**UNITED WAY OF ROCK RIVER VALLEY & THE VILLAGE OF MACHESNEY PARK**

**REQUEST FOR PROPOSAL APPLICATION FORM**

**STRONG NEIGHBORHOOD HOUSE**

**825 MARIE AVE, MACHESNEY PARK, IL 61115**

**Note: You are free to download this application and complete it anyway that works best for you. The link for the application can be found at** <https://www.unitedwayrrv.org/marierfp> **. However, you must keep the questions and answers in the same numbered order as this application so those reviewing them can see all applicants answers in the same order. Thank you.**

1. Organization Name and Full Address
2. Contact Person, Email Address and Phone Number (we may contact this person for additional information, if needed, so they must be available and able to talk about the request).
3. Organization’s Mission and Summary of Services Provided
4. Month/Year Organization was Incorporated
5. Request – Explain how you will use this house, staff it, reach out to the neighborhood, explain if this is an existing program or new, how you will collaborate with other organizations and any other pertinent information.
6. What metrics will you track to determine your effectiveness for this facility?
7. Explain how your agency is funded and will pay for the services offered at this facility. **(United Way will pay the $4,500 annual maintenance agreement for upkeep on the property and The Village of Machesney Park will pay utilities through June 30, 2023.)**
8. Please attach the following documents to your proposal:

* Resumes of staff for the property
* List of Board of Directors
* Proof of Insurance
* Most recent audit and/or 990
* Agency budget for FY 2022/2023

**Timeline**

* **October 11 and 12** – Tours of the house and discussion of this RFP
* Proposals due to United Way by **3:00 p.m., Friday, October 28, 2022**
* Notification of the RFP chosen will occur no later than 5:00 p.m., Friday, **November 18, 2022**
* The facility will be available for programming and occupancy no later than Monday, December 5.

**Questions?**

If you are unable to make a tour or have questions regarding this RFP/Application, email or call:

JULIE BOSMA DYLAN MOFFITT

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