



ALBUQUERQUE ROTARY CHARITABLE FOUNDATION
ROTARY YEAR July 1, 2017- June 30, 2018
PROPOSAL GUIDELINES

1. INTRODUCTION

The Albuquerque Rotary Charitable Foundation (**ARCF**) is a 501(c) 3 charitable foundation formed and supported by the Rotary Club of Albuquerque (**RCA**). The ARCF and RCA are pleased to announce that we are accepting proposals from qualified organizations for funding of programs that benefit the Greater Albuquerque community.

Funding is derived from the proceeds of RCA's major annual fundraiser to be held in the summer of 2018 at a date still to be determined. The Charity recipient(s) portion of the funds raised will be disbursed after September 2018, per the terms of an agreement to be entered into among the ARCF, RCA and the selected organization.

2. ELIGIBILITY FOR FUNDING

Funding is available to qualified 501(c) 3 nonprofit organizations and institutions whose programs will render charitable, educational, scientific, or literary benefits to the youth / children of the Greater Albuquerque community. Proposals for funding should target a one-time contribution of \$15,000 - \$25,000 to be derived from RCA's fundraiser. Funding for program, organizational infrastructure and capital proposals will be considered. Organizations that have been successful in gaining this funding in recent years have been Explora, Roadrunner Food Bank and NDI.

3. SUBMISSION OF PROPOSALS

Proposals will be accepted for consideration before 5.00 p.m. on **Friday May 19, 2017**. The proposal must be submitted as:

- a) A "PDF" file sent via email to the email address shown at the end of this document.
- b) A single paper copy of sections "4a" thru "4g" sent to the mailing address shown at the end of this document.

4. PROPOSAL STRUCTURE

The ARCF and RCA reserve the right to reject any proposal that does not follow the structure as outlined below.

NOTE: All information submitted in this proposal for funding will become part of an Agreement to be entered into among the ARCF, RCA and organization(s) selected to receive funding.

Sections (a) through (d) should not exceed 2 pages in total (a font of not less than 12 point shall be used).

- a) Summary, clearly indicating the dollar amount of the request, the intended purpose of the grant, the measurable benefits of the proposed project to the community, the purpose and nature of the organization, and contact details, name, address, telephone, email and the organizations website address..
- b) Description and history of the organization, to include Vision and Mission Statements, organizational structure and major achievements.

- c) Description of the project for which funding is requested, including how many individuals the project will reach; the intended result of the project; the amount of funding being requested; and, if applicable, other sources of funding.
- d) Experience has shown that the funding provided by the ARCF and the RCA is most effective if the annual fundraising event takes the form of a "partnership" between the ARCF, RCA and the selected organization. Provide a description of how the organization can support this partnership, (please note that in previous years this has included but was not limited to: personnel from the selected organization becoming involved in the planning and execution of the fundraiser, joint marketing initiatives, solicitation of sponsors and general mobilization of the organization's volunteer resource).
- e) To minimize duplication of events provide a listing of the organization's fundraising events planned for execution between January 1 and December 31, 2017.
- f) A detailed budget of the project, showing how the funding requested will be applied, and if applicable, how the project will be funded in subsequent years.
- g) The overall budget of the organization (1 page maximum).
- h) A copy of the organization's confirmation letter from the Attorney General's office stating that the organization is current with the NM Charitable Organizations and Solicitations Act, or AG's letter of exemption.
- i) A copy of the most recent form IRS form 990, or 990EZ, as filed with the IRS., and submitted to the office of the Attorney General of the State of New Mexico.
- j) Any change in key personnel, Current, Members of the Board of Directors and senior staff, and any other applicable material changes since the submission of the most recent IRS form 990, or 990EZ.

5. SELECTION CRITERIA and PROCESS

The ARCF and RCA reserve the right to select multiple recipients of this funding and to partially fund a project, equally to reject any or all of the proposals for funding at the sole discretion of ARCF and RCA.

- a) Proposals for funding should be from organizations located in greater Albuquerque.
- b) Proposals for funding should benefit the core needs of the greater Albuquerque Community, preferably, but not limited to, children.
- c) Proposal for funding must demonstrate use of funds, with measurable objectives.
- d) Leveraging of funding with matching funds is desirable, but not required.
- e) Proposals shall include creative ways to involve the organization's staff, resources and volunteers in assisting with the annual fundraising event.

Proposals, which meet required criteria and deadlines, will be reviewed by a committee comprised of members of the ARCF and RCA between May 20, and July 7, 2017 with the intention of creating a shortlist of three proposals. The committee will seek to visit each of the three finalists. After satisfactory visits have been performed, the three proposals will be forwarded to the Board of Directors of the RCA for final selection(s). The short-listed organizations will be invited to make brief presentations to the August 2017 meeting of the Board of Directors of the RCA. Final selection will be made at the September / October 2017 meeting of the Board of Directors of the RCA.

More information regarding the ARCF and RCA can be obtained from our website www.rotaryabq.org

Please direct any questions to:

Ms. Ann Singer Executive Administrator

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Rotary Club of Albuquerque

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