

<p>RETURN TO: FUNDSY, Inc. P. O. Box 7126 Boise, ID 83707-1126</p>	<p>DEADLINE: All proposals must be received by Friday, December 17th 2021</p> <p><i>No proposals will be accepted in person.</i></p>
<p>ELECTRONIC SUBMITTAL: beneficiary@fundsy.org</p>	
<p>Proposal requirements are available online at: www.fundsy.org Submit questions to: beneficiary@fundsy.org.</p>	

ELIGIBILITY CRITERIA:

Applicant organizations must meet the following criteria:

- Funds must be used exclusively for capital projects critical to the long-term success of the organization.
- Applicant must be operating within Ada County and Canyon County and applying for funds for the creation, construction, or maintenance of buildings, edifices, equipment, or premises.
- Applicant must be a nonprofit corporation with proof of 501(c)(3) tax-exempt status.
- Applicant must be in good financial standing and must have the appropriate organizational capabilities to receive and administer funds received if selected by FUNDSY.
- The Applicant will partner with FUNDSY’s efforts to raise funds for the 2023 FUNDSY Golf Tournament and Triple Crown events, and the 2024 Gala.

Other factors to be considered:

- The overall need for the capital project and how it will enhance the organization’s mission.
- Projects totaling \$1,000,000 or less will be given priority consideration.
- What is the impact of the applicant’s project on the Ada County / Canyon County community?
- What is the likely support of FUNDSY patrons for the applicant’s project?
- What is the number of people who would benefit from the applicant’s project?
- Are there any other sources of funding available to the applicant?
- Partnership and beneficiary support are critical to the success of every FUNDSY event and are unique to the organization and its supporters. This support includes, but is not limited to, the following:
 - a. Donation acquisition efforts within the organization as well as through the FUNDSY contact process
 - b. Event workers/volunteers serving as Gala co-chair
 - c. Individual purchase/sale of Gala tickets
 - d. Other possibilities and opportunities as appropriate

PROPOSALS MUST INCLUDE:

1. COVER LETTER: The cover letter is limited to one (1) page on the applicant’s stationery and signed by the organization’s director. The letter must show the name of the organization or agency, address, phone and fax numbers, email address, and website (if applicable).
2. NARRATIVE/SUMMARY: The narrative/summary must be no more than five (5) pages, one-sided, single-spaced, and include the following:
 - a. Purpose or Primary Effort of Organization, including Brief Background or History of Organization.
 - b. List of Officers and/or Members of the Board of Directors.
 - c. Amount of Funding Requested.
 - d. Need for Funding, including detailed explanations of:

- How the funds would be used, including a project timeline.
- Total funding plan for the capital project, including a budget (expenses and income).
- Whether Funding will allow for the growth of an ongoing program or the development of a new service or program.
- Demographics and number of people currently served and impact/increase anticipated due to the capital project.

- e. List other funding sources, in-kind donations, or other support, if any, for the project.
- f. Describe how the organization is presently funded (organization's operating budget).
- g. Describe any partnership efforts with other organizations/agencies that may provide a potential support base for the event.
- h. Briefly describe the size of the staff, full-time and part-time, plus active volunteers and the type of work they do for the organization. How will this change with the completion of your capital project?
- i. Summarize how your organization may provide help and support to the 2023-24 fundraising efforts and auction events.
- j. List the years and amounts of previous FUNDSY requests by your organization and the result of those requests.

3. Tax-Exempt Status: Verification of 501(c)(3) tax-exempt status (IRS determination letter).

PROCEDURES TO SUBMIT PROPOSAL:

- All proposals must be received by FUNDSY **no later than Friday, December 17, 2021**. *No proposals will be accepted in person.*
- The proposal must include 1) Cover Letter, 2) Narrative/Summary, and 3) Tax-Exempt Documentation.
- The proposal must include all information as requested in these instructions and be limited to the specified number of pages, or the proposal may be disqualified. The proposal should be printed or typed.
- Proposals can be submitted either electronically, uploaded to the Fundsy.Org website, or Mailed to the address below.
- Proposals submitted electronically must be emailed to beneficiary@fundsy.org.
- Proposals submitted via mail must include and require the following:
 - a. **ORIGINAL PROPOSAL + 8 COPIES**
 - b. Original proposal plus copies must be 1) three-hole-punched, 2) paper-clipped (not stapled), and 3) submitted in one binder, folder, or envelope (not separately).
 - c. Mail to the following address:

*FUNDSY, Inc.
P.O. Box 7126
Boise, ID 83707-1126*
- If selected as a finalist, an applicant may be asked to provide pertinent supplementary information in the form of a personal presentation.
- Applicant's proposal and supplementary information become the property of FUNDSY, Inc. and will not be returned.

DECISION OF FUNDSY:

- The FUNDSY Beneficiary Committee will review and score all submitted applications. It will then be narrowed down to 3-5 finalists which will be invited to present in person to the FUNDSY Board of Directors on **March 8, 2022, between 10 a.m. and 2 p.m.**
- The selection of the beneficiary(s) will be made in April 2021 and the decision of the Board of Directors of FUNDSY, Inc. is final. Applicants will be notified as soon as the selection is final. After the selection is finalized, the beneficiary will be announced at the end of the FUNDSY Gala on May 7, 2022. A press release will be sent out immediately after.