Assignment: RFP Analysis

You have started to flesh out the important work that your organization does. Because you have been doing this work and implementing programs for a while now, over the years you have started to notice certain problems. These can be related to

a) One of your programs isn't functioning as well as it could/should be – why might that be?

b) Your programs are reaching the right people, but there are other folks who don't qualify for your programs so how might you broaden your emphasis with a new initiative that is related to your mission?

c) You have noticed a change in recent years in the types of people who have qualified for your service but more could be done to tailor these programs more specifically to them.

d) New social issues or research breakthroughs have caught your attention and you wonder if you need to react or even be proactive to meet this burgeoning need.

(these are only a few scenarios. There are dozens more).

After you have taken time to think through a **specific** problem that your organization faces, you are to look for grant opportunities. Find an RFP that closely addresses the problem that you are finding in your organization and answer the following questions. Note that if you cannot answer the majority of these questions, you should try to find another RFP.

First, state the problem that you are encountering and want to take on:

Then, answer the following questions:

1. What is the purpose of the funding entity or of the funding program? Explain this in laymen's terms. Pretend that your boss is asking you why you should go with this grant. What would you respond with? (200 words)

2. What is the history behind this funder? Why does it exist or why does it make this funding program available? (100 words).

3. Look VERY carefully at the RFP. List here any qualifications that would automatically exclude an organization from applying. Note that these are not about the project/idea/problem that proposers will submit.

4. What kinds of projects does this funder fund normally? What kind of project is this particular funding entity or funding program looking to fund specifically? (open word)

5. What are the funds associated with this award?

6. Is a letter of Intent required?

7. Who is the contact person?

8. Important Section: List out the different sections and subsections (if applicable) that this rfp is asking you to include in your proposal.

   a. For each section, you need to include a 150-200 word discussion of what you think each section is about. For example, you could start each section by saying "I think that this section should be/could be about X because the words "[words from RFP]" imply. . . ."
   b. For each section and subsection you should also provide the maximum number of pages OR the page range that the funder asks you to include.

9. When is this RFP due? What is the earliest date that something is due? How does one submit this proposal?

10. What attachments or addendums does this grant require to be included with the proposal?

11. Does this RFP include a section on how reviewers will score the proposal? If so, write a 300-word discussion of the words that are used here when they discuss their selection criteria.

12. What other information that hasn't been mentioned yet about this RFP do you find to be important for consideration.

13. How do you see your mission and the mission of the funder being closely connected? (150 words)

14. Five Ws and H (it's okay if some of this is repeated from the above sections).

   Who are the readers? And who else might be involved?

   What do the readers need? What are you being asked to do?

   Where do you need to submit the proposal? If there is a worksite, where is it?

   When are the deadlines? Does the funder request a specific timeline to complete your proposed project (not the proposal itself)?

   Why is the funder looking for someone to do this project?

   How should the project be completed?

Finally, when you are done, submit this along with a PDF version of the original RFP to Blackboard under "Assignment Descriptions"→ "RFP Analysis"