



2017 Youth Program Support Fund Proposal

Proposal Basics:

Use funds from Kittitas County and United Way to support youth programs/activities throughout the county. All organizations that sponsor youth (age 0-18) activities in Kittitas County would be eligible to apply and any organization that received funds through the scholarship program over the last year and a half would be solicited directly to apply. The proposal would request information about what the funds are to be used for and the amount requested. Funds would be limited to one-time expenditures that support the program, such as special events/sports clinics, equipment, supplies, etc. Awards would be given based on number of organizations applying and merits of the proposal, with priority given to activities that directly support at-risk youth. A committee consisting of two HopeSource employees and one community member will review the proposals and make recommendations for awards. No committee members shall be formally associated with any of the organizations submitting proposals. Individual award amounts will be capped at \$500, unless a limited number of organizations apply. If all funds are not given out in the first RFP process, organizations would be encouraged to apply throughout the year until funds are exhausted.

Funds Available to be Awarded in 2017 (may be adjusted based on amounts available when RFP is released):

- Kittitas County: \$2640
- United Way: \$1000

Timeline of First Award Process:

- April 4, 2017: Request for Proposal process submitted to Kittitas County Commissioners for approval
- April 7, 2017: Requests for proposals mailed out to organizations and marketed to the community
- May 1, 2017: Request for Proposals due back to HopeSource
- May 1-15, 2017: Committee meets and makes funding recommendations for Kittitas County funds and final determinations for United Way funds
- June 2017: Recommendations made to Kittitas County Commissioners, who make a final determination of who is funded using Kittitas County funds
- By June 30, 2017: Funds dispursed to organizations



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Sample RFP Letter

April 7, 2017

Dear (Organization):

You are receiving this letter because your organization has partnered with HopeSource in the past to provide activities for children in Kittitas County. Your willingness to work with our scholarship program has resulted in more children from low-income families being able to engage in fun and healthy activities after school.

Funding Opportunity: Because of the generosity of Kittitas County and United Way, HopeSource is able to provide you with an opportunity to use the funds to improve your program this year. Are you considering purchasing new equipment? Want to provide a special clinic? Need to arrange transportation to an event? If there's a one-time cost associated with your activity and it directly benefits children we might be able to help.

Maximum award amount: \$500

To Apply: Please complete the attached application and submit it to HopeSource.

Questions and Communication: All communications and/or questions in regard to this request should be directed to Vickie Nesbit at HopeSource (vnesbit@hopesource.us or (509) 925-1204).

Electronic Version of Application: If you would like the application as a Microsoft Word document so that you can type the application, please request it by emailing Vickie Nesbit at vnesbit@hopesource.us.

W-9: If HopeSource does not already have a W-9 form on record for your organization, please submit one with your application.

Submitting the Application: All responses must be sealed in an envelope with the name and address of the organization appearing on the outside of the envelope. Whether mailed or hand delivered, **the response must arrive at the HopeSource office no later than 4 p.m. on May 1, 2017.** The method of delivery will be at the discretion of the organization and will be at your sole risk to assure delivery at the designated office. HopeSource does not take responsibility for any problems in the mail or delivery services.

Delivery Address

HopeSource Attn: Andrew Lyons
700 E. Mountain View Ave. Ste. 501
Ellensburg, WA 98926



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HopeSource Youth Program Support Funding Request For Proposal

Name of organization:

Contact Name:

Contact Phone:

Contact Email:

Brief description of youth programs/activities your organization provides and population you serve:

Purpose of request (Please be as specific as possible about what you are requesting and the cost associated with it. Feel free to attach quotes, web pages, etc. that explain what you are proposing to purchase.):

Dollar amount requested (the maximum award amount to be considered will be \$500):

Would a partial funding award still be useful to you? If so, how would you modify the proposal?:

Number of youth impacted by your proposal:

If your proposal is awarded, do you agree to provide HopeSource with fiscal records (receipts, statements, etc.) that verify what the funds were used for? YES NO