**REQUESTS FOR PROPOSALS – GRANT CYCLE 2024**

**ROTARY CLUB OF SOUTH HILO FOUNDATION**

The Rotary Club of South Hilo announces a Request for Proposals (RFP) from any non-profit organization serving East Hawai’i communities. The maximum request for funding shall not exceed $10,000 USD. The actual amount awarded will be determined by profits received from the Rotary Club of South Hilo’s primary fundraiser, **HILO HULI**, which will take place on Sunday, May 5, 2024.

* Proposals shall follow the attached format and shall be submitted via email to: [zeda4rotary@gmail.com](mailto:zeda4rotary@gmail.com) **no later than 6 p.m.,** **Friday, March 1, 2024. No late entries will be accepted. Entries will be acknowledged by return email.**
* *Proposals are limited to ten (10) total pages including title pages, attachments, etc. and should not be in a font size smaller than 12 pt.*
* Two primary awardees will be announced on **March 8, 2024,** and will be publicly identified as the major recipients of funds raised at Hilo Huli.
* Based on funds raised, additional applicants may be awarded funding. Those additional recipients will be announced no later than **August 1, 2024.**
* Funds shall be distributed to winning organizations on or before **September 5, 2024**.
* Award funds may not be used for the following purposes:
  + Operating expenses, including salaries or benefits.
  + Lobbying or political activities
  + Payment of any debt or liability owed by the organization or its principals.
* All organizations awarded funding shall submit a final report (report format requirements issued when funds are awarded) by **June 1, 2025**. Receipt of the final report shall release the final 10% of the organization’s award.

Any questions or comments should be directed to:

Zeda Medina, President

Rotary Club of South Hilo

P.O. Box 6173

Hilo, HI 96720

808-286-6559

zeda4rotary@gmail.com

**ROTARY CLUB OF SOUTH HILO FOUNDATION**

**REQUEST FOR FUNDING – 2024**

**(Scoring Values in Parenthesizes)**

**Name of Project:**

**Amount Requested:**

**Organization Requesting Funds:**

**Provide a description of your organization, primary mission, and history of service to the East Hawai’i community.**

**What are the start and completion dates of this project?**

**Provide information for the primary contact(s) for this request.**

**Who will be the key personnel involved in this project?**

**Have you received funding from us previously? When? How much?**

**Describe your project and the importance of its completion. (15 pts.)**

**How will the beneficiaries of this project be positively affected if the project is funded? How will they be adversely affected if the project is not funded?**

**(15 pts.)**

**Will you be working in partnership with any other organizations on this project? (10 pts.)**

**What are the desired outcomes for this project? (10 pts.)**

**Provide a brief budget narrative describing why the funds are needed and how they will be used. (25 pts.)**

**Is your organization investing any of its own funds into this project? Are there any other organizations that are providing funding or in-kind products/services to this project? Please provide a table showing the breakdown of these amounts. (15 pts.)**

**What additional mechanisms are in place to sustain this project after Rotary funds are expended? (10 pts.)**

**If your project is funded, you will be required to submit a written summary, including an accounting of awarded funds, within 30 days of its completion or no later than 6/1/2025 to receive the final 10% of your award.**