



**THE MOYER FOUNDATION**  
*Helping Children in Distress*



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## **CAMP ERIN PARTNER – REQUEST FOR PROPOSAL**

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**CITY:** INSERT CITY

**DATE:** INSERT DATE

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**RE:** THE MOYER FOUNDATION IS EXCITED TO BRING A CAMP ERIN TO YOUR LOCATION. WE'VE SELECTED YOUR ORGANIZATION AS A POSSIBLE CAMP ERIN PARTNER AND KINDLY ASK YOU PROVIDE THE US FOLLOWING INFORMATION.

PLEASE TYPE ANSWERS DIRECTLY INTO THIS TEMPLATE, PRINT OUT COMPLETED APPLICATION (SECTIONS #1-#5) AND RETURN TOGETHER WITH ALL OF THE REQUIRED APPLICATION DOCUMENTS AS INDICATED ON THE RFP CHECKLIST.

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### **SECTION #1: Organization Overview**

#### **A. Organization Contact Information**

Name of Organization:

Contact Name:

Contact Title:

Address:

City/State/Zip:

Phone (day):

Phone (evening):

E-mail:

#### **B. Budget - Actual and Intended**

Bereavement Program/Project Budget Size: \$

Organization's Annual Budget: \$

Estimated year one camp budget (please attach): \$

Estimated yearly budget thereafter (please attach): \$

#### **C. Description of organization**

Please list any additional relevant data relating to the history, goals and accomplishments of your organization:

#### **D. Additional details**

- |    |  |     |    |
|----|--|-----|----|
| 1. | Does your organization have a current 501 (c)(3) status? | YES | NO |
| 2. | Year founded:  |     |    |
| 3. | Number of employees:                                     |     |    |
| 4. | Partners or affiliates:                                  |     |    |
| 5. | List of Organization's Officers and Directors:           |     |    |

#### **E. Bereavement**

1. Please describe your history of service to grieving children:
2. How many grieving children are you currently serving?
3. How many do you serve per year (average)?

Total to date?

4. How specifically do you serve these children? What programs do you offer?

What is the frequency of these programs?

5. Why do you feel your agency would be well suited to partner with The Moyer Foundation?

## **SECTION #2: CAMP PLANS**

### **A. Preparation**

1. How do you plan to prepare for Camp Erin?
  
1. Will you hire staff, if so how many in what positions?
  
2. How will you recruit and train volunteers?
  
3. When do you plan to hold your first Camp Erin?

### **B. Evaluation**

1. How will you determine the impact of Camp Erin? Please explain post-camp follow up strategy and intended follow-up length of time.

### **C. Attendance**

1. What is your target number of children and volunteers attending year one?
  
2. And each year thereafter?

## **SECTION #3: FUNDRAISING + AWARENESS**

### **A. Fundraising**

1. How would you ensure the financial stability of Camp Erin after the first year of funding from The Moyer Foundation?
2. What are your plans to grow funds over the 10 year period? Please give a specific example.
3. Have you identified potential partners that will support with time, talent or treasure? (this can include fundraising, in-kind donations or volunteer support)

### **B. Awareness**

1. How will you create awareness of Camp Erin in your community?
2. How will you reach out to children and families in distress?

## **SECTION #4: REFERENCES**

Please provide reference letters from the following:

1. Community supporter
2. Corporate partner
3. Program advocate

## **SECTION #5: ADDITIONAL REQUESTS**

1. Please find attached the Camp Erin and an example of The Moyer Foundation Letter of Understanding. Review and confirm your organization can comply with what will be required to move forward with this partnership.



THE MOYER FOUNDATION  
*Helping Children in Distress*



**The Moyer Foundation**  
*Camp Erin Partner - Grant Application Checklist*

Please assemble all grant application documents in the following order- **front to back**. Please paperclip everything together- NO staples, please.

- Cover Letter (on letterhead)
- Section #1
- Section #2
- Section #3
- Section #4
- Financial Documents
  - Most recent audit
  - Most recent agency budget
  - Program budget (what grant will help fund)
  - IRS confirmation letter of 501(c)3 status
- Signed checklist (this form)

Please check off the items above to confirm they are included in your grants application package. Put the entire package *unfolded* in a 9 x 12 envelope, addressed to:

THE MOYER FOUNDATION  
Attn: Lynette McCampbell  
Camp Erin Program Coordinator  
2426 32<sup>nd</sup> Ave. W Ste. 200  
Seattle, WA 98119

By signing below, I confirm the grant application is complete, and all required items are organized as indicated above.

Name \_\_\_\_\_

Date \_\_\_\_\_