

## **Request for Proposals**

During 2018, the Rotary Club of Hilo Bay (RCHB) will once again perform a community service project with a selected 501(c) 3 organization serving Hawaii Island's poor and needy. This is a call for proposals from Hawaii Island-based nonprofit agencies for a community service project. The project must productively involve at least 25 Rotarians for approximately 4 hours for a total of 100 community service hours that can be substantially completed on a Saturday morning.

### ***Proposal Requirements***

**Fill Out Form:** Interested 501(c) 3 agencies should fill out the one-page RCHB Harry & Jeanette Weinberg Foundation—*Friends Project Proposal*. Please, do not send more than two additional pages. If we need more information, we will request it.

**RCHB Sponsor:** If you do not have a sponsor within our Rotary Club, contact Chester Cabral, Grants Chair at [chester.cabral@gmail.com](mailto:chester.cabral@gmail.com) or Margarita Hopkins, Community Service Chair at [dayday@hawaii.rr.com](mailto:dayday@hawaii.rr.com) and we will identify a member interested in sponsoring your agency.

**Section A:** Describe how your agency would make use of the 25 volunteers for four hours on a Saturday morning in a meaningful way (determined by Weinberg Foundation and RCHB). Examples may include painting/fix-up type projects, grounds maintenance, special events, etc. Twenty five DIY (do-it-yourselfers and some with contractor experience) Rotary members can get a lot done in the four hours required, look at all you need and plan from there.

**Section B:** How the \$10,000 grant would be used to advance the mission of the agency in direct program service for the poor and needy. (While it has been traditional for RCHB to choose the same organization for the workday and the \$10,000 gift, it is not a requirement of the Weinberg grant.)

**Itemize Workday Costs & Source of Funds:** Estimate costs and explain how the agency plans to acquire the resources to complete the work project as well as how refreshments will be provided. In other words, if paint is needed, how much will it be and how will you finance it? The selected agency also should provide food and refreshments for the volunteers on the day of the event. This cannot be included in the \$10,000 project budget request. RCHB might help defray these costs, depending on need.

**Explain Impact on Poor or Needy:** The narrative should explain how your agency serves the Island's "poor and needy" (a Weinberg requirement).

**Media Outreach:** The selected agency will be required to chronicle the event and provide a press release prior to the event (approved by the RCHB) as well as photos and a press release after the event. RCHB will assist with the release, but it must be initiated by the agency.

If the nonprofit selected for the work project is also selected for the \$10,000 grant, a check will be awarded on or near the day of the event and can be included in the outreach efforts.

**Deadline:** Proposals must be received by mail or email no later than December 06, 2017, by 5 p.m. Proposals received after that will not be considered. Mailing address is at the top of the grant form or email proposals to Chester Cabral, RCHB Grants Chair, [chester.cabral@gmail.com](mailto:chester.cabral@gmail.com)

**After Selection:** The selected agency must be willing and able to submit a formal letter of request to the Harry & Jeanette Weinberg Foundation at a set time prior to the workday, accompanied by the most recent audited financial statements, By-laws, Charter or Articles of Incorporation, Board of Directors' names and mailing addresses, and an explanation of how the grant funds will be used to benefit the agency's target population (poor and needy).



## Harry & Jeanette Weinberg Foundation—Friends Project Proposal

Non Profit Agency Name:

Agency Contact:

Phone:

Email Address:

IRS Status Code:

RCHB Sponsor:

Phone:

Authorized Agency Signature and Title:

Section A - Work Project: (Hands-on project for 25 people for four hours. Must be meaningful. Describe in detail. Use up to one (1) additional sheet if necessary.) Twenty five people, working for four hours can get a lot of work done if it is well organized, take a look at all you need done and go from there.

Section B—Provide details of how your organization would use the \$10,000 Weinberg grant if you are selected to receive the money in addition to the hands on work. (Note: RCHB is not required to select the same agency as recipient of both pieces.) The funds need to go to direct program for the poor and needy as required by this grant.

**Must be received by Wednesday, December 06, 2017 by 5 p.m.** Proposals received after will not be considered. Mail to the address above or Email to: Chester Cabral, RCHB Grants Chair, [chester.cabral@gmail.com](mailto:chester.cabral@gmail.com)