

ROTARY CLUB OF BETHLEHEM – MORNING STAR

Weekly meetings are held Thursday mornings at 7:30 a.m., Kirkland Village, Bethlehem, PA

www.morningstarrotary.org

July 2011

Guidelines for REQUEST FOR PROPOSAL Program (FYE12)

The Rotary Club of Bethlehem Morning Star (Morning Star) is committed to supporting qualified Bethlehem agencies, or those with a clear Lehigh Valley-wide purpose and audience, which offer valuable services to our community. To direct the Club's efforts, we established a granting rotation,* with applications for Arts & Culture Programs (2011-2012) being accepted at this time.

We invite you to submit a proposal that fits Rotary guidelines. Requests can either be capital or volunteer-assistance based. Capital request should be in the range of \$500 to \$1,500, for consideration in fall 2011 2010. Funding will be available in winter 2011-12.

If your need is not capital in nature, Morning Star is willing to provide volunteer assistance and work with you at an event or on a specific project. Additionally, and in order to foster partnership between Morning Star and your organization, we ask that you assist us in one of our many fundraising events that we organize on an annual basis. This is an important opportunity for the recipient to work closely with a broad range of Morning Star members, to strengthen ties within the local and regional community, and to gain valuable knowledge and contacts.

Please submit a **one-page letter proposal (1pg on letterhead)** describing your project for 2011-2012. The proposal should include:

- a brief description of the project
- the need for the project
- the funding available, anticipated, and/or identified
- the audience(s) to be served
- How the project fits with your current operations and organizational goals
- how you will maintain the project in the future
- how you will evaluate the completed project

Additionally, please provide the following:

- **A one-page fact sheet** which includes (a) a brief description of your organization and its history, (b) the size of your operating budget, (c) a description in words and numbers of audience/members/clients you serve, and (d) the number of volunteers or associates working with your organization.
- **Required attachments** include (a) a list of the board of directors and the key employees, (b) a copy of the current annual operating budget, (c) a project budget, showing income sources and committed funds, (d) drawing, approved plans, or other relevant project materials, (e) a copy of your 501(c)(3) designation, and (f) no more than three [3] publicity pieces, e.g., newsletter brochure, article, etc.

Your proposal **must be postmarked no later than Thursday, September 1, 2011** and be sent to:

Morning Star Rotary – CDC, c/o J. L. Paul, 826 Beverly Avenue, Bethlehem, PA 18018

Questions may be directed to J. L. Paul, 610-691-0606 or e-mailed (jltpaul@rcn.com) prior to the deadline.

* YOUTH Programs will be considered in 2012-2013, HEALTH & HUMAN SERVICES Programs in 2013-2014.