Leadership McLean County (LMC)
Leaders on Loan
Project Application Instructions
Class of 2022

Leadership McLean County (LMC), a program of the McLean County Chamber of Commerce, presents: **Leaders on Loan (LOL).**

Leaders on Loan provides a skilled LMC working group to develop a specific program or accomplish a project that impacts McLean County. All members in good standing of the McLean County Chamber of Commerce are eligible to apply. Proposed projects will be presented to the LMC Class of 2022 in September of 2021 and will be completed by class participants by March of 2022.

Applications are due Monday, August 2, 2021
for the Class of 2022 projects.
Please be sure to read through all instructions in this document before completing the online application.

Leaders on Loan Proposed Projects must:

- Identify a specific project or program for the organization that is applying.
- Have a well-defined project scope, with clearly stated deliverables that can be completed over the course of the program.
- Articulate how this project will address an unmet need for both the organization applying and for McLean County in general.
- Be sustainable beyond the work on the volunteer Leaders on Loan working group.
- Identify the application category for which you are applying:
  - Technology Support
  - Marketing and Development
  - Training and Human Services
  - Innovator's Category

Application Process:

- Attend Informational Session on **Thursday, July 15, 2021 from 10:00 am – 11:00 am** to address any questions about the application process.
- Develop a strong application with project description and deliverables identified.
- Assign a project manager from your organization.

- Submit application by **designated due of Monday, August 2, 2021.**
- Semi-Finalist will interview with LMC Steering Committee Members about proposed project. Interviews will occur in August.
- If application is approved, notification of application approval will be sent by end of August.

Selection process:

- Semi-finalists will interview with LMC committee.
- 5-6 projects will be chosen for the Leaders on Loan program

Project Process:

- Projects and Leaders on Loan Working Groups will be announced to the LMC Class in September at the Opening Retreat.
- The designated Project Manager will communicate with the Leaders on Loan project working group on a regular basis and serve as the point of contact for the organization.
- Project Managers will be required to meet with the working group during the designated LMC events:
  - October 8, 2021:
    - Initial Meeting with Team at LMC Day – Overview of Project
  - January 7, 2022:
    - Meeting with Team at Mid "Year Retreat" to review project progress.
  - March 18, 2022:
    - Attend Final Project Presentation

Leaders on Loan Program Chairs for the LMC Class of 2022 are Leslie Garrett and Brandon Long. The Program Chairs will lead the application and selection process and will manage the project logistics for the LMC Class.

General questions regarding Leaders on Loan, please contact the McLean County Chamber of Commerce at chamber@mcleancochamber.org.

APPLICATION INSTRUCTIONS:

Applications are submitted online through a Wufoo Form. You will find the online application here.

PLEASE NOTE: The online application form cannot be saved and returned to later. Please allow the appropriate amount of time to fill out all pages of the application, including open-ended questions, in one sitting and then submit the completed form.

The following are the application instructions and questions to review in advance of starting on the online application process.

Overall, you will need to provide basic organizational information on page one of the application. This includes identifying information of the organization including name of organization, address, authorized representative name and contact information along with the name and contact information on the person who will serve as the project manager. Organizational information also includes the type of organization, number of employees, number of volunteers, and other applicable information.

Applicants will need to identify the category for which you are applying:

- o Technology Support
- o Marketing and Development
- o Training and Human Services
- o Innovator's Category

Open-Ended / Essay Questions to address include:

1. Please provide a brief background on your organization, your organization's mission statement, and the types of products and services that you provide.

2. How can "Leaders on Loan" support your organization?

3. Please provide an overview of your project.

   Include the skill set needed from your working group, the goal(s) of project, your foreseen deliverables, and estimated hours required from "Leaders on Loan" volunteers.

4. How will your organization support the "Leaders on Loan" project working group for the duration of the project?

5. What is the organization's desired outcome from the "Leaders on Loan" Project?

6. Describe the level of need within your organization and/or how this project will show tangible impact on your organization itself?

7. Describe how this project will address a need within McLean County and/or show tangible impact on McLean County.

8. Describe how the experience of your project will assist in the leadership development of the LMC group members?

9. How will the project be sustained after the "Leaders On Loan" project is complete?

10. Please share your organization's philosophy of engaging employees/volunteers and outline your management structure. Who will LMC group members work with at your organization and how will they be managed?

Leaders on Loan Project applicants will be contacted for an interview regarding the proposed projects by members of the Leadership McLean County Steering Committee.

Are you willing to be interviewed to further explain the need of your proposed project?