

## APPENDIX A – REQUEST FOR PROPOSAL (RFP) SAMPLE

### Request for Proposals

Camp [insert name] was selected by the Jewish Teen Funders Network as part of a North American wide teen philanthropy program. A group of teens at [insert camp] are participating in a group process of learning about giving, non-profit organizations and functioning as a foundation board to review request for proposals, go on site visits and award modest grants.

The [insert camp] Teen Foundation, with the support of the Jewish Teen Funders Network, announces the availability of grant funds to support projects for: [Insert Mission Statement and/or any information about project eligibility]

Grant requests for up to \$1000 [adjust according to maximum funds available] will be considered. The teen foundation may choose to conduct a site visit to your organization for further due diligence. Site visits will be scheduled for [insert dates, if available]. Please complete the proposal below, keeping in mind that it will be considered by high school students. It should take no longer than 20 minutes to complete. By filling out this RFP you are playing a role in the education of the next generation of funders. Proposals are due by [date]; please send completed proposal form to [name and email address].

**Name of Organization:**

**Name of Contact Person:**

**Telephone:**

**Email:**

1. **What is your organization's mission statement?**
2. **Tell us what makes your organization unique in your community, or in working with the population you serve?**
3. **How much money is your organization requesting? And how much is your organization's total annual budget?**
4. **What will you do with the grant? Please be specific and explain what projects or activities will be supported by this grant, and how it supports your organization's mission. Include a brief program budget (which can be attached) for the specific project.**
5. **How many people will be served by the grant amount requested?**
6. **How will you evaluate the success of the project?**

**Please include your organization's tax ID number or a copy of your organization's 501 (c) 3 letter.**