



**JUNIOR LEAGUE OF THE  
GREAT LAKES  
BAY REGION**

**Request for Community Impact Project Proposals from  
the Junior League of the Great Lakes Bay Region (JLGLBR)**

*Applicants are required to address all of the requests below and to provide samples when appropriate. If providing an attachment, Applicant must clearly identify the request number for each response.*

Section	Question		Supplier Response
<b>Section 1.0 - General Business and Contact Information</b>	1.1	Provide (1) the legal name of Applicant's agency, (2) the legal classification of Applicant's agency, (3) the state or county where organized, (4) the address of Applicant's principal place of business, (5) phone number, email address and website address (6) Tax ID including copy of 501(c)(3), (7) contact information for the person responsible for this proposal including: Name, Title, Address, Phone Number and Email Address.	
	1.2	Please provide a brief description of your agency, including your mission, board makeup, and key persons involved with the operations of your agency.	
	1.3	Has your agency and/or parent company ever been cited, charged or convicted of any violations of a financial management nature and/or felonies? If "Yes" please kindly elaborate.	
	1.4	If applicable, please attach your two most recent financial statements.	
	1.5	How were you informed of this application/funding process and/or are you connected with the Junior League in any way?	
<b>Section 2.0 - Applicant Experience</b>  <i>If Applicant is a new organization, please provide examples / answers based on the primary members of the organization.</i>	2.1	Indicate how long Applicant has been performing the services requested in this Request for Proposal (RFP).	
	2.2	Provide a history/summary showing that Applicant and/or its officers have been engaged in providing similar services as requested in this RFP.	
	2.3	Do you partner with any other agencies for funding, if so please list and/or where do you receive the majority of your funding.	
<b>Section 3.0 - Applicant References</b>  <i>If Applicant is a new organization, please provide examples / answers based on the primary members of the organization</i>	3.1	Provide at least three (3) references, businesses, organizations, or individuals that could speak to the nature of your organization.	
	3.2	What other organizations have you partnered with in the past? Please list all relevant patterns from the previous five (5) years.	

<b>Section 4 - Project Description</b>	4.1	Title of Project.	
	4.2	Provide a brief summary of the project in 50 words or less.	
	4.3	What community need does this project aim to address and how does it relate to our Issue Based Community Impact model?	
	4.4	Who does this project aim to help in terms of a target population or group?	

	4.5	How will this project address said need for the specified population? Provide evidence that the project can/will meet its stated goals. How will these goals be measured?	
	4.6	Applicant must provide a detailed budget for the project, including sources and uses of cash, specific allocation, and a timeline for fund disbursement.	
	4.7	Will you be collaborating with any other individuals or agencies for funding and/or implementation of this project?	
<b>Section 5 - Implementation Timeline</b>	5.1	Provide a detailed timeline of the project, including setup, launch, ongoing implementation/duration, and termination.	
<b>Section 6 - JLGLBR Support Requested</b>	6.1	How do you envision your organization working/partnering with the Junior League?	
	6.2	What sort of volunteer or advocacy support would the Junior League of the Great Lakes Bay Region be requested to provide?	
	6.3	What monies are requested from the Junior League of the Great Lakes Bay Region? When and how are said funds requested for disbursement?	
	6.4	If you only receive partial funding for this project from us, what will the money go towards?	
<b>Section 7 - Measurable Outcomes</b>	7.1	What are the goals of this project? What outcomes are expected, targeted, and/or hoped for? What does success look like?	
	7.2	How will you measure the goals and at what intervals?	

**Rights Reserved by JLGLBR and Restrictions on RFP Process.**

1. JLGLBR reserves the right to request additional or more detailed information from any Applicant at any time, before or after proposal submission, including information inadvertently omitted by Applicant.
2. JLGLBR reserves the right to request that some or all of the Applicants modify proposals based upon JLGLBR's review and evaluation.
3. JLGLBR reserves the right to supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more Applicants for negotiation and to cancel this RFP with or without issuing another RFP.
4. JLGLBR reserves the right to permit or reject at JLGLBR's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the Applicants following proposal submission.
5. JLGLBR reserves the right to reject any or all proposals, including by way of example only and without limitation, any proposal that does not contain all the requested information.
6. JLGLBR reserves the right to negotiate with any Applicant considered qualified or to make an award without further discussions.
7. JLGLBR reserves the right to waive any irregularity, informality, defect, non-responsiveness and/or deviation from the RFP and its requirements. 8. JLGLBR reserves the right to negotiate with any Applicant(s) and to arrive at its final decision and/or to request additional information or clarification on any matter included in the proposal.
9. Selected Applicants will be required to make oral presentations. Failure of an Applicant to conduct a presentation on the date scheduled may result in rejection of the Applicant's proposal.
10. JLGLBR reserves the right to make site visits to the selected Applicant's sites for further Proof of Concept and to conduct investigations with respect to the financial, technical, and other qualifications of each Applicant as JLGLBR, in its sole discretion, deems necessary or appropriate.
11. JLGLBR reserves the right to accept, or reject any or all of the items in any proposal and to award in part, in whole, or not at all.
12. JLGLBR will not pay for any information requested nor is it liable for costs incurred by the Applicant in responding to this request. Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal are not necessary or desired.
13. JLGLBR is the sole owner of all data and information contained within the Request for Proposal document and accompanying attachments.
14. Applicant proposals will be opened and reviewed at the convenience of JLGLBR

*I hereby certify that I have read this document, I fully understand its content and all of the above is correct. I hereby grant the JLGLBR the right to any legal fees required to recover funds obtained under fraudulent pretenses or inaccuracies in the above.*

**Signature**

**Organization**

**Date**