

## APPENDIX II. REQUEST FOR PROPOSAL TEMPLATE

### Rotary Club Information

Club Name	
Address	
Club President	
District	

### Contact Information

Lead Rotarian Contact	
Phone	
Email	

### Fiscal Agent

*Rotary Club applicants will serve as their own fiscal agent. Save the Children will contact the person listed above for all financial paperwork, reporting, etc.*

**Applicants should complete each of the following questions to apply for this funding.**

1. How would your community benefit from this opportunity to promote and support early childhood education? What gaps in early learning support would this funding address?	
2. Describe the proposed Community Engagement project, including:	
Goals and Objectives <i>What do you hope to achieve?</i>	
Activities <i>What will you do to achieve these goals?</i>	

<b>Timeline</b> <i>When will planning and implementation occur? Is this an ongoing activity or one-time event?</i>	
<b>Target Audience</b> <i>Who do you hope to engage? Who will benefit from the project?</i>	
<b>Proposed Budget</b> <i>What is the projected cost of the project? Include itemized estimate (min. \$5000, max. \$10,000)</i>	
<b>3. Community Partners</b>	
<b>Project Lead</b> <i>Who will serve as the main contact and lead for the project? Provide name, title, and organization.</i>	
<b>Planning Team</b> <i>Who comprises the team that will plan and implement the project? Provide names, titles and organizations.</i>	
<b>4. Which Save the Children result priority will this project address?</b>	
<input type="checkbox"/> Kindergarten Readiness <input type="checkbox"/> Early Childhood Literacy <input type="checkbox"/> Both	
<b>5. How are key Community Engagement strategies integrated into the project design?</b>	
<b>6. What steps will you take to ensure that this project is integrated into existing community priorities, activities, or initiatives to support sustained impact?</b>	
<b>7. What community assets/strengths will be utilized to implement this project?</b>	
<b>8. What challenges do you foresee in designing and implementing this project, and how will these challenges be addressed?</b>	
<b>9. Any additional information you would like to provide.</b>	

With this application, I acknowledge that I will be required to:

1. Adhere to the use of funds as outlined in this proposal
2. Follow suggested protocol for COVID-19 safety measures, including social distancing, wearing a face mask, and other recommended practices during project implementation
3. Submit completed project reporting, including:
  - a. A final impact report at the end of your project term
  - b. A financial report if the funding awarded is equal to or exceeds \$10,000, to be submitted at the end of the project term
4. Submit photos/videos of project implementation and outcomes (Photos/videos that include individuals must be accompanied with Media Consent forms for anyone featured and identifiable)
5. Provide quote or story of the impact these dollars have made in supporting local families and children

**Rotary Club Name:**

**Rotarian Lead Contact Signature:**

**Date:**

**Club President's Signature:**

**Date:**

Prospective Rotary Club partners may submit their completed proposals via email to [communityimpact@savechildren.org](mailto:communityimpact@savechildren.org) (subject line “**Rotary Community Engagement RFP**”).