

Request for Proposals

During 2015, Rotary Club of Hilo Bay (RCHB) will once again perform a community service project with a selected 501c3 public charity serving Hawaii Island's poor and needy. This is a call for proposals from Hawaii Island-based nonprofit agencies for a community service project that would productively involve at least 25 adult Rotarians for approximately 4 hours for a total of 100 community service hours and can be substantially completed on a Saturday morning.

Proposal Requirements

Fill Out Form: Interested 501c3 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 info, we will request it.

RCHB Sponsor: If you do not have a sponsor within our Rotary Club, contact Bryan Lindsey, Community Service Chair — bryan.lindsey@hawaiiintel.com — or Chester Cabral, Grants Chair — chester.cabral@gmail.com and we will identify a member interested in sponsoring you.

Section A: Describe how your agency would make use of the 25 volunteers for four hours on a Saturday morning (determined by Weinberg and RCHB) in a meaningful way. Examples may include paint-up/fix-up type projects, grounds maintenance, special events, etc.

Section B: How the \$10,000 would be used for to advance the mission of the agency. (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 for 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 nonprofit selected for the work project is also selected for the \$10,000 grant, the 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 November 12, 2014, 5 p.m. Proposals received after that will not be considered. Mail address is at top of the form or email to Chester Cabral, RCHB Grants Chair, 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, Board of Directors' names and mailing addresses, and an explanation 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 Code:

RCHB sponsor:

Phone:

Authorized Agency Signature:

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.)

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 for both pieces.)

Must be received by Nov. 12, Wednesday, 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