

Weaver and Tidwell, L.L.P. Private Foundation

Request for Proposal 2008-2009 Charity of Choice Program



Issue Date: June 17, 2008
Due Date: August 15, 2008 at 5:00 PM CDT



June 17, 2008

Re: Request for Proposal for the Weaver and Tidwell, L.L.P. 2008-2009 Charity of Choice Program

Dear Applicant,

The Weaver and Tidwell, L.L.P. Private Foundation (Foundation) appreciates your interest in our 2008-2009 Charity of Choice Program. The Foundation is soliciting proposals from charitable organizations to serve as a charity of choice for the Weaver and Tidwell, L.L.P. Employee Outreach Program. The Foundation was created to sponsor organizations, events and programs that provide the company the opportunity to achieve the following business objectives:

- Support quality of living in the communities in which our employees live and work
- Increase brand awareness and favorability
- Increase client/referral loyalty
- Increase business development

Enclosed you will find the 2008-2009 Charity of Choice request for proposal (RFP) for your review and completion. Please review these guidelines thoroughly before submitting a proposal. For consideration for the 2008-2009 contribution, please submit four copies of your proposal and an electronic version of your proposal to the Foundation on or before August 15, 2008 at 5:00 PM. Please submit to:

Weaver and Tidwell, L.L.P. Private Foundation
24 E Greenway
Suite 1800
Houston, TX 77046
wtfoundation@weaverandtidwell.com

The Foundation will evaluate all responses based on the criteria outlined in the attached RFP. We will notify all respondents on the status of their application upon completion of our review. If you have any questions about the Charity of Choice Program, please email us at wtfoundation@weaverandtidwell.com.

DALLAS

Three Forest Plaza
12221 Merit Drive
Suite 1400
Dallas, Texas 75251-2280
972.490.1970
F 972.702.8321

FORT WORTH

1600 West Seventh Street
Suite 300
Fort Worth, Texas 76102-2506
817.332.7905
F 817.429.5936

HOUSTON

24 Greenway Plaza
Suite 1800
Houston, Texas 77046-2404
713.850.8787
F 713.850.1673

Sincerely,

Handwritten signature of Marie Brehm in black ink.

Marie Brehm
Board Member

Handwritten signature of Elizabeth Bunk in black ink.

Elizabeth Bunk
Board Member

Handwritten signature of John Pace in black ink.

John Pace
Board Member



Purpose of Request

The Weaver and Tidwell, L.L.P. Foundation (Foundation) is soliciting proposals for a non-profit organization who can partner with us to provide a community involvement opportunity for Weaver and Tidwell, L.L.P. (Weaver and Tidwell) employees in conjunction with a substantial sponsorship of your organization or cause. I'm thinking we should add a line something like this: Applications may request up to \$60,000 for their organization that operates in the Dallas, Fort Worth and Houston metro areas. It is anticipated that each location will receive one-third of the total donation.

The successful organization must be a not-for-profit organization with a valid 501(c)(3) status. The Foundation would prefer the selected organization have locations or volunteer opportunities in the Dallas, Fort Worth and Houston communities.

The Foundation reserves the right to reject any and all applications. This request does not obligate the Foundation to pay any costs incurred by respondents in the preparation and submission of an application.

Time Schedule

The Foundation will follow the following timetable, which should result in final selection of a non-profit organization sponsorship opportunity.

Issue date:	June 17, 2008
Deadline for submittal of application:	August 15, 2008
Preliminary Selections:	August 30, 2008
Notify chosen organization:	September 15, 2008

Organizations are invited to direct questions in advance of submittal to:
wtfoundation@weaverandtidwell.com

Delivery of Application

Four Hard copy applications must be delivered to:
Weaver and Tidwell, L.L.P. Private Foundation
24 E Greenway
Suite 1800
Houston, TX 77046

One soft copy application must be delivered to:
wtfoundation@weaverandtidwell.com



Introduction and Mandatory Requirements

The Foundation was created to sponsor organizations, events and programs that provide the company the opportunity to achieve the following business objectives:

- Support quality of living in the communities in which our employees live and work
- Increase brand awareness and favorability
- Increase client/referral loyalty
- Increase business development

The Foundation evaluates applications for sponsorship in the Fort Worth, Dallas and Houston communities. It is our goal to make the 2008-2009 gift to a non-profit organization with whom we can partner to involve the employees of Weaver and Tidwell. Because Weaver and Tidwell employees value community involvement in their professional and personal lives, it is our goal to involve our employees in the gift.

Because funds are limited, the Foundation is unable to act favorably on all requests received. Each sponsorship request is carefully evaluated to determine compatibility with business objectives.

The Foundation does not typically engage in sponsorships with the following types of organizations or activities:

- Courtesy or goodwill advertising in publications
- Amateur athletes or athletic organizations
- Individual K-12 schools
- Individuals
- Organizations, projects or programs outside the U.S. or mainly international
- Political parties, campaigns or candidates, partisan political organizations
- Sectarian, religious and denominational organizations
- Other events/activities that are incompatible with our firm brand image



**The Weaver and Tidwell, L.L.P. Private Foundation
2008-2009 Charity of Choice
Request For Proposal**

Section 1 Background Information on Organization Requesting Funds

1. Name and purpose of organization
2. Population served
3. Summary of organizational activities
 - a. Success to date of these activities
4. Organizational structure
 - a. Name and bio of key staff members
 - b. Board of Directors
 - c. Number of paid, full-time employees
 - d. Number of paid, part-time employees
 - e. Are volunteers used in your activities? How many? How are they used?

Section 2 Fund Allocation Proposal

1. Statement of problem in need
2. Description of the project for which funding is sought
3. Specific goals or objectives of the project
4. Itemized budget of request
5. Justification of need
6. What organizational resources will be devoted to this project?
7. Dates for implementation and conclusion
8. How will you evaluate the impact or success of the project?



Section 3 What type of activity can Weaver and Tidwell, L.L.P. employees be involved in?

1. Approximate number of volunteers needed
2. Approximate number of volunteer hours needed
3. Value our employees can add to your organization

Section 4 Organizational Fit

1. How does your request provide the Foundation the opportunity to achieve the following business objectives:
 - a. Support quality of living in the communities in which our employees live and work
 - b. Increase brand awareness and favorability
 - c. Increase client/referral loyalty
 - d. Increase business development

Section 5 Financial Information

1. Financial statements, last two fiscal years (audited if available)
2. Income tax returns, last two years
3. Current operating budget
4. Tax status: Evidence of the applicant's status as an exempt organization for federal income tax purposes, including whether it qualifies as a public charity organization as defined in section 501(c)(3) of the Internal Revenue Code.
5. Certify that by submitting an application you are agreeing to notify the Foundation immediately in the event funding for your request is committed or received from another source.

