

Below is the proposed process for the Leadership Akron Class XXVI Philanthropy Project as recently adopted by the steering committee selected at the Retreat. Remember, each Class Member is required to participate on at least one of the four committees and/or the steering committee.

As an overview, there are four separate stages to the proposed Leadership Akron Class XXVIII Philanthropy Project. There are as follow:

1. Letter of Interest/Intent phase;
2. Request for Proposal phase;
3. Review and Inspection phase; and,
4. One Year Report phase.

In this same vein, there are four separate committees. They track the four separate phases:

- (1) The Letter of Interest/Intent Committee (eight people);
- (2) The RFP Committee (eight people);
- (3) The Review and Site Visit Committee (eight people); and,
- (4) The One Year Review Committee (four people).

A brief summary for each phase and corresponding committee follows:

Letter of Interest/Intent Phase

After the Class has narrowed the scope of the project and intended type of beneficiary along with selecting the number of grants to be awarded (*i.e.* one, two, or four), the Letter of Interest/Intent Committee (eight members) shall meet. This meeting shall take place before November 1, 2009. This committee shall create an invitation to the public at large for the submission of a letter of intent/interest in a grant. The committee is charged with the task of deciding upon the pool of permissible applicants, itemizing the information to be included in an applicant's letter, drafting the invitation, and determining the mechanism of the invitations' delivery and/or publication (*e.g.* press release, reviewing lists from charity websites, targeted mailer, etc.).

The Letters of Interest/Intent to be submitted by organizations are intended to create interest in the project and solicit prospective candidates without creating undue hardship and burden on both the Members of the Class as well as the interested candidates. If the process were simply an RFP, a large amount of work and effort would be put forth by everyone. In fact, this expedited process is rather routine in the philanthropic world. The Letter of Interest/Intent procedure is designed to generate a pool of candidates who have submitted a one or two page written narrative of why the submitting organization, club and/or charity thinks it is a viable candidate. The Letters of Interest/Intent are due to Leadership Akron no later than December 1, 2009.

Request For Proposal Phase

The second phase of the project requires the Request for Proposal (RFP) Committee (eight members) to review the submitted letters of interest and narrow the field. This serves as the first "cut." The RFP Committee bears the responsibility of preparing a uniform Request for a Proposal to be issued to the remaining applicants. The committee shall include in the RFP a detailed itemization of the information to be included and the manner in which responses are to be submitted.

It is anticipated that the pool of RFP candidates will be much smaller than the number of Letter of Interest/Intent applicants, but such a decision will be vested in the RFP Committee. The RFP candidates shall be selected and receive their packet from Leadership Akron no later than February 1, 2010.

Review and Site Inspection Phase

The third phase involves the review of submitted responses to the RFPs, site visits, and final decision. The Review Committee (eight members) reviews the RFP responses and selects the final grant recipient(s). As in years past, the Review Committee will also be asked to conduct site inspections of the finalist(s) before a final decision is made. If the inspection proves that the candidate is not worthy of the award, another recipient can be named.

The responses to the RFP are due no later than March 1, 2010. The Review Committee shall meet and select finalists before April 1, 2010. The site visits shall be completed during the month of April 2010 with a final decision being rendered on or before May 1, 2010.

One Year Report Phase

Finally, as a part of the award from the GAR Foundation and the Burton D. Morgan Foundation, Leadership Akron Class XXVI is required to provide a one year report as to the use and success of the awarded funds. The One Year Review Committee (four members) is charged with preparing a written report documenting the use and hopefully the success of the award recipients. The report is due on or before May 1, 2011.

Timeline

The timeline for the process described above is as follows:

- November 1, 2009: Letter of Interest/Intent requests created and published;
- December 1, 2009: Letters of Interest/Intent due to Leadership Akron;
- February 1, 2010: RFP created and distributed to target candidates;
- March 1, 2010: Responses to RFP due;
- April 1, 2010: Review Committee deadline to select finalists;
- April, 2010: Site visits by Review Committee;
- May 1, 2010: Final decision; and,
- May 1, 2011: One Year Report due.