

TO: Lehigh Valley Not-for-Profit Organizations
FROM: Rotary Club of Bethlehem Morning Star
DATE: April 2008
RE: **Guidelines for REQUEST FOR PROPOSAL Program 2009**

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 **YOUTH projects** (2008-2009) being accepted at this time.

We invite you to submit a proposal that fits Rotary guidelines, preferably capital in nature, in the range of \$500 to \$1,500, for consideration in summer 2008. Funding will be available in winter 2008-09. In following years, we will seek proposals for ARTS & CULTURAL projects (2010-11) and then HEALTH & HUMAN SERVICES projects (2011-2012).

The key component of the application process is the organization's signed agreement to take an active role in raising the funds for the stated project. Morning Star offers a number of annual fundraising events and is eager to pair the recipients to those most appropriate. 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. The recipient will appoint a representative (staff or volunteer) to work with the Morning Star committee to insure success for everyone.

1. Please submit a **one-page letter proposal** describing your project for 2008-09. The proposal should include (a) a brief description of the project, (b) the need for the project, (c) the funding available, anticipated, and/or identified, (d) the audience(s) to be served, (e) how the project fits with your current operations and organizational goals, (f) how you will maintain the project in the future, (g) how you will evaluate the completed project, and (h) a description of how your organization will assist in making this a successful fundraising event, e.g., number of volunteers and participation in project.
2. Attach 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.
3. 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) drawings, 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.
4. Your proposal **must be postmarked no later than June 20, 2008**, and sent to:

Morning Star Rotary – Community Development Committee
c/o Richard Santee
P. O. Box 1005
Bethlehem, PA 18016-1005

Questions may be directed to Kathy Diamandopoulos, 610-282-1100, x1308, or via e-mail to: kd02@desales.edu, prior to the deadline.

The Rotary Club of Bethlehem Morning Star reserves the right to accept those projects which fall within the organization's stated goals and objectives and its ability to perform them for the benefit of the community.

REQUEST FOR VOLUNTEER & SERVICE OPPORTUNITIES

The members of The Rotary Club of Bethlehem-Morning Star would like to increase their opportunities to volunteer and serve with community organizations in the Lehigh Valley. Do you have an event or volunteer task that we might consider as a club? If so, please answer the following questions below and return this form to:

Morning Star Rotary – Community Development Committee
c/o Richard Santee
P. O. Box 1005
Bethlehem, PA 18016-1005

Organization: _____

Address: _____

Contact Person, Phone Number, and/or E-mail Address: _____

VOLUNTEER ACTIVITY or EVENT and BRIEF DESCRIPTION:

DATE/S OF EVENT/ACTIVITY and TIMES NEEDED (indicate if this is an on-going need)

NUMBERS OF VOLUNTEERS NEEDED: _____

OTHER DETAILS (Is there a minimum age for volunteers? Do they need to have training or specific skills? Add any additional information here.)
