Antioch Student Philanthropy

Purpose: Antioch University Midwest (AUM) presents the Request for Proposal for award amounts up to $1,500.00.

Qualifications: Non-profit youth programs that are located in Champaign, Greene, Montgomery, or Clark Counties whose yearly budget amount is $200,000 or below.

Instructions: Provide the following information as a cover page regarding the applicant organization:

Name of Project
Applicant Agency
Tax ID Number
Contact Person
Address, City, Zip Code
Phone Number
Email Address
Total Program/Project Cost
Amount Requested

Narrative submission for **Sections One through Four combined** are limited to 2-6 pages in length. All responses are to be typed in 12-point Arial font, and double-spaced. Additional documents in **Section Five or the required cover page with the above information** are neither subject to nor included in the page limit specifications.

- **Deadline for application is Friday, July 8, 2016 by 5pm.**
- **All attachments should be INCLUDED in ONE email with the application!**
- **Only e-mail submissions to kvanzant@antioch.edu will be accepted!**
  NO HARD COPIES OR LATE SUBMISSIONS WILL BE ACCEPTED!

Antioch University Midwest reserves the right to reject incomplete applications or those submitted after the deadline. Failure to provide **all** required information will result in immediate application disqualification.

Direct any questions regarding the AUM Pay It Forward Request for Proposal to:

Karin VanZant, MPA
Antioch University Midwest
kvanzant@antioch.edu

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Section One   Organizational Background

1. Provide a brief summary of the organization. Please include the organization's history, mission, goals, accomplishments, and current programs/activities.
2. Describe the population and geographic region served by this organization.

Section Two   Organizational Structure

1. Describe the framework of your organization, including number of staff members and any volunteers.
2. List any organizations with which you collaborate.
3. What facilities and staff do you have uniquely suited to this project? Include the professional experience and education of the staff member(s) who will be working with the proposed program or project.

Section Three   Description and Methodology

1. Describe the overall program or project, and how the grant money will be used.
2. Describe the expected goals, objectives, and outcomes for program recipients.
3. Explain the duration or time line for the program or project.
4. Has this program or project been performed before? If so, how was it funded and what was its outcome? If not, what are the outlines to support the success of this program or project?

Section Four   Statement of Need

1. Describe the opportunities, challenges, or needs that the grant will address.
2. What is the research that supports the need for the grant?
3. List other organizations involved in the cost of this program/project, if applicable.
4. Provide a detailed budget for this program/project.

Section Five   Financial Information

This section does not count towards page limitations.

1. Please provide the most recent audited financial statement or completed 990.
2. Specify the amount needed and how your organization will use the requested funds.
3. Include the number of board members, paid staff and volunteers.
4. List the expected outcomes of the requested funds.
5. Required written testimony or letter of reference.
6. Required attachment showing the types of promotional materials used your organization.