

REQUESTS FOR PROPOSALS:

Johnson & Johnson Somerset County Companies Healthcare and Basic Needs Fund

FUNDING OVERVIEW:

The **Johnson & Johnson Somerset County Companies Healthcare and Basic Needs Fund** at the Community Foundation of New Jersey is supporting efforts that focus on:

- 1) **Healthcare**, which includes services for the prevention, treatment, and management of illness and the preservation of mental and physical well-being. This would also include initiatives aimed at helping individuals, families, or communities make improvements in healthy lifestyles. **Preference will be given to initiatives focusing on healthcare for the under-served, and projects that address prevention or focus on the root causes of problems.**

- 2) **Basic Needs**, which include food, housing, daycare and transportation. The Foundation is requesting proposals for projects that improve the quality of life in terms of food, shelter (permanent or temporary), daycare (so parents can work) and transportation so that people can get to their jobs. **Preference will be given to programs concerning children and low-income residents who are under-served in terms of basic needs.**

Proposals must fall within the above listed areas of interest and should be submitted by non-profit organizations that work within Somerset and Hunterdon Counties and serve county residents. All proposals are to be submitted for programs implemented between November 2008 – November 2009. While this is currently a one-time grant, the Fund may entertain continued support for a given program via the annual RFP process.

Projects can be based at schools, community organizations, medical facilities or any other location that serves as a gathering point for groups of residents in Somerset and Hunterdon counties.

We are **not** able to consider the following areas: endowment funds, deficit reductions, individual awards, lobbying efforts or political groups, fund raising events, sectarian and religious organizations that do not serve the general public on a nondenominational basis, or building campaigns.

APPLICATION GUIDELINES

Applications must be postmarked by May 16, 2008

All applicants must have a 501(c) 3 status under the Internal Revenue Code. We ask that you submit a paper or an electronic copy of your proposal.

A complete proposal will include the following:

- A proposal **cover sheet** and a **checklist** of the required documents which can be downloaded at www.cfnj.org/jandj
- A **one-page summary** of the proposal submitted on letterhead of the sponsoring organization that includes:
 - The specific amount of the grant request.
 - A brief history of the organization.
 - The mission of the organization.
 - Project description (if requesting general operating support, include a description of your overall program).
 - The expected value and impact of the project/program.
- A **narrative** (no longer than three pages) which includes:
 - Project description and the need for this project (if requesting general operating support, include a description of your overall program).
 - The qualifications and past accomplishments of the sponsoring organization.
 - The benefits for the organization and the targeted project audience.
 - The implementation process for the project, the responsible parties and the time-line for the project.
 - Evaluation plans for the project, including the definition of a successful project and values for measurement.
- The current **project budget**.
- The current **total budget** for the sponsoring organization.
- The organization's most recent **audited financial statement**.
- A list of names of the **trustees** of the organization.
- A breakdown of total revenue sources by category and listing of top ten prior year corporate donors and amount contributed.

- A copy of the **IRS determination letter** with the organization's 501(c) 3 status.

Electronic Submission:

Please submit electronic copies of proposals in Microsoft Word, Excel or PDF format. We prefer that zip files not be used. You may submit your Excel portion, if any, in a separate file attachment.

Proposals should be postmarked by May 16, 2008.

You will receive notice of disposition on your request by October 17, 2008.

All organizations that receive funding will be expected to submit a six-month progress report, as well as a final report and financial statement at the end of the grant period.

Please contact Nancy Hamilton at the Community Foundation of New Jersey at 973.267.5533 or NHamilton@cfnj.org if you have any questions.