



community foundation
St. Clair County

COMMUNITY FOUNDATION OF ST. CLAIR COUNTY

REQUEST FOR PROPOSAL SEPTEMBER 2008

Request for Proposals

The Community Foundation is seeking proposals that address the issue of basic needs (food, clothing, shelter, medical care) to at-risk youth, seniors and families in St. Clair County

Funding

The Community Foundation will offer up to ten (10) grants not to exceed \$2,000 to address the above issue.

Eligibility

Any non-profit in St. Clair County serving the identified population will be eligible for funding consideration. This will be a competitive proposal process, and it is likely that not all applicants will receive funding.

Proposal Format

All proposals must include

1. Cover page with organization name, contact information including email address and signature of Executive Director (1 page).
2. Project information to include (not more than 2 pages):
 - a) Project description
 - b) Identify target population (including age and geographic area)
 - c) If an existing Program - how long has the program been offered
 - d) Detail of how funds will be used
 - e) Timeline for using grant dollars

Additional Information

1. Funds must be spent prior to December 1, 2008.
2. Organizations that have not received funding from the Community Foundation in the past 3 years must include a copy of their IRS letter, current budget and list of Board of Directors and staff.
3. Additional information may be requested during the evaluation process.
4. Grant recipients must provide a summary of grant impact (1 page) to the Community Foundation no later than January 31, 2009.

Timeline

October 2, 2008 (5:00 PM) ...Deadline for Applications to be received at the Foundation – Do Not staple proposal or place in a folder of any type.

October 22, 2008...Funding decisions communicated to applicants and checks mailed

December 1, 2008...Deadline for spending Grant funds

January 31, 2009....One page impact summary submitted to the Community Foundation



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