Request for Proposals
John Carroll University Nonprofit Administration Program
Spring/Summer 2014

The John Carroll University Nonprofit Administration Program is accepting proposals from area nonprofit agencies for group project assignments for its capstone program. The capstone program is the culminating experience for the Masters of Nonprofit Administration students and the group projects are the centerpiece of the course.

Expectations of capstone students and professor: Students will work in groups of four or five primarily during the months of July and August to complete a deliverable of tangible value to area agencies. All projects will be supported by the Capstone course professor, the students, and relevant experts at John Carroll (e.g. for a marketing project, students will receive assistance on the project from a Marketing Professor at JCU's Boler School of Business).

Students will be expected to:

*contact their agencies, set up a time to meet at the agency to discuss the project and complete a site visit;

*draft a memorandum of understanding (MOU), which the agency representative will review and approve; and

*work on their projects for approximately fifteen hours per week for six to seven weeks (3-4 students at 15 hours per week for 7 weeks is approximately 400 hours of work for the agency)

Expectations of agency:

*submit a brief proposal of the expected deliverable, [e.g. goals, objectives and expected outcomes];

*make available a representative who will do the following:

1. Attend a meeting at JCU in early April;
2. Meet with the students at the agency location before May 2;
3. Be available by phone or email to answer student questions as the project progresses;
4. Review and agree to the memorandum of understanding;
5. Provide the students with any agency information necessary to complete the project;
6. Attend the students' presentation during the last week of the course.

Timeframe for Projects:

- **March 3: Deadline for agencies to submit their proposals** to Dr. Elizabeth A. Stiles, Director of the Nonprofit Administration Program, at nonprofit@jcu.edu, or online at www.jcu.edu/nonprofit.
- **March 28:** Projects will be selected and students will contact selected agencies.
- **April:** Agency representatives will attend a meeting at JCU with the capstone professor.
- **May 2: students will have made a site visit to agencies** and be aware of the agency's mission, values and operating culture.
- **June 2: agencies and students will have agreed to a memorandum of understanding** about the project.
- The capstone will meet July 7 through August 21, during which time the projects will be completed.

Examples of past projects: A marketing analysis of target neighborhoods for foster adoption, the creation of benchmarks for assessing a summer camp, and a survey sent to area higher education administrators regarding credit card advertising on college campuses.

For more information: Please contact Dr. Stiles at nonprofit@jcu.edu or at (216) 397-4671.