

Request for Proposals

2024 Grants Cycle

Submission Deadline: Friday, January 12, 2024 at 5:00 PM

Purpose:

The Future Philanthropists Program (FPP) is comprised of a select group of high school juniors who are engaged directly in the important role of community philanthropy. The purpose of FPP is to provide an intensive, hands-on learning experience through which they are taught the art, science and business of philanthropy.

FPP is once again seeking proposals from eligible tax-exempt organizations in Oak Park, River Forest, and bordering communities including Austin. Funds from the 2024 grants cycle may be used to expand existing programs or initiate new projects. A total of \$80,000 in grants will be awarded in this cycle. The maximum single grant award for 2024 is \$7,500; typical grants in recent years have ranged between \$1,000 to \$7,000. FPP teens are solely responsible for making funding recommendations which are submitted to the Board of Directors of the Oak Park-River Forest Community Foundation.

Program Requirement: Youth Voice

In order to be considered, your proposal must demonstrate that youth have a voice in your program or project. Youth are defined as those under the age of 21. Examples of youth voice might include programs in which the recipients of services are youth, programs that engage youth in planning and/or organizing the project, or programs in which youth are directly involved in the implementation of the project.

Eligibility Guidelines

All applicant organizations must:

1. Be recognized by the IRS as a 501(c)(3) organization (or have a fiscal agent who is).
2. Affirm that the program or project will be completed prior to March 1, 2025.
3. Show evidence, if a past Community Foundation grant recipient, that all prior grant reporting requirements have been met.
4. Organizations that received grants from FPP in both 2022 and 2023 are not eligible to apply in this grants cycle **regardless of the program or project** (you will eligible to apply again in the 2025 grant cycle).

*Future Philanthropists Program is a member of the
Oak Park-River Forest Community Foundation family*

708-848-1560

www.oprfcf.org



Guidelines for Writing a Proposal

All applicant organizations must complete responses to each part of this Request for Proposals. Proposals will be accepted only in electronic format as an attachment to an email sent to Karen Tardy, Program Coordinator, at fpp@oprfcf.org.

Proposal Narrative

Part A. Name of Organization & Brief Statement of Purpose and Services

(in a maximum of 100 words)

Part B. Name of the Proposed Program or Project

Part C. Statement of Purpose and Goals of Proposed Program or Project

Part D. Program Description:

Please respond to the following questions using a maximum total of 2 single-spaced pages.

- (1) How is Youth Voice demonstrated in your program or project?
- (2) How does the program or project work (details, please)?
- (3) Approximately how many people will be served?
- (4) Where will the project or program take place?
- (5) Over what timeframe, beginning to end, will the program occur?
- (6) How will the program be evaluated?
- (7) What are the credentials of the person responsible for the program?
- (8) How would you integrate diversity, equity and inclusion in your program or project?

The Oak Park-River Forest Community Foundation's mission is to unite community members and mobilize resources to advance a racially just society and equitable outcomes for residents of Oak Park, River Forest and surrounding communities. In 2022, the Foundation released [Community Voices](#), a report that looks at the needs of our community through a racial equity lens. Please refer to Page 1 of the report for further definitions of racial equity that informed the Foundation's work.

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Part E. Project Budget

Project Expenses: Include a description and amount of all costs associated with your project, not just the FPP portion. Be as detailed as possible.

<i>Expense Description</i>	<i>Amount</i>	<i>FPP Use Only</i>
Total Project Expenses		



Part F. Project Budget (Continued)

Project Income: Include the source and amount of all funding for your project. Also, please indicate **R** (Received), **C** (Committed, but not yet received), or **A** (Applied for) for each amount. Funding sources might include other foundation support, government grants, donations, fundraising events, fee for service, etc.

<i>Income Source</i>	<i>Amount</i>	<i>R,C or A</i>
<i>Total Project Income</i>		

Part G: Executive Summary Page

Name of Organization:

Street Address:

Proposal Contact Person & Title:

Telephone:

Email:

Website Address:

Amount Requested: \$_____

Executive Summary: Please condense your responses to the questions in Part D, Program Description of the Proposal Narrative (**maximum of 300 words**).

Name of Authorized Representative_____

Title_____

Date_____

ALL PROPOSALS MUST BE SUBMITTED IN ELECTRONIC FORM TO:

Karen Tardy at fpp@oprfcf.org no later than January 12, 2024 at 5:00 PM