



## People Helping People Awards Collaboration Grant - Request for Proposal

Thank you for your interest in the People Helping People Awards (PHPA) Collaboration Grant. Non-profit organizations that are past recipients of the PHPA are eligible for grants up to \$10,000. The grant is a joint opportunity for two or more organizations to collaborate on a project. Please see the Collaboration Grant Guidelines for additional eligibility requirements.

To be considered complete, the collaboration grant proposal should include the following information:

1. Designation of the grant Fiscal Agent. This is the organization financially responsible for administration and payments. Grant award checks will be made payable to the fiscal agent. Only one organization can be listed as the fiscal agent.
2. Contact information for all collaborating organizations. Collaboration partners work with, but under the administrative support of the fiscal agent.
3. Grant narrative which should include:
  - a. Grant Specifics
    - i. Purpose of the grant; what will the collaboration achieve (bullet points encouraged)
    - ii. How will this grant be carried out/completed and under what time frame
    - iii. Discussion of whether this partnership will expand as a result of this grant request and/or plans for future collaborations
    - iv. Explanation of how each organization will collaborate on this grant and what benefits will be achieved through this partnership
  - b. Expected data outcomes (e.g., total number served, or increased social media likes from a marketing campaign)
  - c. Target populations (e.g., if the grant provides outdoor recreation for disabled youth, then the target population would include disability, youth, and recreation)
  - d. Location of services to be provided (if applicable)
4. Grant financials
  - a. Please include a breakdown of costs associated with this grant
    - i. Include descriptions with each cost
    - ii. List which collaboration partner will incur each cost
    - iii. If project incurs costs beyond the grant funds available, please indicate how additional funds will be obtained and names of funders



- b. IRS W-9 form for each organization must be submitted with this grant request
  - c. Annual budget for each organization must be submitted with this grant request. Audit reports are acceptable.
5. Submission
  - a. Submit your proposal to: [communityrelations@becu.org](mailto:communityrelations@becu.org), using the subject line "PHPA Collaboration Grant Submission."

6. Notification

All organizations who submit a proposal will be **notified of grant receipt, or not, by 11/28/2018.** All organizations who submit a proposal will be invited to the PHPA event on December 6, 2018, and recipients will be revealed at the event. It is not necessary to be present at the event to accept the award. Checks will be issued no later than December 30, 2018.

***\*Please note if grant is awarded you will be required to submit all receipts upon completion.***