

Request for Proposals

Submission Deadline: Friday, January 13, 2023 at 5:00 PM

Purpose:

The Future Philanthropists Program (FPP) is comprised of a select group of high school juniors who are engaged directly in the important role of community philanthropy. The purpose of FPP is to provide an intensive, year-long, hands-on learning experience through which they are taught the art, science, and business of philanthropy.

FPP is once again seeking proposals from eligible tax-exempt organizations in Oak Park, River Forest, and bordering communities including Austin, Berwyn, Cicero, Elmwood Park, Forest Park, Maywood, and Melrose Park. Funds from the 2023 grants cycle may be used to expand existing programs or initiate new projects. A total of \$50,000 in grants will be awarded in this cycle. **The maximum single grant award is \$7,500.** FPP teens are solely responsible for making funding recommendations which are submitted to the Board of Directors of the Oak Park-River Forest Community Foundation.

Primary Program Requirements

In order to be considered, the proposal must demonstrate that the following requirements are met:

1. Young people (under 21 years of age) directly benefit from the program or project.
2. Young people are provided with leadership opportunities in planning **or** organizing **or** delivering the proposed program or project.
3. A learning component exists, beyond the project itself, which provides young people with specific knowledge about the purpose and activities 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 who is).
2. Affirm that the program or project will be completed prior to March 1, 2024.
3. Show evidence, if a past Community Foundation grant recipient, that all prior grant reporting requirements have been met.
4. **An organization that has previously received two consecutive-year grants from FPP for the same program or project is ineligible. However, an organization that requests funding for a different program or project in the third year is eligible.**

Guidelines for Writing a Proposal

All applicant organizations must complete and submit the 1) Executive Summary Page, 2) Proposal 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 Coordinator, at fpp@oprfcf.org.

Proposal Narrative

Part A. Name of Organization & Brief Statement of Purpose and Services

(maximum 100 words and include your organization's website address)

Part B. Name of the Proposed Program or Project

Part C. Statement of Purpose and Goals of Proposed Program or Project

Part D. Program Description:

Please answer the following 8 Questions to describe your program or project. (Maximum of 2 single-spaced pages)

- (1) How does the program or project fit within your mission?
- (2) How are the FPP Primary Program Requirements (above) being met?
- (3) How does the program or project work?
- (4) Approximately how many people will be served?
- (5) Where will the project or program take place?
- (6) Over what timeframe, beginning to end, will the program occur?
- (7) How will the program be evaluated?
- (8) What is the background of the person responsible for the program?

PROJECT BUDGET

SAMPLE

Project Expenses: Include a description and amount of all costs associated with your project, not just the FPP portion. Be as detailed as possible.

<i>Expense Description</i>	<i>Amount</i>	<i>FPP Use Only</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
Total Project Expenses		

PROJECT BUDGET (Continued)

SAMPLE

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 might include other foundation support, government grants, donations, fundraising events, fee for service, etc.

<i>Income Source</i>	<i>Amount</i>	<i>R,C or A</i>
1. FPP Proposal per RFP	\$	A
2.		
3.		
4.		
5.		
6.		
<i>Total Project Income</i>		

Executive Summary Page

Name of Organization:

Address:

Proposal Contact Person & Title:

Telephone:

Email:

Website Address:

Amount Requested \$_____

Executive Summary: Please condense your responses to the 8 questions in Part D, Program Description of the Proposal Narrative (**maximum of 300 words**).

Name of Authorized Representative_____

Title_____

Date_____

ALL PROPOSALS MUST BE SUBMITTED IN ELECTRONIC FORM TO:

Karen Tardy at fpp@oprfcf.org no later than Friday, January 13, 2023 at 5:00 PM