



## Cohort Projects - Overview & Expectations

### OVERVIEW

[LEAD Atlanta](#) is an intensive eight-month leadership development and community education program targeted at high-potential young professionals between the ages of 27-34 in Metro Atlanta. As part of the curriculum, class members participate in Cohort Projects.

#### **Cohort Projects aim to provide an opportunity for class members to:**

- Collectively learn about and address a critical community need;
- Develop deeper relationships with each other through teamwork and to gain experience leading in a team setting;
- Learn about how local nonprofit organizations address community needs;
- Provide value-added support and consultation to a local nonprofit which assists it in achieving its mission.

### WHAT TO EXPECT

LEAD Atlanta's Cohort Projects are a critical component of the LEAD Atlanta class curriculum. These projects will take place over the course of the program year from **September 2024-March 2025**.

If you are selected as a nonprofit partner for the Class of 2024, you will be assigned 6-8 class members as your project team. This group will be a diverse group of individuals representing a variety of backgrounds and expertise, including from the government, business, academic, and nonprofit sectors. These members have enrolled in LEAD Atlanta's program in order to learn about the strengths, weaknesses, and opportunities we face as a region.

Each selected organization will be assigned a volunteer LEAD Atlanta alumnus as a Project Facilitator as a designated liaison. This facilitator will work with the organization to finalize details of the Project during the first half of September. We will announce the projects and assignments to the class at their Opening Retreat on September 23, 2023. **Their work on the projects and final presentation to your senior leadership team and board members must be completed by March 21, 2025.**

### CRITERIA AND THE SELECTIONS PROCESS

A committee of LEAD Atlanta alumni review proposals and select our nonprofit partners each year. Proposals are judged according to the following criteria:

- **Proposed Aim and Deliverable(s) of the Project:**
  - We seek projects that allow class members to contribute something meaningful and/or tangible that adds strategic, sustainable value to the nonprofit partner.
  - The project should be able to be realistically completed during the seven-month program year in approximately 16-24 hours of work.
  - The project should have a well-defined scope and explicit objectives that addresses underserved and/or diverse populations.
- **Subject Matter:** We look for projects that allow class members to learn in-depth about critical community issues.
- **Creativity:** We want projects that encourage creative problem solving among team members.

- **Collaboration:** We desire projects that encourage teamwork and require class members to learn about leadership in a group setting.
- **Nonprofit Organization Itself:** We look for nonprofit partners that are of a size and degree of stability such that working with the LEAD Atlanta team will not place an undue burden on the organization. The agency should have the capacity to be able to be committed to take full advantage of both the project team’s development of the project and its output, and the organization’s senior leaders and board members should be involved in the project team’s work.

**All chosen agencies must have at least one full time staff member and a current operating year budget of \$2.0 million or less. Organizations also must operate in the Atlanta region.**

A good way to think about this collaboration is that your organization is getting pro bono consulting from a group of Atlanta’s best and brightest emerging leaders. Examples of successful past projects/deliverables include but are not limited to: a strategic overview of your new proposed business product, a digital strategy for engagement, a long-term diversity recruitment plan, etc. Projects that **cannot take place** include “busy work,” such as clean-up/fix-up projects, stuffing envelopes, painting walls, filing, and telemarketing. **Please note that direct implementation of fundraising activities and board recruitment are not allowed.**

Completed proposals must include the following components:

1. Completed [online proposal form](#)
2. Please email the following to [LEADAtlanta@leadershipatlanta.org](mailto:LEADAtlanta@leadershipatlanta.org)
  - A list of your organization’s current board members, including title and company
  - Verification of your organization’s 501(c)(3) tax-exempt status
  - Your most recent end-of-year financial statements

## TIMELINE AND REQUIRED MEETINGS

**Selected nonprofit partners for the Class of 2024 must be able to meet the following timeline:**

- ✓ **Q&A Sessions** for interested Non-Profits (Please email [LeadershipAtlanta2@leadershipatlanta.org](mailto:LeadershipAtlanta2@leadershipatlanta.org) to register)
  - March 7, 4:00 – 5:00 pm, Zoom
  - April 10, 9:00- 10:00 am, Zoom
  - May 8, 12:00 – 1:00 pm, Zoom
- ✓ **May 15, 2024:** Proposals due via online submission. [Click here to submit your proposal.](#)
- ✓ **July 15, 2024:** Nonprofits notified for interviews
- ✓ **July 24-July 30, 2024:** Interviews with selected nonprofits
- ✓ **August 5, 2024:** Final selected nonprofits will be notified
- ✓ **August 15, 2024:** In-Person Project Orientation with Project Facilitators
- ✓ **September 13, 2024-March 21, 2025:** Team members work on projects according to scheduled agreed-upon by team members and nonprofit partner.
- ✓ **December 20, 2024:** Mid-year scope document due
- ✓ **Scheduled date between March 1-17, 2024:** Project teams will meet in-person with the

- nonprofit organization leadership (*Executive team and Board members*) for the final presentation to deliver implementable solutions.

## LIMITATIONS AND EXCLUSIONS

**Please note carefully the following limitations applying to your proposal:**

- We will not consider projects from nonprofit organizations who have previously been a Cohort Projects partner in either the LEAD Atlanta OR the Leadership Atlanta programs of the preceding five years.
- We will accept proposals only from nonprofit organizations whose tax exempt status is 501(c) (3) or from community coalitions affiliated with 501(c) (3)s.
- LEAD Atlanta is under no obligation to select any project that may be proposed. LEAD Atlanta is not responsible or liable in any manner for any risks, costs or expenses incurred by any proposing organization in the preparation or execution of a proposal in response to this RFP or any revisions of a proposing organization's proposal.
- LEAD Atlanta reserves the right to withdraw participation in a project for any reason, including but not limited to, lack of oversight and involvement by the proposing organization, lack of sufficient resources from the proposing organization to complete the project, change in project scope, or any other reason.

If you have any additional questions or concerns, please contact the LEAD Atlanta Program Director at [LEADAtlanta@LeadershipAtlanta.org](mailto:LEADAtlanta@LeadershipAtlanta.org) or at (404) 876-4770, ext. 1030. [Click here to submit your proposal.](#) **All completed proposals are due by May 15, 2024 at 5:00 PM.**