

United Methodist City Society - Summer Task Force Request for Proposals 2010

Proposal Guidelines

- ◆ Proposals are due no later than **Thursday, April 1st by 4pm**;
- ◆ Proposals must include a description of the program for which you are requesting funding;
- ◆ Programs must be at least four weeks (20 days) in length;
- ◆ Proposals should be no less than four pages in length;
- ◆ Programs that are canceled or do not open must notify the City Society immediately and return the program grant; and
- ◆ Any program that does not submit the required 4 page proposal will not be eligible for funding

Proposal Format

Section I. Complete Application Cover Sheet (attached)

Section II. Church Information

- Church name, address, phone and fax number
- Pastor name and phone number
- Additional contact person (Include name and phone number)
- Amount of funding requested.

Section III. Program Information

- Community background and need
- Target Population (# of students, ages, etc.).
- Program description (including proposed daily schedule, activities and trips).
- Program goals, desired outcomes and program evaluation plans.
- Relation, if any to any youth ministry or program at the church.

Section IV. Staffing Plan

- Summer program director (include his/her experience and qualifications)
- Number of staff/volunteers (include qualifications and responsibilities)
- Hiring and screening process for staff/volunteers
- Orientation/staff training process

Section V. Collaboration

- List any organizations working with, or involved with the program. Discuss what services will be provided through this collaboration.

Section VI. Budget / Financial Information

- Include a budget for the program. This budget should include expenditures, in-kind services, and income (such as program fees).
- State who will be handling the finances for the program.
- State where checks should be mailed (with correct address).

Criteria for Reviewing Proposals

- ◆ Is the geographic area and student population to be served clearly defined?

- ◆ Does the proposal describe a well planned, well-rounded program?
- ◆ Does the proposal outline a realistic staffing plan?
- ◆ Will there be training for staff? Is the training adequate?
- ◆ Was a program budget included?
- ◆ Is the budget realistic?
- ◆ Does the financial plan include contributions from the local church?
- ◆ Will there be an evaluation of staff performance?
- ◆ Will there be an evaluation of the program (i.e. activities, participation)?
- ◆ Does the proposal indicate ways that the program is related to a youth ministry at the church?
- ◆ What other organizations are involved with the program?

2010 Time Frame

Deadline for Submitting Proposals.....	April 1 st
Review by Task Force.....	May 4 th
Notification to Churches.....	June 18 th
First Check to Projects.....	Week of June 21 st
Final Checks Issued.....	July 1 st
Audit and Final Report Due.....	October 1 st

**All proposal packets should be sent to: The United Methodist City Society
475 Riverside Drive, Room 1922
New York, NY 10115
Attn: Aisha Campbell**

You may also fax your completed application to: (212) 870-3091
(A “hard copy” should also be mailed to the office address above)