

REQUEST FOR PROPOSAL SAMPLE TEMPLATE

A Request For Proposal (RFP) is the process that a philanthropic foundation goes through to ask various non-profit organizations to send in a request for funding. Each non-profit organization sends a funding proposal stating what they will do with the money and why it is important.

As a baseline for your proposal outreach to organizations, we recommend that you share the following information with potential grantee applicants. After your discussion on RFPs with your youth board there may be additional questions that you would like to add or edit.

What to Include in your RFP

- 1. Invitation Cover Letter.** A brief letter inviting the organization to submit an application.
- 2. Overview of your Organization.** Make sure to include a brief summary about your youth program and the organization hosting your program.
- 3. Grant Amount.** Include the total funds available and indicate whether applicants can apply for a portion of that amount or if they need to apply in full.
- 4. Funding Priorities.** Share the mission statement of the youth foundation board. Include funding priorities, issue areas, and values. Make sure to highlight if there are any issue areas or demographics the board will prioritize over others.
- 5. Eligibility.** Indicate any parameters set by the youth board or by your host organization. Share any information that may impact applicants eligibility. Examples of this may include:
 - *501c3 status*
 - *Local organization*
 - *Israel organization*
 - *Jewish organization*
 - *Cannot be an endowment fund*
 - *Must serve youth*
- 6. Site Visit/Check Ceremony Expectations and Commitments.** Make sure to alert applicants of potential dates they may need to be available. Outline potential site-visit dates and the type of visit (on-site at organization, on-site with the youth board, or online). Share check ceremony details including date and location.
- 7. Deadline to Apply and Contact Information for Submission**

SAMPLE RFP APPLICATION FORM

GENERAL INFORMATION	
APPLICATION DATE	
ORGANIZATION NAME	
ADDRESS	
WEBSITE	
CONTACT NAME	
CONTACT EMAIL	
CONTACT PHONE	
AMOUNT REQUESTED	
501C3 STATUS	<i>YES/NO</i>
SELECT SITE VISIT AVAILABILITY	<i>Insert potential site visit dates and location of visit (onsite at organization, in-person with youth board, or online).</i>
CHECK CEREMONY AVAILABILITY	<i>A representative from my organization would be available on [insert date] for the check ceremony at [insert location].</i> <i>YES/NO</i>
ATTACHMENTS	<p><i>Please attach the following additional documents:</i></p> <ul style="list-style-type: none"> • <i>Complete Project Budget Form</i> • <i>A copy of IRS tax exemption letter showing 501c3 status</i> • <i>A copy of the organization's policy/statement on anti-discrimination/diversity/equity and inclusion</i> • <i>A copy of the organization's operating budget</i> • <i>A copy of the most recent annual report and/or promotional material</i> • <i>IRS 990 Form</i>

PROPOSAL PROJECT INFORMATION	
ORGANIZATION MISSION STATEMENT	<i>Include how your mission aligns with youth board mission and focus</i>
PROJECT NAME	
PROJECT SUMMARY	<i>Include how project aligns with youth foundation mission and focus</i>
PROJECT DESCRIPTION	<ul style="list-style-type: none"> • <i>Purpose of funds being requested</i> • <i>Statement of problem or challenge to be addressed</i> • <i>Program goals and objectives, and whether this is a new or ongoing program</i> • <i>Number of individuals, geographic area, and target population to be served</i> • <i>Project timetable</i> • <i>Plans for evaluation</i>

** For sample completed RFPs for activities found within Changemakers: A Journey through Jewish Teen Philanthropy please contact: info@honeycomb.org**