

THE CHARITY BALL ASSOCIATION®

INSTRUCTIONS - TRADITIONAL REQUEST FOR PROPOSAL

The Charity Ball Association® desires to fund well-defined and specific projects designed to support and enhance the quality of life for children of Bexar County.

All proposals must fit within the established Funding Policies, which have been provided to your organization. Only those requests postmarked by January 21, 2011 will be considered. Incomplete applications or those not complying with the instructions and policies will be disqualified. No exceptions will be allowed.

The Charity Ball Association® does not accept appeals or letters of support on behalf of an agency.

Applying agencies will be notified of funding by May 15, 2011.

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Applicants should address the following in the order of the outline format. The first page is the Executive Summary followed by the Proposal and requested attachments. The proposal should not exceed a total of fifteen pages, excluding attachments. Succinct responses will be appreciated.

Please use Times Roman 12-point font, double-spaced. Number the pages, starting with the Executive Summary, using the format: Page 1 of xx.

Provide the original Proposal and (8) eight copies, three-hole punched and not stapled.

Provide two (2) copies of each attachment in the following order. Each attachment should be stapled and three-hole punched.

- 1) Board of Directors
- 2) Three competitive bids for construction projects (if applicable)
See Funding Policies.
- 3) Price sheets, quotes or other information to back up cost estimates
See Funding Policies.
- 4) Memorandum of Understanding for Collaborative Programs (if applicable)
- 5) Most recent 990 for the organization (if not applicable, a copy of the most recent IRS Exemption Letter must be enclosed)

Mail the Proposal and attachments, postmarked no later than January 21, 2011, to:

Vice President Charities
The Charity Ball Association
P.O. Box 6708
San Antonio, Texas 78209

DO NOT RETURN THIS PAGE OF INSTRUCTIONS

The Charity Ball Association®

TRADITIONAL REQUEST FOR PROPOSAL

Executive Summary

Applicant Organization:		
Organization Address:		
Organization Website:		
Number of Years in Operation:		
Project Location Address:		Number of Years at this Address:
Contact Person:	Phone:	Email:
Executive Director:	Phone:	Email:
Board Chair:	Phone:	Email:
Tax ID Number:		IRS Tax Exempt Classification:
Mission Statement:		
Project Title:		Total Amount Requested: \$ _____
Project Description (one sentence):		
If the project has more than one major component, please list IN ORDER OF PRIORITY and state the amount requested for each.		
1.		\$ _____
2.		\$ _____
3.		\$ _____
4.		\$ _____
List other Agencies Collaborating on Project:		
Recent CBA Funding?	Year/Amount:	Year/Amount:
	Year/Amount:	Year/Amount:
Target Population:		
Number and Ages of Children Served by the Project Annually:		
Total Number of Children Served by Agency Annually:		
Project Cost per Child:		
Type of proposal (check more than one where applicable):		
<input type="checkbox"/> Improvements/Repairs	<input type="checkbox"/> New Construction/Enlargement	
<input type="checkbox"/> Equipment	<input type="checkbox"/> Technology	
<input type="checkbox"/> Furnishings	<input type="checkbox"/> Other	
Proposed Starting Date of Project:		
Proposed Completion Date of Project:		

TRADITIONAL REQUEST FOR PROPOSAL

A. General Information

1. Provide a brief history of your agency.
2. Provide a detailed description of the geographic area targeted, its residents and their assets and challenges relative to your proposal. Identify the proposed service site by zip code and school district(s).
3. Identify existing available services and gaps in the targeted geographic area. Describe how the proposed project incorporates existing resources and addresses any gaps.

B. Project Information

If your proposal consists of multiple major components, please address each component. However, if the answer to the question applies to all of the components, one response is sufficient.

1. Describe the proposed project and the problem to be addressed.
2. Indicate the age group and the number of children who will participate **(in this project)** in a 12 month period, along with any eligibility criteria for participation.
3. Describe the project's goals and provide the timeline for implementation of the project.
4. If collaborating with others in this project/program, describe how each will contribute to its success and which will be the lead agency.
5. Indicate whether the organization owns, leases or rents the property where the project is to be located. If leased or rented, please state the period of the current lease/rental, the lessor's name, and the length of time your organization has leased this property.
6. Describe your organization's plan and timetable for measuring and reporting project results.

C. Staffing for Proposed Project

1. Upon implementation of your project, describe how it will be staffed.
2. Indicate qualifications (experience, certification, education) and any expected training that project staff will receive.

D. Financial Information

1. Provide Funding Sources for the organization in the chart below:

FISCAL YEAR END: _____

Funding Sources:	Previous Fiscal Year	Current Fiscal Year	Amount Requested
1. Charity Ball Assoc.			
2. United Way:			
3. Local Gov't.:			
4. State Gov't.:			
5. Federal Gov't.:			
6. Other Grants (specify)			
Total Funding:	\$	\$	\$

2. Provide the current annual Summary Budget for your organization, indicating the fiscal year end.
3. Provide the itemized Project Budget and a brief narrative explaining the line items. Describe specifically how grant funds will be used. Explain how costs were determined.
4. If your request consists of more than one component, provide a priority list with amounts.
5. Identify all sources of support for the project. Name the source and the amount of support. Indicate whether support is firmly committed or pending.

E. Other Requested Information

If funded by The Charity Ball Association since 2000, please give a brief description of the outcomes of the funded projects.

PLEASE FOLLOW DIRECTIONS ON THE INSTRUCTIONS PAGE, INCLUDING SPECIFICATIONS FOR REQUIRED ATTACHMENTS TO BE SUBMITTED WITH THIS PROPOSAL.