**Attachment 4:**

**Refugee Community Services Start-up Funding Request Form**

*{Instructions: Fill out this form* ***only*** *if you are requesting start-up services funding. This form is limited to no more than four (4) pages. Do NOT delete any of the text on this form.}*

|  |  |
| --- | --- |
| **Bidder Organization Name:** |  |
| **Amount of Start-up Services Funding Requested*****(Shall not exceed $75,000)*** | **$** |
| **Section 1: Eligibility** |
| **Points = 0 to 4 Weighted = 10 Total Points Possible = 40** |
| **1 A. Briefly describe how the bidder meets the start-up services funding eligibility requirements as described in RFP Section 1.3.1.3** |
| [Enter text here] |
| **Section 2: Statement of Need** |
| **Points = 0 to 4 Weighted = 15 Total Points Possible = 60** |
| **2 A. Describe the specific needs/challenges that exist within your organization related to provision of services described in you project proposal *(Attachment 2: refugee Community Services Project Proposal Application).* How will the supports provided through use of start-up services funding address these needs/challenges?**  |
| [Enter text here] |
| **Section 3: Start-up Funding Project Plan** |
| **Points = 0 to 4 Weighted = 25 Total Points Possible = 100** |
| **3 A. Provide an overall description of how the Bidder will use start-up services funding to participate in and complete the following activities:** |
| 1. Leadership Training and Applied Practice Experiences
 |
| [Enter text here] |
| 1. Grant Writing Course Work and Applied Practice Experiences
 |
| [Enter text here] |
| 1. Fundraising Project Development and Execution
 |
| [Enter text here] |
| **3 B. Provide a brief description of how each of the following requirements will be met. When applicable please include potential dates, locations and/or collaborative community partners.**  |
| 1. Development of two new partnerships that support delivery of services to Refugees
 |
| [Enter text here] |
| 1. Development, implementation, and successful completion of an annual fundraising event.
 |
| [Enter text here] |
| 1. Submission of two (2) grant applications for funding to further support Refugee Community Services
 |
| [Enter text here] |
| 1. Community Engagement:
2. Delivery of one community presentation per quarter that is focused on raising awareness of the Bidder’s Refugee Community Services project and gaining additional community support.
3. Participation in at least one (1) community event each quarter.
 |
| [Enter text here] |