

Request For Proposals (RFP)

REQUEST FOR PROPOSALS (RFP) -- SPECIAL EVENTS FUNDING ANNOUNCEMENT

OVERVIEW

Pacific Capitol Partners is a private philanthropic association announcing a competitive bid process for independent consultants and contractors to direct a variety of its upcoming fundraising programs. Selected individuals and organizations will support efforts to meet our organization's current fundraising goals from corporate, foundation, and other governmental revenue streams. These activities will focus specifically on special events. The average amount of time designated for a 2-3 day event or other planned venue is between 8 and 20 hours. Please include your perceived percentage of effort or project participation. Nonprofit systems training, community leadership outreach, social research, immigration rights and health initiatives are areas we supported in 2011. Percentage of proceeds will support these and similar issues areas in 2012.

APPLICATION PROCEDURES

Please submit a brief summary proposal containing all of the items specified below, including all requested attachments. Applicants must include all of our required application contents. We will contact you if we have questions or require additional information. Also, we will acknowledge receipt your application within fifteen (15) days. If we are interested in funding your proposal, we will contact you to further discuss your application within forty-five (45) days. Submissions will be reviewed and awarded based on merit and measurable impact. Selected awardees will be notified during the month of February 2012.

Required application contents include:

1. Signed cover letter, on your stationery
 2. Executive Summary
 3. Narrative (no more than five pages) that includes:
 - ◆◆ Project Description
 - ◆◆ Brief statement of problem to be addressed
 - ◆◆ Goals and objectives
 - ◆◆ Target population
 - ◆◆ Project activities
 - ◆◆ Key Staff (with attached resumes)
 - ◆◆ Plan for measuring project results
 4. Project Budget (not to exceed \$5,000.00)
 5. Organization Background (mission, activities, and credentials for implementing the project)
 6. Conclusion (brief statement of recommendations for renewal)
 7. Selected proposals will include (1) third-party collaborative activity, (1) corporate sponsorship, (1) in-kind product/services component, and (1) funding request matching component).
- Clarifying questions should be submitted not later than 01/09/2012 C.O.B. 5:00pm. P.S.T. Closing Date: 01/17/2012 C.O.B. 5:00pm. P.S.T. Submit applications to: pacificcapitol@gmail.com.

Pacific Capitol Funding Committee

- Location: Sacramento, California