



## SIGNATURE PROJECT INFORMATION

**Deadline for Submission: May 1, 2023 at 11:59 pm**

### **Acceptable ways to submit:**

- 1) Submit the online form below
- 2) Email your completed application to [info@professionaldimensions.org](mailto:info@professionaldimensions.org)
- 3) Mail or drop off your completed application to the Professional Dimensions office at 759 North Milwaukee Street, Suite 404, Milwaukee, WI 53202 (must be received before deadline)

### **Mission, Vision & History**

Professional Dimensions (PD) created the Professional Dimensions Charitable Fund (PDCF) to focus support for projects, programs, and/or organizations that enable PD members to pool resources *to advance the self-sufficiency of women and girls in our community through shared experiences and financial support*. The project was founded in 1985, has invested more than \$1.4 million in Milwaukee and impacted over 35 organizations serving women and girls in our community.

### **Overview of PDCF Signature Project**

The PDCF Signature project supports one community organization over a two year partnership, with the goal of raising \$100,000 for mission work that advances the self-sufficiency of women and girls. PDCF aims to provide \$50,000 per year to the selected organization (or \$100,000 over two years) and this is a “best effort” commitment based on annual fundraising efforts, not a guaranteed amount. Additional funds may be allocated to the project, if available, at the discretion of the PDCF Board.

In addition to offering two years of financial support for our signature project, we strive to leverage the skills and expertise of our membership to further advance the mission of our community partner. This engagement is co-created by the Community Organization receiving a grant, and PD Co-champion(s). All applicants must name a champion or co-champions that promise to act as liaisons, supporters, and fundraisers for the chosen community organization. The duty of the co-champion is to ensure engagement opportunities are meaningful first to communities being served, and second to PD members.

### **The PDCF Application and Selection Process**

- 1) Application opens on March 30<sup>th</sup>, 2023
- 2) If there are any questions or concerns about the application process, applicants are invited to attend two virtual information sessions, hosted Wednesday, April 12 from 4-5 pm or Friday, April 21 from 8-9 am. Please [CLICK HERE](#) to RSVP
- 3) Applications submitted by May 1, 2023 at 11:59 pm.

- 4) Subcommittee reviews from May 2<sup>nd</sup> – May 15<sup>th</sup>
- 5) Top 2-3 community organizations finalized at May 16<sup>th</sup> PDCF Board Meeting
- 6) Additional conversations with finalists may occur May 16<sup>th</sup> – May 31<sup>st</sup>
- 7) Final decision made May 31, 2023 and communicated to applicants shortly thereafter
- 8) New project communicated at PD Annual Meeting June 28, 2023

Applications will be chosen and scored based on the following criteria:

<b>SELECTION CRITERIA</b>	<b>SELECTION CRITERIA DESCRIPTION</b>
<i>PD Champion Commitment</i>	PD Champions are meaningfully involved with the community organization as Board Members, Volunteers, Committee members, etc.
<i>Mission Impact</i>	The results will directly impact the Milwaukee community, including metrics defined by applicant
<i>Project's focus on fostering self-sufficiency for women</i>	The PDCF signature project focus will foster self-sufficiency for women.
<i>Leadership Equity &amp; Inclusion</i>	The community organization's leadership and Board of Directors reflect the diversity of the Milwaukee community.
<i>Engagement Plan</i>	<i>Community organization and Champion(s) capacity to co-create an engagement plan that puts community first and leverages PD expertise where appropriate</i>

### **Roles & Responsibilities**

	<b>PDCF Board of Directors</b>	<b>PD Office</b>	<b>PD Project Champions</b>	<b>Community Organization / Grantee</b>
<i>Primary Responsibility</i>	Stewards of the Charitable Fund  Manages Fund Resources  Ensures quality relationship management and community-first focus	Manage the PDCF finances  Manage external funding relationships  Carry out administrative responsibilities	PD members who are meaningfully connected to the community organization  Co-create an engagement plan and ensure community-first focus	Co-create an engagement plan with PD Project Champions  Ensure mission impact on self-sufficiency of women and girls  Serve as subject matter experts on mission

<p>Specific Obligations</p>	<ul style="list-style-type: none"> <li>• Champions signature project</li> <li>• Provides council to Champion Team and Community Organization</li> <li>• Raises funds for PDCF as a means to support partner organizations (ex: annual solicitation, Legacy Fund)</li> <li>• Manage the funds donated to PDCF</li> <li>• Plans for PDCF future</li> <li>• Offers additional opportunities for member support (ex: Legacy Fund)</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain donor database</li> <li>• Process donations</li> <li>• Facilitate donation acknowledgment process</li> <li>• Manage sponsorship solicitations for PD/PDCF/event</li> <li>• Publicize project activities</li> <li>• Facilitate mass communications and solicitations mail/email)</li> </ul>	<ul style="list-style-type: none"> <li>• Develop project application with the nonprofit applicant</li> <li>• Work with community org. to develop a meaningful plan that advances mission and utilizes PD expertise where appropriate</li> <li>• Manage all plan activities</li> <li>• Promote participation in project activities</li> <li>• Partner w/PDCF Board on solicitation efforts</li> <li>• Raise awareness of community organization and promote their mission</li> <li>• Report to PDCF board on project regularly</li> <li>• Develop results in tandem with nonprofit</li> </ul>	<ul style="list-style-type: none"> <li>• Help Champions write application for PDCF support</li> <li>• Organization leadership to attend at least one PD meeting and the PD Imprint Awards annually (complimentary attendance)</li> <li>• Female executive to participate in PD as a Complimentary member</li> <li>• Work with Champions to develop a meaningful plan that advances mission and utilizes PD expertise where appropriate</li> <li>• Report out on results of the partnership</li> </ul>
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