

questions about the Application and offer advice about how to tailor proposals to the unique interests of the Board you represent. This is a perfectly appropriate and ethical role for you to have and you should be as up front and direct with applicants as you can be. In addition, you should read each of the proposals as they come in and make sure they meet the criteria spelled out in the Application. It's especially important that each proposal include proof of 501(c)(3) status – make sure you get this and that it's valid and current.

As proposals come in, you should offer each organization the opportunity to make a presentation before the Board. If you include information on the presentations in the RFP, some organizations will contact you directly, but it's a good idea to suggest it to each organization as long as you have time slots available. If an organization takes advantage of this opportunity, be sure that whoever is presenting knows that s/he will be presenting to students and that a standard foundation pitch may not be appropriate. Give them whatever advice you can about the dynamics of the group, questions they can expect, etc., in order to help them prepare an interesting and informative presentation.

This phase of the process also offers an excellent supplemental opportunity for older students. In order to bring the class up to speed on the theme, students could be assigned to do background research and prepare a short "briefing book." This could include a brief history of the issue, a

list of terms and definitions, and other background that would familiarize the class with the issue. The project could be taken on by a small group of volunteers or each student could be assigned a small part to contribute.

DEALING WITH PROPOSALS

THIS IS A FAIRLY straightforward part of the process, though one which will occupy a significant amount of time and work for students. Once all the proposals have been collected, you should produce a photo-copied packet for each student. (HINT: Write each student's name on his/her packet so you can return those that get left behind or otherwise misplaced.) It's not a bad idea to include a cover sheet that briefly summarizes all of the proposals and the amount of each grant request (see *p.90* for an example).

If you want to get very professional, you can assemble all of the proposal information into a two-pocket folder, with the proposals on one side and an evaluation form and copies of the RFP and Grant Application on the other. This is essentially the way that professional foundations prepare their grant officers, and it will help to enhance the seriousness of the undertaking for your students.

TEMPLE ISAIAH SEVENTH GRADE FUND

Proposal Packet 1998-99 *[sample page]*

#	NAME	BRIEF SUMMARY	AMOUNT
1	Bay Area Crisis Nursery	Help to build group home for 6-10 year old children in unsafe or unstable family situations.	\$5,000
2	Bay Area Young Positives	Support full-time Member Services Coordinator for youth programs for HIV+ young people in San Francisco.	\$5,000
3	Big Brothers / Big Sisters	Support three new big brother / big sister mentoring matches in the East Bay.	\$4,500
4	Books for the Barrios	Send 1,000 cases of learning resources to the Philippines.	\$5,000
5	Buena Vista Tutorial Program	Support tutorial program to help children who are struggling with reading/comprehension in Contra Costa County.	\$4,872
6	C-Beyond	Support summer internship program to provide leadership training for ten low-income teens in Concord.	\$4,000
7	Center for Access to Resources and Education	Support program to help siblings of children with special needs live with their siblings in Contra Costa County.	\$4139
8	Center for Human Development	Expand computer lab at After School Program in North Richmond.	\$5,000
9	Center for the Education of the Infant Deaf	Purchase equipment/toys to help teach deaf children and their parents new skills.	\$1,000
10	Children's Hospital Oakland	Support technical computer upgrade in Hospital School Program.	\$4,831
11	Contra Costa Crisis Center	Support grief counseling for children and teens mourning the loss of a loved one.	\$2,000
12	Jewish Family and Children's Services – Project Ezra	Support social services for the Jewish poor.	\$5,000
13	Justin Grosso – Leukemia Society of America	Sponsorship of Justin Grosso for marathon to raise money for Leukemia Society of America.	\$2,000
14	Make-A-Wish	Support one wish for a terminally ill child.	\$5,000
15	Na'amat USA	Social services for women, children, and families in Israel (primarily through daycare).	\$5,000
16	Northern California Family Center	Purchase management software for runaway and homeless youth programs.	\$1,495
17	Pediatric AIDS Foundation	Fund immediate unmet needs of HIV+ children and their families.	\$5,000
18	Pediatricare	Provide emotional and practical support to families living with illness, death, or other trauma.	\$5,000
19	Project Pride	Provide outings from a residential substance abuse treatment facility for women and their kids in Oakland.	\$4,000
20	Quilombo	Support Making Change program – youth-directed grant-making in West Oakland.	\$5,000
21	Starlight Children's Purchase Foundation	"Fun Center" to provide entertainment to hospitalized children.	\$3,000
22	Streetcats Foundation	Support Teen Surfer – inner-city free-access after-school computer center for at-risk and under-served youth in Oakland.	\$5,000
TOTAL REQUESTS			\$90,837