



WOMEN UNITED IN
PHILANTHROPY

2011 *Request For Proposals*

The Membership of Women United in Philanthropy is excited to invite Bergen County service providers to answer this Request for Proposals. Our goal is to strengthen the economic well-being of all women and help to lift women out of poverty.

Grant funds will be awarded for a program offering a new and innovative approach to meeting one of the following vital needs of women in Bergen County:

- Access to safe, affordable housing.
- The ability to earn a living wage through skill development, job training and job placement assistance.
- Access to affordable health care.
- Access to help in times of unexpected crisis.

Available funding, between \$90,000 and \$110,000, will be awarded as a single, one-year grant for a high impact solution. **Applicants are encouraged to be innovative and creative; designing answers for a specific population whose lives will change as a result of the program.**

Eligible applicants are Bergen County non-profit (501(c)(3)) organizations, including hospitals and educational institutions that have past experience and demonstrated effectiveness in stabilizing the economic well-being of women and their families. Individuals are not eligible. Applicants must provide evidence of their ability to accept tax-deductible contributions under current IRS law.

Applicants must demonstrate sufficient resources, both cash and in-kind, to operate their proposed program. Furthermore, proposals must demonstrate the ability to sustain the program beyond the grant period, as the WUIP grant is one-year, non-renewable.

Executive staff for all Finalists must be available to attend an event in Hackensack, NJ on the evening of Thursday, October 20, 2011.

PROPOSAL APPLICATION INSTRUCTIONS

The first step in the application process is the submission of a proposal. Submit one original and the required attachments outlined on the following page. **Also, submit the Proposal, Proposal Summary Form and the Project Budget electronically using Microsoft Word and Excel to us at info@wuip.org.**

I. PURPOSE OF GRANT:

Please clearly summarize the purpose of your grant. Briefly explain why your organization is requesting this grant, what outcomes it hopes to achieve, and how the funds will be spent if a grant is made. This should be typed into the following Proposal Summary Form, in the space provided.

II. ADMINISTRATIVE DESCRIPTION, BACKGROUND, & QUALIFICATIONS:

- A. Provide your organization's mission and a brief history.
- B. Describe your organization's past experience and demonstrated effectiveness particularly as it relates to the problem/issue to be addressed. Include the qualifications of your organization to carry out the proposed project.
- C. List the institutions, organizations, and programs in your community with which you work. Cite examples of ways that this cooperation increases the effectiveness of your client services.

III. STATEMENT OF NEED:

- A. Provide a general statement of need with rationale for the proposed service or activity. Describe your organization's knowledge of the population, area, and/or issues to be addressed.

IV. PROGRAM DESIGN:

Describe the program for which funding is requested, including the following:

- A. **STRATEGIC GOALS** – Clearly state the goals that your proposed service is designed to achieve. Applicants are encouraged to undertake specific activities that address WUIP policy priorities. How does the project contribute to your organization's overall mission?
- B. **ACTIVITIES** – Describe how the program works and what makes it unique. Present a detailed description of each activity that will be implemented, its outreach, where and when it will occur, and its duration. Include a timeline of the year's activities. Will there be fees for service, and if so, is there a sliding fee scale?
- C. **OUTCOMES** – Identify expected outcomes in terms of the impact you will achieve for the community, individual lives, changes in economic status, etc. Be sure to include the total number of women to be served.
- D. **PROJECT MANAGEMENT** – Describe the proposed staffing pattern for the project and their major responsibilities. Include a description of the relevant qualifications and educational background and experience of the individual(s) who will direct the project.

V. MONITORING & EVALUATION:

- A. **BENCHMARKS** – Identify the benchmarks by which you will measure the progress of your program and its activities. Include the outputs that you established for your program activities. Set quantifiable goals, including timeframes, which will allow WUIP to monitor and assess your progress.
- B. **METHODOLOGY** – Identify the methodology you will use to assess success in meeting benchmarks, outputs, outcomes and impact. How will you use this information to improve your program?
- C. **MEASUREMENT REPORTING** – Describe your plans for monitoring results. What tools will you use to document the impact of your program (interviews, questionnaires, observation, etc.)? Who will be responsible for carrying out these activities?

VI. FUTURE FUNDING

- A. If your organization receives a WUIP grant, describe how you will ensure the continuation of the program once the grant year has ended.

VII. MEDIA RELATIONS

- A. If your organization receives a WUIP grant, how will you promote the program through the media? How will WUIP's partnership with your program be communicated to the public and to the population it serves?

Submit one hard copy of each of the following attachments in this order, and electronic files where indicated:

1. Proposal Summary Form (see the following page). **Also submit in MS Word.**
2. Proposal - no more than 5 pages (guided by the questions above) **Also submit in MS Word.**
3. Project Budget Form (provided) with a one-page narrative of the requested expenses. **Also submit in MS Word & Excel.**
4. Organizational budget for the most recent fiscal year.
5. Most recent full year financial statements (audited, if available).
6. Most recent annual report.
7. A list of your board of directors including organizational affiliations.
8. Evidence that your organization is eligible to receive tax deductible contributions under current IRS law (e.g. Most recent IRS 501(c)(3) document).

The deadline for the proposal is July 14, 2011 at 4:30 pm.

We will not accept late applications. Proposals received after the deadline will not be eligible.

Proposals will be reviewed and a grant decision made based on the following schedule. If more information is required to evaluate your proposal, WUIP will contact you.

Proposal Deadline	July 14, 2011
Notification of Grant Decisions	October 21, 2011
Grant Year Starts	January 1, 2012

E-Mail as many parts of the Proposal as possible to: info@wuiip.org. Mail a complete signed RFP with **ALL** attachments to the following address: **Women United in Philanthropy, c/o Bergen County's United Way, 6 Forest Avenue, Paramus, NJ 07652**

Questions regarding proposal submission may be directed to the following WUIP member:

Caroline Dorcey, info@wuiip.org, 201-291-0601

PROPOSAL SUMMARY FORM

Please answer the questions below. Submit your complete proposal both electronically and in hard copy with this Proposal Summary Form attached to the front of your application. Please print or type.

Date: _____

Legal Name of Organization: _____

Name of Program (if applicable): _____

Executive Director: _____

Contact Person (if different from Executive Director, name and title): _____

Address: _____

Telephone: _____ **Fax:** _____

Email: _____ **Website:** _____

Amount Requested: _____

Annual Organization Budget (current fiscal year): _____

Fiscal Year Ending Date: _____

Annual Program Budget (current fiscal year.): _____

Please list your three largest organizational funding sources & amounts:

FUNDING SOURCE	AMOUNT
1.	
2.	
3.	

Purpose of Grant:

Signature, Executive Director

Date

PROJECT BUDGET FORM

Please attach a budget narrative of expenses relevant to the activities addressed in this request (one page, maximum). Detail sources and use of all funds and in-kind contributions. Specifically address how WUIP funds will be used.

<i>DESCRIPTION</i>	AMOUNT REQUESTED FROM WUIP	AMOUNT SECURED FROM OTHER SOURCES	BALANCE TO BE RAISED	TOTAL
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*Personnel Expenses**

Payroll Taxes				
Fringe Benefits (specify)				
Consultant(s) (Capped at \$450 per day)				
<i>Sub-Total</i>				

Capital & Operational Expenses

Rent/Space Costs				
Utilities				
Equipment (rent, lease, purchase)				
Consumable Supplies				
Travel				
Telephone				
Postage				
Other**				
<i>Sub-Total</i>				

Total				
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*For each staff person use the following formula:

Monthly Salary x Percentage of Time Devoted to Program x Number of Months

e.g. Project Staff: \$4,000/mo. x 10% x 12 = \$4,800

**Explain in detail in the budget narrative.