



Future Philanthropists PROGRAM

FUTURE PHILANTHROPISTS PROGRAM

Request for Proposals

Submission Deadline: Friday, January 9, 2016 at 7:00 PM

The Future Philanthropists Program (FPP) of the Oak Park-River Forest Community Foundation is once again seeking proposals from eligible tax-exempt organizations located in and/or providing services to residents of Oak Park or River Forest. Grant funds may be used to expand existing programs or initiate new projects that meet the guidelines of the Program. A total of \$25,000 in grants will be awarded in this cycle. The maximum single grant award is \$5,000.

FPP is designed to engage young people directly in the important role of community philanthropy by teaching the participating high school students the art and science of grant making. Their recommendations for funding are subject to the approval of the Board of Directors of the Oak Park-River Forest Community Foundation.

Program Requirements

In order to be considered, the proposal must demonstrate that:

1. Young people are involved in planning, organizing and/or creating the proposed program or project.
2. Leadership opportunities for young people are provided in the delivery of the proposed program or project
3. A learning component exists to impart specific knowledge and understanding about the purpose and vision of your organization.

Eligibility Guidelines

All applicant organizations must:

1. Be recognized by the IRS as a 501(c)(3) organization (or have a fiscal agent)
2. Have a location in and/or serve residents of Oak Park and River Forest
3. Affirm that the program or project will be completed prior to April 1, 2017
4. Show evidence, if a past Community Foundation grant recipient, that all prior grant reporting requirements have been met.

Proposal Evaluation Criteria

The FPP Grants Program is a competitive grant proposal process. Each proposal will be evaluated on how well it:

1. Meets the Primary Program Requirements
2. Demonstrates a critical need that is to be met
3. Exhibits strong and realistic financial and budgetary parameters
4. Has developed a program evaluation component to measure results



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FORMAT FOR WRITING A PROPOSAL

All applicant organizations must complete and submit the 1) Executive Summary Page, 2) Complete Narrative and 3) Project Budget, in that order. Proposals will be accepted only in electronic format as an attachment to an email sent to Karen Tardy, Program Officer, at fpp@oprfcf.org. Deadline for submission is January 9, 2016 at 7:00 PM. Please use the following outline in writing your Complete Narrative.

COMPLETE NARRATIVE

A. Brief Statement of Mission and History of Organization (max. 150 words)

B. Name of the Proposed Program or Project

C. Statement of Purpose and Goals

D. Program Description (maximum of **2 pages**, single-spaced. Please use the following outline to describe:

- (1) How the program or project fits within your mission
- (2) How the program meets the three Program Requirements
- (3) How the program would work
- (4) The background of the person responsible for running the program
- (5) How many young people would be served
- (6) Where it would take place and over what period of time
- (7) How you will evaluate the outcomes of the program at completion

Do not include any other materials with your proposal such as organizational documents, brochures, board lists, etc.



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PROJECT BUDGET

A. Project Expenses: Include a description and amount of all costs associated with your project. Be as specific as possible. For each expense, please indicate the funding source supporting that expense.

<i>Description of Expense</i>	<i>Amount</i>	<i>Funding Source</i>
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10. Total project expenses (sum of lines 1-9)	\$	



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PROJECT BUDGET (Continued)

B. Project Income: Include the source and amount of all funding for your project. Also, please indicate **R** (Received), **C** (Committed, but not yet received), or **A** (Applied for) for each amount. Funding sources could include grants, donations, fundraising income, allocated internal funds, etc.

<i>Revenue Source</i>	<i>Amount</i>	<i>R, C or A</i>
11.	\$	
12.	\$	
13.	\$	
14.	\$	
15.	\$	
16.	\$	
7. <i>Total Project Funding (sum of lines 11-16)</i>	\$	



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FUTURE PHILANTHROPISTS PROGRAM GRANT APPLICATION

REQUEST FOR PROPOSAL

2015-16 Grant Cycle

Executive Summary Page

Name of Organization:

Address:

Proposal Contact Person & Title:

Telephone:

Email:

Amount Requested \$ _____

Executive Summary of Program (Please condense your responses to the seven components of your Program Description to a maximum of **300 words** or less).

Signature of Authorized Representative _____

Name & Title _____ Date _____

ALL PROPOSALS MUST BE SUBMITTED IN ELECTRONIC FORM TO

Karen Tardy at fpp@oprfcf.org no later than January 9 at 7:00 PM