
non-profit guides

grant-writing tools for
non-profit organizations

Private RFP

This Private RFP is the basis for our [Private Proposal](#).

This is a sample Request for Proposal (RFP). Our sample is an RFP from a private foundation for its community development program.

Guidelines for Urban Betterment Foundation Grant Applications

This describes the purpose of the Urban Betterment Foundation's grant making program, eligibility criteria, and the procedures to follow in submitting your proposal. Please review these guidelines carefully and submit your proposal in the requested format.

The Grant Program

Community Development

The purpose of our Community Development Program is to build and sustain strong communities and create economic opportunities in low-income neighborhoods within the City. Our grants support local efforts to protect and expand neighborhood investments and help community-based organizations expand their roles as community anchors with the capacity to link residents to a range of housing-related services and job opportunities.

We fund projects that:

- Preserve affordable housing in the City's low-income neighborhoods.
- Identify and create strategies for low-income job creation.
- Develop new sources of capital and innovative community development tools.
- Enhance the capacity of the City's community development organizations to function more effectively.
- Effect significant improvements to the housing and economic environments of the City's low-income communities.

We give priority to projects that:

- Foster collaboration among different community agencies, and City government.
- Reflect a comprehensive approach to community development.
- Promote community resident participation and engagement.
- Serve as models for a city-wide audience of community development practitioners and/or the City.

The Grant Application Process

Request for Proposals

The Urban Betterment Foundation invites proposals, under an annual competitive Request for Proposal (RFP) process, and awards grants to strengthen the capacity of local community-based development organizations.

Eligible Requests

We support projects directly benefiting the City's neighborhoods by nonprofit community-based organizations and agencies. We do not make grants to individuals or government agencies, or for capital building projects, lobbying or religious purposes.

Applicant organizations must meet the following criteria:

- Nonprofit corporation with proof of 501(c)(3) tax-exempt status;
- A minimum of six years of experience in City housing and community development;
- Evidence of successful completion of a minimum of five community housing

- projects in the City;
- Strong board involvement and competent leadership; and
- Proven track record of relationships fostered with other organizations and constituencies in the community, and City government.

Grants requests are limited to a maximum of \$5,000. This RFP is for one-time, short-term (one year, maximum) projects.

The Grant Review Process

Application Procedures

Please submit an application containing all of the items specified below, including all requested attachments. Applicants may use the Common Application Form (CAF), but must include all of our required application contents.

We will contact you if we have questions or require additional information. We will acknowledge your application within two weeks of its receipt. If we are interested in funding your proposal, we will contact you to discuss your application within three months.

Application Contents

Your application must include:

1. Cover letter, on your stationery, signed by your director
2. Executive Summary
3. Narrative (no more than five pages) that includes:
 - Project Description
 - Brief statement of problem to be addressed
 - Goals and objectives
 - Target population
 - Project activities
 - Key Staff (with attached resumes)
 - Plan for measuring project results
4. Project Budget (expenses and income)
5. Organization Background (mission, major activities, and credentials for carrying out project)
6. Conclusion (brief statement of long-term project plan)
7. Appendices (Attachments)
 - Certificate of Incorporation and By-Laws
 - Verification of tax-exempt status (IRS determination letter)
 - List of officers and Board of Directors
 - Staff Biographies and Key Staff Resumes
 - Organization Operating Budget
 - Latest Financial statement (audited, preferred)
 - List of other current funding sources and uses.
 - Current Annual Report (if available)
 - Consultant/subcontractor commitment letters (if applicable)
 - Support letters or endorsements (limited to maximum of two)