



**March 10, 2017**

To Whom It May Concern:

The Ivy Center of Huntsville/Madison County Foundation will distribute funds to Nonprofit Agencies/Organizations through a Request for Proposal (RFP). The RFP is now available to download at [www.Ivycenterfoundationhsv.org](http://www.Ivycenterfoundationhsv.org). The deadline for submission is April 24, 2017 and you will receive a letter notifying you whether your proposal was approved. If approved, funds will be awarded during our 11th Annual White Linen Brunch.

If you have questions or need additional information please contact Sharon Butler, E-mail: [jniserd@comcast.net](mailto:jniserd@comcast.net) or 256-653-8061.

Sincerely,

*Jeanette Jones*

President, Ivy Center Foundation  
[jeanette.jones@aamu.edu](mailto:jeanette.jones@aamu.edu)

# REQUEST FOR PROPOSALS (RFPs)

IVY CENTER OF HUNTSVILLE/MADISON COUNTY FOUNDATION, INC.  
P.O. Box 17587  
Huntsville, AL 35810



**Project:** 1-Year Program focusing on education, health, science, technology, cultural awareness, and/or economics for disadvantaged youth and their families.

**Grant Award Amount:** \$2,000 Maximum Amount

**Eligible Applicants:** Non-profit Agencies 501(c)(3)

**Due Date:** April 24, 2017

**Distribution of Funds:** June 2017

## **GENERAL INFORMATION**

The Ivy Center of Huntsville/Madison County Foundation is a 501(c)(3) organization with a mission to enhance the quality of life for individuals and organizations through charitable contributions and programs/activities that promote the significance of education with an emphasis on science and technology, leading healthy lifestyles, creating cultural awareness, and helping individuals migrate towards financial independence and economic empowerment.

The Ivy Center of Huntsville/Madison County Foundation, Incorporated is committed to contributing to the formulation of a positive, productive and culturally diverse society. The Ivy Center Foundation focuses on family life skills through education, cultural enrichment, health and wellness, and civic involvement. Implementation of the mission is realized through strategies such as public information workshops, educational symposiums, economic development seminars, and business skills training.

The Ivy Center Foundation recognizes the importance and magnitude of ensuring literacy, cultural awareness, optimal health and the economic survival of disadvantaged youth and their families. To this end, the Ivy Center Foundation seeks partnerships with local non-profit agencies that share the same mission and vision.

## **PURPOSE:**

The Ivy Center Foundation seeks competitive proposals that mirror the mission of the Foundation. This is done in part as a mechanism to broaden outreach efforts and maximize the impact on individuals in the community.

## **RESPONSIBILITIES OF THE GRANTEE**

- To develop and/or extend programs/activities that target disadvantaged youth and their families with an emphasis on education, cultural awareness, healthy living, and economic stability.
- To keep accurate budgetary and programmatic evidence/artifacts to document executed programs/activities.
- To provide an analysis of programmatic efforts based upon an evaluation of activities completed by project participants by the end of the grant.
- Adhere to budgetary guidelines and be good stewards of monies allocated for programs/activities.
- If selected, provide a Final Report, no later than 90 days after the project end date. **NOTE: If you were a recipient of a 2016 Ivy Center of Huntsville/Madison County Foundation, Incorporated Grant and your final report is not received prior to the closing date for this RFP, you will NOT be eligible to receive a 2017 Grant.**

## **PREPARING PROJECT PROPOSALS**

- A. **General Instructions:** All proposals must be no more than (6) double-spaced, 8.5”, single-side, typed, 12 font pages in length that include the following sections (**Your write-up should focus on the proposed project versus selling the organization**):
- i. **Project Design-** provide specific details regarding how the project activities will be implemented.
  - ii. **Evidence of Need-** provide details regarding program requirements.
  - iii. **Personnel-** identify the persons who will be responsible for organizing and implementing the project (**GRANT CANNOT BE USED TO PAY PERSONNEL/SALARIES**)
  - iv. **Work/Management Plan-**provide time a line regarding when (i.e. dates) specific tasks will be completed.
  - v. **Reporting-**provide an analysis of the project based on evidence gathered from evaluations completed by participants.
  - vi. **Budget-** include an itemized listing of items needed for implementation with justification.
  - vii. **Potential Impact to the Community** –describe the impact your program will have on the community.

**DEADLINE:** The deadline for submission is April 24, 2017. You are required to e-mail your proposal **AND** mail an original plus three (3) copies to the following:

- a. **Email to:** [JNJSERD@comcast.net](mailto:JNJSERD@comcast.net)
- b. **Mailing Address:**  
Ivy Center of Huntsville/Madison County Foundation, Incorporated  
P.O. Box 17587  
Huntsville, AL 35810

**DISTRIBUTION OF FUNDS:** If selected, funds will cover projects being executed between July 2017 and June 2018. Funds will be presented at the annual White Linen Brunch which is sponsored by The Ivy Center Foundation in June.

## **REQUEST FOR PROPOSALS SCORING CRITERIA**

**All proposals will receive points based on the following:**

	<b><u>Maximum Points</u></b>
a. Quality of Project Design	(20 total points)
b. Evidence of Need	(15 total points)
c. Quality of Project Personnel	(10 total points)
d. Quality of Work/Management Plan	(15 total points)
e. Reporting	(15 total points)
f. Budget	(10 total points)
g. Potential Impact to Community	<u>(15 total points)</u>
	<b>100 points maximum</b>

**Proposal Format:**

**Section I – Application**

**Section II – Project Information**

**Section III - Budget**

# REQUEST FOR PROPOSALS (RFPs)

IVY CENTER OF HUNTSVILLE/MADISON COUNTY FOUNDATION, INC.  
P.O. Box 17587  
Huntsville, AL 35810

## APPLICATION

### SECTION I: BACKGROUND INFORMATION

A. Legal Organization Name and EIN #:			
B. Address:			
C. Project Director Name:			
Email:		Phone:	
D. Project Name:			
E. Amount of request (Maximum amount \$2,000):			
F. Type of Organization:			
<input type="checkbox"/> 501(c)(3) approved public charity			
<input type="checkbox"/> 501(c)(4)			
<input type="checkbox"/> Other (please specify) _____			
G. Time Period of Project:			
Start Date:		Completion Date:	
H. Printed name and Signature of the President/Board Chairman			
Print/Type Name	Title	Signature	Date

**SECTION II: PROJECT INFORMATION**

- A. Project Design. Give a general overview of the project for which you are requesting funds. Provide a description of the project for which you are seeking funding. Discuss who and how many will be served and specify sites of service.
- B. Evidence of Need. Describe and document/justify the need(s) in the community this project will address.
- C. Personnel. Describe the project team and the role of each member for executing the project.
- D. Work/Management Plan. Describe the goals/objectives and outcomes (results) that you expect as a result of implementing the project. Describe the plan by identifying specific tasks along with the timeline for implementing the project.
- E. Reporting. Provide your criteria for evaluating the success of the project. Include measurable goals and objectives. Discuss evaluation tool(s) that will be utilized to measure the success of project and provide a timetable along with the tracking system that will be employed.
- F. Potential Impact to the Community –describe the impact your program will have on the community and how the information will be disseminated to the public.

**SECTION III: PROJECT BUDGET**

Attach a project budget detailing all income and expenditures. Identify the source of all income.

Funds from this grant does not cover the following:

- ✓ Scholarships
- ✓ Operating Expenses
- ✓ Capital Costs
- ✓ Private Foundations
- ✓ Equipment
- ✓ Staff Salaries/Wages
- ✓ Endowments
- ✓ Political Activities