

RFL Academy 2023

Civic Project Selection Process & Rating Criteria

Project Selection Process

1. Project ideas are submitted to RFL via the RFL Project Form by 5:00 pm on September 23, 2022.
2. All project ideas will be reviewed by a committee consisting of RFL Board Members and other alumni using the criteria below.
3. The results of each project's rating will be discussed with the originator, to:
 - a. Communicate if the project has made the list
 - b. Resolve any outstanding questions
 - c. Determine if elements of the project can be enhanced to increase its score
4. A final resolution will be communicated with the project originator no later than September 30th.
5. Each team should plan to meet for their **1st Civic Project Team Meeting**, one time after the retreat and before Adaptive Leadership, to establish the team's foundation.
 - a. The RFL Leadership Advisors assigned to each team, will facilitate the first two meetings.
6. The **2nd Civic Project Team Meeting** should be after Adaptive Leadership and before the November session.
 - a. The RFL Leadership Advisors assigned to each team, will facilitate this meeting.
7. For the **3rd Civic Project Team meeting**, plan to do so after Adaptive Leadership and before the November session, it is recommended that the team meet to begin to review and discuss the project ideas.
 - a. The list of approved projects will be communicated to the class via email on October 3rd.
 - b. The 3rd team meeting is facilitated by the team based on chosen roles.
8. During the November session – **Decisive Leadership** – you will work in your teams. During this session, you'll hear brief descriptions from the project sponsors and be introduced to some screening and decision-making tools that will help your team apply objectivity to your project selection process.
9. If the project idea is not decided at the end of the November session, a team meeting should be scheduled prior to November 9th, as each team must have chosen its project by 5:00 pm on November 10th.
10. Projects will be awarded based on interest of the team, who provide their top 3-5 project choices. If multiple teams are interested in the same project, there are a variety of options that can be **explored** – the teams work together, we can break down the project by regions, expand the project scope, divide the project into 2 different projects, etc, - this is not a guarantee that a project can be split, but the possibility can be explored.
11. Team members cannot gain financially from the implementation of a project.
12. The role of the Project Sponsor must be someone outside of the team. It can be someone in the class, just not on the team that has adopted the project.

NOTE: If an RFL team develops its own project, outside of the approved list, they may submit the project idea to RFL for approval no later than October 21st. It will be reviewed by the RFL Civic Project Committee. If the project idea does not meet the minimum requirements, the team will need to choose another project by the November 10th deadline. Please note the project submitted must have identified someone outside the team to be the project sponsor.

Project Selection Criteria

Project Criteria Critical Success Factors	Assigned Value 1=lowest level of meeting criteria 5=highest level of meeting criteria	Comments
1. Project requires leadership (change/opportunity/need) not just labor.		
2. Fundraising is not the primary goal.		
3. Fulfills a community need, challenge or change initiative. Resolving the issue will have direct, transformational, visible impact on the community.		
4. There is a measurable outcome.		
5. Sustainability of initiative after RFL project is complete		
6. The scope is both narrow and specific and can be thoroughly explored and addressed within the RFL class structure.		
7. Project has a community sponsor outside of the RFL project team.		
8. The “data” needed to come up with a high-quality solution or action plan is already available, easily collected, and/or resides in the minds of participants and/or community members.		
9. Number of people the project will affect <ul style="list-style-type: none"> • 1=Under 50 people • 2=50-199 • 3=200-499 • 4=500-999 • 5=1,000+ and/or global impact 		
Total Score		Minimum score required = 30

Recommendation from RFL Board of Directors:

Date: _____

___ project meets selection criteria as is

___ project needs to expand in the following areas before being approved: