

THE GAINES FAMILY FOUNDATION
Request for Proposals (RFP)

THE GAINES FAMILY FOUNDATION

21421 North 11th Avenue
Phoenix, Arizona 85027

SUBMIT PROPOSALS TO:

Email address: Gerald@GainesFoundation.com

Deadline date for submission: February 8, 2012 by 4PM MST

How to Get Assistance:

If you have questions related to the application, contact Marie Dalloway

Telephone: 602-274-1889

Email: Dalloway@performance-media.com

THE GAINES FAMILY FOUNDATION Request for Proposals (RFP)

RFP Rationale:

The Gaines Family Foundation recognized that the political policies of the past generation have created a historically severe downturn in the economy that has had devastating effects on poor and economically vulnerable individuals and families. At the same time, support for the social safety net has never been weaker. This recognition of extreme, immediate needs and general unwillingness to face the problem is behind this RFP solicitation. The primary goal of this RFP is to fund basic needs, provided by safety-net organizations that are in a unique position to provide assistance and support to persons in the local community, many of whom have few places to turn in time of need.

Having a safety net of services in the community for our vulnerable populations will continue to be important. The GFF values the work that is done in organizations which offer compassionate, competent and high-quality assistance with issues related to food, shelter, and affordable healthcare.

The Gaines Foundation seeks to support non-profits which help to provide these basic needs and resources, with the focus on our community in Arizona (**Geographic area: Maricopa County**).

Funding Criteria:

Applicants must be a 501 (c) (3) organization as determined by the Internal Revenue. You must answer all of the questions included in the application, as well as provide a current board of directors' roster and a copy of your most recent audited financial statement.

Our objective is to provide additional resources to agencies to help in meeting basic needs. Preference will be given to proposals that focus multiple resources on a single vulnerable population, so as to have synergistic effects that create real change. Examples might be:

- Healthcare, language services, and legal intervention to improve the quality of life of incarcerated, mentally ill people whose primary language is Spanish;
- Healthcare, housing, job training assistance to homeless veterans;
- Basic needs provided to a targeted geography, school district, or similar group.

Another important criterion for selection is that recipients of aid be educated as to their political rights and encouraged to register to vote and participate in future elections.

The grant is a one-time only award, and funding must go towards program/project needs as identified in your Proposal. (The GFF expects that your agency would begin using the funding soon after awarded).

Grant Deadline

Your organization must submit the completed application by 4:00 pm on February 8, 2012.

Funding Request Range

Grant proposals may be in the range of \$40,000 to \$50,000. Total available funding for this RFP is \$200,000.

Eligible Use of Funds:

There are two areas that agencies may use these funds: direct assistance to individuals or households or for program support to expand/shore up the delivery of the basic services described. Your agency must have adequate financial and client tracking systems that demonstrate compliance with the eligible use of funds.

Direct Assistance

Direct assistance that stabilizes individuals and families or that prevents homelessness. This includes:

- Medical/healthcare services: Medical services for uninsured and underinsured individuals
- Food: Food banks, congregate meals for individuals/families experiencing homelessness/domestic violence, food for youth programs, home delivered meals for seniors
- Shelter: Emergency shelter, domestic violence shelters, transitional housing (including foster youth aging out of system)

Program Support

- Pay for the purchase of key program supplies to increase capacity (i.e. bulk food, medical supplies)

Grant Reporting:

Details about the reporting mechanisms will be included in the funding agreement of awarded agencies. However, the following bullet point describes what agencies can expect in terms of reporting.

- Grantees are expected to provide a brief report by June 21, 2012, designed to provide the funder with “on the ground” information in “real time”, and a report at the end of the year on how the money was spent and the profile of clients assisted. For agencies using the funds for program support, a narrative report will be required (not more than 1/2 page) on how the funds were used to expand the agency’s capacity once the funds are expended.

Funding Notification:

The GFF will notify your organization no later than March 17, 2012 on whether our Trustee approved your Proposal.

Review and Evaluation Process

All proposals will be reviewed through a competitive evaluation process.

The review process will take place in February through mid-March with award notifications communicated in March. The proposals will be scored on the proven need of the requested funds, leveraging of resources and evidence of clear and strategic outcomes and subsequent evaluation of the proposed project.

RFP and Decision Timetable

January 6, 2012	RFP distributed
February 8, 2012	Proposals due to the Gaines Family Foundation Submission deadline
February 15, 2012	Selection of finalists (with Announcement of Finalists Feb 18)
Feb 22, 2012-Mar 7, 2012	Meeting or Contact with Finalists
March 14, 2012	Selection of Recipients
March 17, 2012	Announcement of awards. Notification of recipients

APPLICATION QUESTIONS

Project Summary

1. Project Name
2. Project Summary
3. Requested Amount

Organizational Information

4. Give the name and contact information for this grant. (This person should be available for all grant correspondence and be able to answer questions on the proposal regarding the proposed project.)
5. Give physical street address (Mailing address) of the organization, if any.

Project Narrative

6. Please provide a brief description (one page or less) of the project.
7. Please describe how this project supports the mission of the organization.
8. Describe the community need or opportunity this funding request will address. Please include demographic information such as the age group, the total number of people served, race/ethnicity, gender, socio-economic status and geographic location of the target population you intend to serve. When applicable, please present data/evidence that documents the significance of the issue.
9. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.
10. If applicable, describe partnerships or collaborations with other community organizations and/or agencies. Indicate the role of each partner and how the collaboration is eliminating duplication of services and/or leveraging resources.
11. Please provide each of the **intended outcomes** you plan to accomplish with this proposed project. Each outcome must be no more than one (1) succinct sentence with a corresponding **number or figure** to indicate the **measurable result** you intend to achieve. **For example:** Customer satisfaction will increase by 10% over 6 months. **Note:** For final reporting purposes, you will be asked to provide Actual Outcomes (the results) that reflect the degree to which the outcomes you established have been

realized.

12. Please describe the evaluation process or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outcomes.
13. In the event that only partial funding is awarded, what part(s) of the proposed project is/are a priority? Please indicate what adjustments would need to be made, if any, and how partial funding would affect your ability to carry out the proposed project successfully.
14. Is this the total project cost? Please indicate if matching funds will be sought, if they have been secured and the amount.

Include the following items with your RFP submission:

Board of Directors. Provide a current Board of Directors' roster

Project Budget (Include project revenue and expenses)

Copy of your most recent audited financial statement

Project Budget

The project budget should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project, including the cash match for this request. Describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.