



ALBUQUERQUE ROTARY CHARITABLE FOUNDATION 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**). ARCF and RCA are pleased to announce that we are accepting proposals from qualified organizations for funding of programs that benefit Children of the Greater Albuquerque Area.

Funding is primarily linked to the Governors Charity Ball to be held on April 18, 2020. RCA will be co – hosting the event with The Rotary Club of Albuquerque Del Sol. The funds will be disbursed at the end of May 2020, 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, and whose programs will render charitable, educational, scientific, or literary benefits to the children of the Greater Albuquerque area. Proposals for funding should require a one-time commitment in the \$30,000-\$50,000 range. Funding will only be available for programs, either established or new.

3. SUBMISSION OF PROPOSALS

Proposals will be accepted for consideration before 5.00 p.m. on **Friday July 26, 2019**. The proposal must be submitted as: A “PDF” file sent via email to the email address shown at the end of this document.

4. PROPOSAL STRUCTURE

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 selected to receive funding.

Sections (a) through (e) 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 Program** for which funding is requested, including how many individuals the program 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 in the areas of, but not limited to

Sponsorship solicitation, Table Sales, solicitation of Silent and Live Auction items, publicity of the event through, Print, Radio, Television and Social Media. Use of the organizations Volunteer resource in event execution.

- e) Provide a listing of the organization's fundraising events planned for execution between January 1 and December 31, 2020.
- f) A detailed budget of the program, showing how the funding requested will be applied, and if applicable, how the program 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.
- 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

Selection of the proposal for funding will be made 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 children,
 - c) Proposal for funding must demonstrate use of funds, with measurable objectives.
 - e) Selection will be based on the above criteria and how the organization can assist with the Partnership.
- Proposals which meet required criteria and deadlines will be reviewed by a committee comprised of members of the ARCF and RCA between July 29, and August 12, 2019 with the intention of creating a shortlist of three proposals. The three proposals will be forwarded to the Board of Directors of the RCA for final selection. The short-listed organizations will be invited to make presentations, limited to 10 minutes to the meeting of the Board of Directors of the RCA to be held on Friday August 16 2019.

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

E-mail: asinger@rotaryabq.org

Rotary Club of Albuquerque

P.O. Box 3807

Albuquerque, NM 87190