



*A Tradition of Leadership and Community Service*

## REQUEST FOR PROPOSAL 2010-2011

### Our History

Originally known as the St. Luke's Board of Visitors, our organization donated over \$6,000,000 to the development of St. Luke's Medical Center. In 1995, St. Luke's was sold to a for-profit group, and The Board of Visitors became an independent organization. Since that time, The Board of Visitors has raised and distributed over \$7,000,000 to a variety of community organizations.

### Our Mission

The Mission of The Board of Visitors: Serving the health care needs of women, children and the elderly. We serve the Greater Metropolitan Phoenix area by funding non-profit organizations that meet the health care needs of our target populations.

The Board of Visitors awards grants annually through a Request for Proposal (RFP) process. The funds that are distributed are raised at three events.

- The Board of Visitors Annual Charity Ball
- The Board of Visitors Annual Fashion Show and Luncheon
- The Care Card

### Guiding Principles

The Board of Visitors will support projects that:

- Reflect the mission of The Board of Visitors: ***Serving the Health Care Needs of Women, Children and the Elderly***
- Positively affect lives in Greater Metropolitan Phoenix
- Have long-term impact and perspective

### Guidelines for Distribution

#### Category A

The Board of Visitors may dedicate up to \$300,000 annually to fund one or more grants that are equal to or greater than \$100,000.

#### Category B

The Board of Visitors may dedicate a minimum of \$50,000 annually for one or more grants that are equal to or greater than \$5,000.

#### Category C

**Category C Grant will be available for application in 2011.** The Board of Visitors will dedicate the proceeds from the sale of The Care Card for three years to one grant recipient who chooses to apply for this grant. Organizations wishing to be considered for this grant should submit a separate Letter of Interest.

## Eligibility

### Requirements

Organizations:

- Must have 501(c)(3) status
- Must be domiciled and serve populations in the Greater Metropolitan Phoenix area
- Must be willing to submit audited financial statements for the past 2 years
- May submit **one** proposal per year for Category A or B. When applying in 2011 for a Category C Grant, organizations may also apply for a Category A or B Grant.

### Considerations

- For *Category A* grants, the organization must have an operating budget of at least \$1,000,000
- No multiple year grants will be considered for Category A or B
- The Board of Visitors will consider request for specific projects, including those that require seed money, general operating support and capital projects

## Evaluation Criteria

Proposed Projects Should:

- Reflect the Mission and Guiding Principles of The Board of Visitors as stated in this document
- Provide direct services
- Impact the under-served
- Impact a diverse population
- Demonstrate a strong community need
- Promote partnerships and collaborations within the community
- Demonstrate potential for continued operation beyond The Board of Visitors support

## Request for Proposal Process for All Categories

### Letter of Interest

Organizations must submit a Letter of Interest addressed to The Board of Visitors Grants Committee Chairman at the address that appears on this brochure. The letter must not exceed two pages in length using no smaller than 10pt type with no attachments. It must include the following information. Omission of information in any part will result in the rejection of your given request.

- Summary of the organization's mission and history
- Statement of the specific project that the grant will support
- Summary of the organization's goals and activities that will be supported by the grant
- A statement of how the results will be evaluated
- The amount requested, the total budget for the project and the organization's total operating budget for the year
- Description of how the project addresses the Mission, Guiding Principles and the Evaluation Criteria of The Board of Visitors
- Contact information required: Organization's contact name, mailing address, email and phone number

Letters of Interest must be received no later than

April 29, 2010

Please note that our office hours are

Monday - Thursday, 9am - 1:30pm

The Board of Visitors will acknowledge all Letters of Interest with an email or postcard confirming receipt.

### Full Proposals

- The Board of Visitors will invite a select number of applicants to submit a full proposal
- Full proposal outline will be provided
- Unsolicited full proposals will not be accepted
- Financial information will be required
- Incomplete proposals will be rejected

## **Key Dates**

April 29, 2010

Deadline for Letters of Interest

June 24, 2010

Response to Letters of Interest  
Full Proposals invited

August 26, 2010

Full Proposals due

September/October 2010

Site visits

November 22, 2010

Grant awards announced

Distribution of Grant Awards

January through December 2011

### **The Board of Visitors**

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Web Site: <http://boardofvisitors.org>

Office Hours: Monday - Thursday

9 am - 1:30 pm

*A Community Tradition Since 1908*