

Request for Proposals – Day of Dignity

Introduction:

Each year, Islamic Relief USA hosts Day of Dignity, a day of events dedicated to promoting volunteerism and providing services to low-income individuals living in U.S. communities. Muslims and members of other faith-based communities come together to volunteer their services, including food distribution, hygiene programs, health screenings, entertainment and more, to help their neighbors in need. As this is a grassroots effort, Islamic Relief USA relies on strong partnerships with local organizations to help facilitate the event.

Goals of Day of Dignity:

- Promote community service and effective relief work in marginalized communities
- Build interfaith relationships in communities
- Educate the general public about Islamic Relief USA
- Provide support and services for individuals and families living in poverty

Selection criteria for applicant organization include proof of the following:

- **Engagement with partner organizations:** Day of Dignity host organizations will work with both Muslim and other faith-based partners toward common community goals.
- **501(c)3 letter from federal and/or state government:** No application will be accepted without proof of 501(c)3 status.
- **Strategic event location:** Each Day of Dignity event will operate in strategic geographical areas to best aid those living at or below the poverty level, and especially homeless populations and those living in food deserts (areas without easy access to healthy nutritious food). Islamic Relief USA assigns event locations based on a local area needs assessment.
- **Demonstrated ability to match funds/resources:** Day of Dignity host organizations will effectively implement a Day of Dignity event by identifying in-kind resources (i.e. material donations from local stores, supermarkets or partners)
- **Demonstrated ability to bring organizations to the event that offer at least four of the following services locally:**
 - Medical
 - Housing (transitional or permanent)
 - Job training
 - Education (GED and postsecondary education, health education)
 - Youth programs/activities
 - Family social services/public assistance counseling and registration

- **Commitment to volunteer and community engagement throughout the year:** Day of Dignity host organizations will commit to 75-100 volunteer hours per month (and all nationally recognized service days) throughout the year by doing *at least* one of the following:
 - Serving at an Islamic Relief USA grantee/partner organization in your area. (A list of previous and existing grantees will be provided. If none are available in the area, coordinators may be given the option of selecting their own, with IRUSA consent.)
 - Proposing a volunteer project to promote in partnership with Islamic Relief USA.

Application process

Complete this application to apply to be a Day of Dignity host organization.

All nonprofit, community-based organizations in the Muslim community are invited to submit a proposal to Islamic Relief USA to be a Day of Dignity host. Applicants are asked to complete a narrative and answer the questions below. Grants will be awarded for the Day of Dignity event only. Renewal for subsequent events will be contingent upon the success of previous events. The grant size will be up to \$10,000 per event, depending on the scope of the proposal.

The application contains the following sections: 1) a proposal narrative, 2) budget form and narrative, 3) list of sponsors and partners, 4) board and staff table, plus additional attachments.

Please complete all required sections in their entirety or your proposal will not be considered. Clearly label each section with the heading we have provided and answer all questions in the order they are listed. Applications are due March 15, 2012. Your application **MUST** be complete and submitted by email to mjalloh@irusa.org in order to be considered.

Proposal Structure

Required Sections:

Proposal Narrative (60 points)

Budget (30 points)

Sponsors and Partners (10 points)

Board and Staff Table

Section 1: Proposal Narrative – 60 points

No more than 5 pages, using 12-point font, double-spaced

1. Briefly describe the mission, history and past accomplishments of your organization. (500 words maximum.)
2. Summarize your organization's current programs and activities.
3. List any interfaith/faith-based partnerships or coalitions in which your organization plays an active role.
4. Describe the type of personnel resources (including staff and volunteers) that you will utilize for the planning and execution of your Day of Dignity event.
5. Explain the individual roles of the partner organizations that will assist you in the planning and execution of Day of Dignity.
6. Summarize how you plan to continue your proposed volunteer program after the term of the Islamic Relief USA grant has ended.
7. Provide an example of how the efforts of your organization have positively affected an individual or a community.

Section 2: Budget – 30 points

Please complete the Day of Dignity Budget Template form (*available on irusa.org/dignity2012*) to itemize your proposed budget. Include a narrative outlining the purpose of each expenditure.

Section 3: Sponsors and Partners – 10 points

List each sponsor and partner organization that will be helping with your Day of Dignity event. Include a description of each organization and the individual services it will provide.

Section 4: Board and Staff Table

Please complete the Day of Dignity Board and Staff Template form (*available on irusa.org/dignity2012*), identifying your lead organizers and other key personnel.

Please include the following:

501(c)3 determination letter from IRS

A brief summary of your organization's structure

Send your completed application to Minkailu Jalloh, Islamic Relief USA program coordinator, at mjalloh@irusa.org. Questions? Call 703-236-0423 to speak with a Day of Dignity representative.