



## 2020 CCDA National Conference Host City Request for Proposals

Issued: May 8, 2018

Deadline: July 15, 2018

Please send proposals by July 15, 2018 to [hostcity@ccda.org](mailto:hostcity@ccda.org)

## 1. OVERVIEW

CCDA (Christian Community Development Association) is looking to identify a host city for its 2020 National Conference (to take place Fall of 2020). Our National Conference is an annual gathering of CCD (Christian Community Development) practitioners and partners who come together to be inspired, trained, and connected as they seek to bear witness to the Kingdom of God by reclaiming and restoring under-resourced communities. This is a unique opportunity for a city to share the history and particular qualities of your city while highlighting your city's CCD practitioners and partners.

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## 2. ABOUT CCDA

CCDA is a network of Christians committed to seeing people and communities wholistically restored. We believe that God wants to restore us not only to right relationships with Himself but also with our own true selves, our families and our communities. We believe that this restoration is not just spiritual, but emotional, physical, economic and social. To this end, we follow Jesus' example of reconciliation, not by offering mercy alone, but by undergirding mercy with justice. We go where the brokenness is. We live among the people in some of America's neediest neighborhoods. We become one with our neighbors until there is no longer an "us" and "them" but only a "we." And, in the words of the Prophet Jeremiah, "we work and pray for the well-being of our city" trusting that if the entire community does well and prospers, then we will prosper also.

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## 3. SCOPE OF SERVICES

### *Host Team*

While the national office works with the city's Host Team to coordinate many of the on-the-ground details, the primary role of the team is to build relationships and create community around the conference in the local area. We desire to see partnerships form and continue long after the conference has left. The conference is an opportunity for the host team to serve the association's members, staff, and the greater Christian community. Primary functions of the Host Team are:

- To develop an ongoing fellowship of Christian Community Development practitioners in your region.
- To provide conference support to the national office staff, specifically to the Conference Coordinator.
- To help CCDA build key relationships in the host city that will garner support for the conference from a diverse group of community residents, resulting

in a welcoming and impactful conference experience for both attendees and the community.

### ***Budget***

The city's Host Team assists the national office in identifying and securing \$150,000 in local sponsorships (a grand total of \$350,000 in sponsorships is needed for the National Conference). In addition, while the Host Team has an operating budget from the national office for use during the planning of the conference, the team may decide that additional funds are needed for special activities and ongoing regional efforts.

### ***Church Engagement***

The city's Host Team provides a Church Engagement committee which should be composed of leaders representing the various expressions of the church who are passionate about introducing other local church leaders to the CCD philosophy. The goal is to engage local church leaders in the National Conference while also developing lasting unity in the local church.

### ***Other***

The city's Host Team provides support to the National Conference in a variety of additional areas including Leadership & Administration, Go & Sees, Hospitality (for both domestic and international attendees), Transportation, Promotions, Childcare, Workshop Selection, Volunteer Recruitment and Management, Stage II Programming, Worship, and Prayer.

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## **4. PROPOSAL REQUIREMENTS**

### ***Letter of Interest (3 page maximum)***

The letter of interest should include:

- Brief description of the city's proposed Host Team leadership and your vision for the CCDA National Conference in your city.
- A description of your city's CCD activities and how they align with the Conference and the greater CCDA community.
- Suggested opportunities and challenges facing your city that would serve as the basis for the theme development of the Conference.
- One or more big ideas for how to make the 2020 conference bigger, better, or more impactful.
- Your fundraising strategy, including detail on potential sponsors in addition to any other ideas for support.
- Information regarding potential venue(s) and hotel(s) in your city that can accommodate a projected attendance of 3,000+.

- An overview of the strengths and resources of your City and Host Team Leadership, specifically your experience with event planning, hosting conferences, multi-stakeholder partnerships, or other relevant activities.

***Proposed Host Team Leadership (1 page maximum)***

Please include proposed Host Team member names and titles if possible, as well as members' organization name(s) and a brief description of each organization. Host Teams should be representative of the diverse communities in your city. (\* Please note that Host Team Leaders must hold current CCDA membership either as an individual or through their organization.)

***Supporting Material***

In addition, please send us material on your city, including basic information and demographics, recent innovations, opportunities and challenges, and/or CCD practitioner profiles or challenges. These can be in any format, including written information, videos, or links.

**Please submit these items by July 15, 2018 to [hostcity@ccda.org](mailto:hostcity@ccda.org)**

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## **5. PROPOSAL REQUIREMENTS**

Proposals will be evaluated based on the following criteria:

- **Innovation and Synergy:** The Host City has demonstrated a dynamic CCD community of practitioners and partners, with leaders who are enthusiastic and flexible. There are clear, shared goals and interests and innovative ideas that will expand or enhance the greater CCDA community.
- **Financial Feasibility:** The application has demonstrated an understanding of the financial commitment required to put on a CCDA National Conference and a well-defined proposed fundraising strategy.
- **Experience:** Host Team Leadership are committed to improving their city and have demonstrated leadership both in their city and in the broader CCDA community.

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**Questions? Call or email [hostcity@ccda.org](mailto:hostcity@ccda.org)**