



## **REQUEST FOR PROPOSALS**

*The Forix Foundation  
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### ***THE FORIX FOUNDATION...providing an arch to a better life***

Our mission is to direct philanthropic dollars towards economically challenged communities throughout the world, helping them develop long term solutions to improve the quality of their lives.

#### **GRANT OBJECTIVES**

The foundation will support non-profit organizations that educate people in underserved communities, through programs that facilitate the learning of new skills towards self-sufficiency and civic participation. Specifically, the foundation aims to support organizations or programs that recognize and foster the interdependence and mutually reinforcing aspects of personal skill development. The most attractive activities are those that specifically develop skills and capacities and better the lives of those in a given community be it through expanding educational opportunity or quality of life enhancement.

Therefore, the fund will seek proof of the following in prospective grantees' programs:

- Active learning
- Broadening access to educational opportunity
- Practical knowledge and skill-building
- Quality of life enhancement programs
- A commitment to performance measurement and continuous programmatic improvement

#### **Importance of Education**

The Foundation believes that education and the ensuing capability to control one's future, is a basic right and is central to one's ability to achieve personal and economic independence. Certain members or groups within communities will face challenges throughout their lives – especially during difficult economic times like those we are presently facing. These community members need to have the personal skills, perspective, and orientation to independently navigate challenges as they arise. Moreover, they need a lasting skill set that will prepare them for challenges to come.

#### **Impact**

We hope that through our funding and additional resources, we can help existing and nascent projects to further their impact and scope. We are looking to help nonprofit organizations which have the vision to operate and grow for years down the road and are committed to sharing their knowledge base going forward while making a lasting positive impact on the participants as well as the peripheral community.



### **Eligible Organizations:**

The fund is open to 501(c)(3) nonprofit organizations that fulfill the grant objectives.

#### Required Criteria:

- Partner is an in-country non-governmental organization. Projects administered by large international NGOs will not be funded.
- Organizations have been in existence at least two years, with demonstrable success. Outside funding for the organization should not be substantial (generally below \$100,000 US annually).
- The organization will have email access. Proposals will be accepted solely in English.
- Partner works with communities to develop programs in response to needs identified by the community. The resulting programs must be community-based and community-led, including participation from the community in money, labor, or in-kind materials.
- Partner recognizes the inter-related nature of community problems and develops programs that address those problems in a "holistic" or integrated manner.
- Partners do not restrict opportunities for women to participate in leadership and decision making roles and as staff in the program or project.
- Proposed programs are moving toward self supporting i.e., include provisions for maintenance and ongoing funding and are environmentally sound.
- Programs are integrated into the local infrastructure, and respect local culture and traditions.
- Partner provides services to people regardless of their religious beliefs and does not propagate a belief in a specific faith.
- Financial systems must be in place before money is dispersed (an established bank account; designated treasurer who tracks expenses; and financial oversight by a council or board). Funds must be spent within 1 year of grant being awarded or the balance returned.
- A minimum of one progress report will be necessary during the course of the project; the number of reports required will depend on the duration and scope of the project. Reports must be able to be submitted in English and in a timely manner.

Organizations may make program-specific requests and/or requests for general operating support. General operating support is unrestricted and can be used to cover overhead expenses, such as technology, staffing, and marketing that are not program-specific but that help the organization to be effective. However, general operating expense requests must submit a budget describing need, delineating expenditures and justifying program enhancements.

### **WHAT THE FUND WILL NOT SUPPORT**

- Direct grants to individuals, scholarships, fellowships, etc.
- Projects with a religious purpose or political activities
- Organizations which exhibit a bias against any particular sex, religious affiliation or other discriminating parameters.

### **PROPOSAL GUIDELINES**

The application format is the NY/NJ Common Application Form, however some additional information



and documents may also be requested. Incomplete applications will not be considered: all questions MUST be answered for the application to be considered complete.

Additional Information – Maximum of 3 pages to include all of the following (or the appropriate section of the NY/NJ Common Application where it can be incorporated):

- In Section II A 1 please be sure to include the start date of your organization
- In Section II A 2 please be sure not only to outline the problem which your organization works to address, but the solution which will be provided through the project or ongoing operation of your agency.
- Please speak to how your organization encompasses the required criteria
- Please address your organization's plan for financial sustainability and provide written proof of any other financial commitments and/or outstanding requests pertinent to this project (i.e. long-term foundation support, incorporating revenue generating business models, etc).
- Please include information about the type of additional support the organization needs to move to the next level (e.g. how the project will continue sustainability).
- Please specify if this is an extension of an existing grant or a first time grant request for this specific project and/or organization.

#### **FUNDING TERMS**

During the annual grant cycle, the Fund anticipates awarding 4-5 grants. Up to approximately \$25,000 will be distributed in total. Funding will occur in 2 cycles: The first will require applications be submitted no later than March 31 for distribution of funding no later than June 30. Any applications arriving after that date will be submitted for the second round, the deadline date being September 30 with distribution taking place no later than December 31. If possible funds will be distributed before the distribution deadlines. Applicants will be notified in advance of funding dates. If other deadlines need consideration please contact us directly for exceptions.

Funding contracts will be limited to one year.

#### **REVIEW PROCESS AND SELECTION GUIDELINES**

The Fund will consider the following criteria, among others, when evaluating applications:

- Strong, dedicated organizational leadership
- A brief CV of the main leaders or key personnel responsible for the project
- Realistic and actionable goals and indications of strategic planning
- Quantifiable metrics which elucidate the progress of the project as well as the impact of the project upon completion
- Proven past success, as defined by the project

As part of the review process, the Fund will:

- Review and evaluate all proposals and supporting documentation and,
- Make site visits and interview finalists.



### **SUBMISSION INSTRUCTIONS**

Forix will acknowledge receipt as each proposal is received via email.

- Forix reviews the proposals and verifies the qualifications of the organization.
- Forix contacts the organization by email for additional information or clarification
- After completing due diligence, Forix disburses funds.
- Forix representatives may make one or more site visits during the course of the grant.

All applications, including attachments, must be submitted electronically via email to:  
info@forixfoundation.org

Hard copies of applications will be accepted but an email address is necessary for contact.

- Please put “[Your organization’s name] application” in the email subject
- Please put the name of your organization, contact name, email address, and phone number in the body of the email.
- Cover page: Please include a cover page on your application that provides your organization name, contact person, and contact information. Also on the cover page, please reproduce the following language;

The undersigned applicant(s) do hereby represent and warrant that the information contained on this form, and any attachments submitted in conjunction with this application, is complete and correct.

Executive Director or Board Chair Other Authorized Staff Member

Name: Name | and signature

Title: Title

Date: Date

### **QUESTIONS?**

Prospective applicants may email Forix with questions info@forixfoundation.org. If you are having technical difficulties with your submission, please email us.