non-profit guides

grant-writing tools for non-profit organizations

Public RFP

This Public RFP is the basis for our Public Proposal.

This is a sample Request for Proposal (RFP). Our sample is a Request for Proposals from a city agency targeted to improve the city's low-income neighborhoods.

The Neighborhood Improvement Program

Summary

The Department of Neighborhood Preservation's mandate is to relieve the city's chronic shortage of affordable housing and strengthen the economy of the city's local neighborhoods. The Department's focus is to support the efforts of community-based organizations to implement these initiatives at the neighborhood level.

Under this Request for Proposals, the Department of Neighborhood Preservation is inviting non-profit organizations to apply for funding for initiatives that develop strategies for the city's low-income neighborhoods as a whole, and improve the functioning of nonprofits and government within the city's low-income neighborhoods, and promote comprehensive approaches to housing and community development with the city's low-income neighborhoods.

Applications may request up to \$100,000.00 for the proposed project. However, available funding is contingent upon the amount of funding in the Department of Neighborhood Preservation's 2001/2 budget. Applications will be accepted on July 1, 200X.

Program Impact

The purpose of the Neighborhood Improvement Program is to support a mix of citywide and local community development activities as well as technical assistance, policy research, and advocacy within the low-income neighborhoods of the city. The funding made available by this RFP will assist community leaders and residents, including low-and moderate-income residents and community-based grassroots organizations, in using city funds to develop economically-viable communities and provide decent, safe, affordable housing for all community residents, without discrimination.

Priority ranking will be given to projects that produce additional housing units, provide job skills to unemployed residents, and/or serve as models for long-term, city-wide programs.

This RFP is for projects that range from one to a maximum of three years to complete.

Salaries and/or benefits for existing staff, and routine operating and administrative expenses (except project-related legal and professional fees) are not eligible for funding.

Eligibility

Funding eligibility is limited to neighborhood community based organizations with documented non-profit [501(c)(3)] status that are located in and/or provides services within the low-income neighborhoods of the city. The applicant organization must have a governing Board of Directors and an Executive Director who is responsible for the day-to-day management of the organization. Applicants must be in good financial standing and must have the appropriate organizational capabilities to receive and administer public grant funds.

Administrative Requirements

For those organizations selected, city funds will be granted via the Department of Neighborhood Preservation and the City Controller.

To ensure each project follows the purpose stated in the original proposal, funded

organizations will be required to submit a written one-page report to the Department of Neighborhood Preservation upon project completion, or in the case of multiple-year projects, annually and upon project completion. Those organizations that do not use the funding for the approved purpose stated in their applications will be required to reimburse the city the full award amount and may be subject to additional penalties.

Instructions

Applications will be accepted on or after July 1, 200X. Funding awards will be made on a first-come-first-served, highest-ranked basis. Applications may be mailed or hand delivered. No faxed applications will be accepted. The organization's Board Chairman, CEO or Executive Director must sign the application.

Submit one original, signed application to:

The Department of Neighborhood Preservation 1 City Plaza, Suite 999 City, State Zip Attn: Neighborhood Improvement Program

For more information call (999) 999-999

Application contents:

- Cover sheet on your organizational letterhead that includes all relevant contact information for your organization, including but not limited to, the name of the contact person and their phone and fax number, and a brief, concise summary of your proposed project.
- Proposal (no more than ten (10) one-side, single-spaced pages) that includes the following:
 - Economic Distress Information (describe the neighborhood's geographic location, and population, including income, households, age, sex, ethnicity/race).
 - O Project cost. Amount of your request (up to \$100,000.00 maximum).
 - Project goals and objectives (describe your project's primary objectives, and how your project will solve your problem).
 - Target population (describe the population served by the proposed project, including income, households, age, sex, ethnicity/race).
 - Project activities (describe your proposed project in detail and show how it
 will help relieve the City's chronic shortage of affordable housing and
 strengthen the economy of the city's low-income neighborhoods).
 - Staff responsible for your proposed project.
- Your organization's qualifications, including your organization's background, primary mission, and history.
- 4. Detailed budget for your project.
- 5. Appendices (include the following as attachments):
 - IRS tax-exempt status determination letter.
 - Certificate of Incorporation and By-Laws.
 - List of Staff, Officers and Board of Directors.
 - Latest Annual Audited Financial Statements, and Current General Operating Budget.
 - List of other current funding sources and uses. Current Annual Report (if available).
 - Letters of commitment from any project consultants or subcontractors, and a maximum of three letters of support.

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