served, and the continuation of progress made through the initiative, is dependent upon local leadership and capacity, both in individuals and in organizations. Allegheny has drafted an overall plan to address leadership capacity and sustainability through several avenues. The Fellowship for the Common Good is one element of the overall plan.

The Fellowship will serve as a transformative experience for the Fellows, improving their knowledge and developing their leadership skills. Fellows will use what they have learned for the good of the community.

Allegheny, and the Councils for the Common Good, envision a year-long fellowship bringing together three to five individuals from each Common Good Community, for a total cohort of nine to 15 individuals.

Fellows will be selected by the Councils and staff team from applicants who have an existing recognized leadership role in the community, as well as those who do not have a formal leadership role but have the passion and potential to serve the community as a leader. These leaders are a part of their communities, and have a passion for the community as well as a commitment to advocacy and service. Fellows will reflect their community culturally and linguistically, and will express the intent to remain in their community, participate with the Common Good Initiative and advance efforts to improve community well-being.

The minimum basic elements that should be included in the program are:

- Leadership development provided to the full cohort in a face-to-face group session at least quarterly.
- Curriculum “topics” may include but are not limited to:
 - advocacy
 - leadership (adaptive, collective, servant)
 - community organizing
 - cultural dynamics
 - project management
 - civic engagement
 - racism and power
 - social justice
 - public speaking
 - health disparities
 - understanding and implementing evidence-based programming in community
 - systems change
- One of the quarterly meetings may include a “field trip” to a community somewhere else in the country, to expose the Fellows to community building strategies and examples.
- Virtual meetings or use of virtual platform for sharing and communicating.

- Individual confidential coaching for each Fellow, monthly, provided by the consultant(s). May be by phone, in person or utilize communication technology.
- An evidence-based leadership or communications assessment which will be used by the consultant and Fellow during individual coaching.
- A “graduation” celebration at the end of the Fellowship (Allegany plans a 20th anniversary celebration in the fall of 2018; graduation may be incorporated into this event).
- Fellows will be expected to help prepare, facilitate, and actively engage in community activities and the Common Good Initiative during the Fellowship. A “group project” for each community is an element to explore.
- Stipend for Fellows: \$5,000 (Consultant may make a case for a different stipend level). Stipend will be paid directly to the Fellow by Allegany.
- All travel expenses for the Fellow will be covered by Allegany.
- In addition to the provision of a stipend, other elements to ensure the Fellows remain engaged and committed to the program.
- The program will include a “post-graduate” component – the consultant should include planning for this component in the proposal, but not implementation.

Allegany is interested in the consultant’s recommendations regarding the identified elements, as well as any additional elements.

Timeframe

Proposals deadline (email submission)	5:00 pm, EST, April 28, 2017
Finalists may be invited to meet with one or more of the local Councils for the Common Good	May 2017
Preliminary decision	June 1, 2017
Contract will be signed after Allegany board approval	June 15, 2017
Program design and recruitment of Fellows*	June and July 2017
Fellowship*	September 2017 – August 2018

*Adjustments to these components of the timeline may be recommended by the consultant.

Allegany and the Councils for the Common Good will assess the Fellowship throughout the year, determining by May 2018 whether to invest in additional cycles in subsequent years.

Budget

Allegany anticipates a project budget of up to \$250,000, including consultant expense, Fellow stipend and Fellow travel expense (Approximately up to \$100,000 consultant expense, up to \$150,000 Fellow stipend/travel).

Please indicate in the proposal how the expense will change depending on the number of Fellows (expected range 9 – 15 individuals).

Proposal Requirements

All elements of the proposal must be submitted electronically to ecoogan@afmfl.org by 5:00 pm EST April 28, 2017. Allegany would appreciate advance notice of your intent to submit a proposal by April 14 (via a simple email).

1. Executive Summary of Proposal.
2. Organization Information. Describe the structure, qualifications and experience of your organization and the key personnel who would be involved in the Fellowship design and implementation.
3. Experience. Provide specific examples of similar work you have done, including projects with disenfranchised or underserved, ethnically diverse or minority, communities and with individuals who may not have formal leadership experience. What outcomes resulted from the work? Indicate the type of sponsoring organizations you contracted with (in other words, was your work for philanthropic institutions, public entities, nonprofit training centers, etc.).
4. Fellowship Elements and Curriculum. Considering the initial elements indicated in this RFP, and using your experience and knowledge, describe **in detail** the approach you would take. Proposals are expected to expand upon or modify the concepts described in this RFP, using the consultant's knowledge and experience.

Detail which aspects of the work will be completed by the consultant and what would be expected from Allegany.

Final design of the Fellowship will be developed through a collaborative process with the consultant, Allegany and the Councils; at this time we are interested in the best program you would design based on what you know.

5. Evaluation. Describe how you will measure the success of the Fellowship.
6. Budget. Describe the total cost. Specifically detail expenses and time required to successfully execute the project.
7. References. Provide a minimum of three client references (include name, title, email address, phone number). At least one should be an organization with which you contracted and at least one should be an individual who participated in a project you designed and implemented.

Allegany Franciscan Ministries Contact

Please direct your questions and submit your proposal to:

Eileen Coogan, President & CEO
ecoogan@afmfl.org, 727-507-9668