

## **Request for Proposal**

The Inspire Up Foundation at the George Washington University was created in the Spring 2017 section of Capstone Seminar in the Human Services and Social Justice Department with the goal of giving students an engaging experience in which students put theory-to-practice with foundation structure and grant reviewing process. Any organization that accepts grant funding from the Inspire Up Foundation agrees to be involved with the Spring 2018 section of the Capstone Seminar class in order to further student learning. In addition, if you are chosen to receive this grant we require that you allow us to conduct a future site visit, where will we document your efforts for promotional use.

**The mission of the Inspire Up Foundation is to promote equity in the education system. We seek innovative organizations that support marginalized populations by protecting, energizing, and empowering students and families of all backgrounds through providing educational services, cultivating positive relationships, and fostering student potential.**

Our Foundation will assist in funding general operating requests, at the maximum amount of \$10,000, for organizations that fulfill the following agendas.

### **Objectives:**

- Fund organizations that provide tutoring services and college preparation for marginalized communities
- Support initiatives that encompass teacher training and professional development
- Aid after school programs that enrich the curricular experience for students of marginalized populations
- Inspire student creativity through arts, music and nontraditional educational programs
- Emphasize sustainable practices in and outside the educational setting
- Encourage health and wellness in school settings by deepening community understanding.

All proposals must be submitted as one PDF or Word Document file to **inspireupfoundation@gmail.com** by **April 7th by 5 pm (EST)**. Any proposals submitted after this deadline will not be considered. Please ensure that all of the following sections are completed in their entirety. Incomplete proposals are at risk of being disqualified from the consideration process by the Inspire Up Foundation. If you have any questions about the guidelines outlined in this document, please contact us at **inspireupfoundation@gmail.com**. Please include a signed and dated copy of this cover page with all proposals to indicate an understanding of the policies outlined above.

### **Section One: Executive Summary**

1. Organization name and contact information (full address, including mailing address if different, telephone number, and website)
2. Federal tax-exempt number

3. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number alongside an explanation for the lack of 501(c)(3) status.
4. Name, title, telephone number, and email address of contact person for this proposal
5. Dollar amount of this funding request
6. Period this funding request will cover
7. Purpose of this funding request, including brief description of the population and number of individuals served, and geographic area(s) that will benefit (as applicable)
8. Signature of executive director or other authorizing official

**Section Two: Narrative**

**ORGANIZATIONAL INFORMATION:** All requests must complete this section. This section should be no more than two (2) pages double spaced. Briefly describe your organization's history, mission, and goals.

1. Briefly describe current activities, recent accomplishments, significant collaborations or partnerships, and future plans.
2. Briefly describe how the population you serve is involved in the work of your organization.

**PROGRAM INFORMATION:** This section should be no more than two (2) pages double-spaced. Please use evidence and research to support your answers when applicable.

1. What problem or need related to education and equity does your project or organization address?
2. What results do you foresee achieving which would positively impact education in the DC Metro Area?
3. What is the timeline for the implementation of the grant awarded?

**Section Three: Financials**

Please include the following information, regardless of the size of the request. You may submit this information in the format most convenient to you so long as they are embedded within your proposal. Footnotes may be used to explain budget items.

FOR ALL REQUESTS Financial statements:

1. For previous fiscal year:
  - Organizational budget v. actual, including revenue and expense categories listed below
2. For current fiscal year:
  - Organizational budget v. actual, including revenue and expense categories listed below
  - Organization's year-to-date Statement of Financial Position (Balance Sheet)
3. If grant funding is being requested for use in the next fiscal year, please include for the next fiscal year:

- Organization's projected/proposed/draft budget for the next fiscal year, only if this application is being made during the last quarter of the organization's fiscal year

**Revenue Categories:** Please use the categories listed below when developing the financial statements requested above. If not applicable please write N/A.

In addition, please list specific amounts requested from foundations, corporations, and other funding sources, as well as the status of those requests (pending or committed). Be sure to include all revenue sources, committed and pending. For pending requests, please indicate the date you expect notification. This additional information can be submitted separately from the financial statements.

1. Grants/Contracts:
  - a. Local/State/Federal Government's (please list source(s))
  - b. Foundations
  - c. Corporations
  - d. United Way/Combined Federal Campaign and other federated campaigns
  - e. Individual Donors
  - e. Other (specify)
2. Earned Revenue:
  - a. Events
  - b. Publications and Products
  - c. Fees
  - d. Other (specify)
3. Membership Income
4. In-Kind Support (donated goods, services, equipment, non-cash items, volunteer hours)
5. Other (specify)
6. Total Revenue

**Expense categories:** Include a breakdown of your expenses by category. Find suggested categories below - please write not applicable where you have no expenses and add categories relevant to your organization that are missing. Please show two columns – one listing the total expense and one listing the specific costs requested in this grant proposal.

1. Salaries and Payroll Taxes
2. Consultants and Professional Fees (itemize type(s) of consultant(s) and fees)
3. Travel
4. Equipment and Supplies (if significant beyond office supplies)
5. Rent and Utilities
6. Maintenance
7. Technology (if budgeted separately, specify hardware/software capital spending, maintenance, and/or training)
8. Evaluation
9. In-kind expenses

10. Other (specify)
11. Total Expenses

**Section Four: Attachments**

1. A copy of your (or your fiscal agent's, if applicable) current IRS tax-exempt determination letter. If tax exempt status is pending, provide an explanation of application status
2. Most recent audit or form 990 (or that of your fiscal agent, if applicable)
3. A one-page organizational chart
4. List of board members with job titles and places of employment
5. Current, dated Memoranda of Understanding or Memoranda of Agreement with other organizations for collaborative or cooperative activities, as appropriate