**Request for Proposal**

**Submission Deadline: Tuesday, November 12, 2024**

**Purpose**

Teen Philanthropy Initiative (TPI) is comprised of a group of high school juniors who are engaged directly in the important role of community philanthropy. The purpose of the program is to provide an intensive hands-on learning experience through which these teens are taught the art, science and business of philanthropy. After careful consideration, including a site visit, the students are solely responsible for making grants recommendations.

We are now seeking proposals from eligible tax-exempt organizations in the community. Funds may be used to expand existing programs or initiate new projects. A total of $10,000 in grants will be awarded in this cycle. The maximum single grant award is $2,500.

**Eligibility Guidelines**

All applicant organizations must:

1. Be recognized by the IRS as a 501(c)(3) organization (or have a fiscal agent who is)
2. Affirm that the program or project will be completed during the year it is funded. (May 1, 2025 through April 30, 2026)
3. Demonstrate that all prior grant reporting requirements have been met, if the organization is a prior grant recipient.

**Primary Program Criteria**

In order to be considered, the proposal must demonstrate the following requirements are met:

1. Young people (under 21 years of age) directly benefit from the program or project.
2. Young people are involved or take the lead in the planning, organizing and/or delivery of the proposed program or project.
3. A learning component exists, beyond the project itself, which provides young people with specific knowledge about the overarching goal and purpose of your organization.
4. The organization and program/project impacts students within the Chicagoland Area.

**Guidelines for Writing A Proposal**

All applicant organizations must complete and submit the following (in the order as listed):

1. **Executive Summary Page**
2. **Proposal Narrative**
3. **Project Budget pages (two pages)**

**Please use the following outline when writing your proposal.**

**Executive Summary Page**

|  |  |
| --- | --- |
| Name of Organization |  |
| Address |  |
| Proposal Contact Person & Job Title |  |
| Phone Number |  |
| Email |  |
| Website Address |  |

**Amount Requested: $**

**Executive Summary:** Please create a summary of your answers to the 8 questions in **Part D, Program Description of the Proposal Narrative** (maximum of 300 words – 1 page)

**Proposal Narrative** (Maximum of 2 single-spaced pages)

**Part A. Name of Organization & Brief Statement of Purpose and Services**

(maximum 50 words and include your organization’s website address)

**Part B. Name of the Proposed Program or Project**

**Part C. Statement of Purpose or Goal of Program or Project**

**Part D. Program Description:**

Please answer each of the following questions to describe your program or project.

1. How does the program or project fit within your mission?
2. How are Primary Program Requirements being met?
3. How does the program or project work?
4. Approximately how many people will be served?
5. Where will the project or program take place?
6. Over what timeframe, beginning to end, will the program occur?
7. How will the program be evaluated?
8. What is the background of the person responsible for the program?

**Project Budget A**

**Project Expenses:** Include a description and amount of all estimated costs associated with your project. Be as detailed as possible.

|  |  |  |
| --- | --- | --- |
| **Expense Description** | **Amount** | **Program Use Only** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Project Expenses |  |  |

**Project Budget B**

**Project Income:** Indicate the source and amount of all estimated funding for your project, as well as the current status of those funds in the column provided: **R** (Received), **C** (Committed, but not yet received), or **A** (Applied for) for each amount. Funding sources might include other foundation support, government grants, donations, fundraising events, fee for service, etc.

|  |  |  |
| --- | --- | --- |
| **Income Source** | **Amount** | **R, C, or A** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
| **Total Project Income** |  |  |

|  |
| --- |
| **Name of Authorized Representative Submitting the Proposal** |
|  |
| **Title/Role:** | **Email:** |
| **Date:** | **Phone number:** |