

# Request for Proposals



## *Guidelines and Instructions*

# 2022 Grant Application

The board of the Heflin Youth Foundation is grateful to continue the legacy of Johnny Heflin in making a tangible difference in the lives of Central Arkansas youth. By growing and utilizing the financial assets of the former YMCA of Metropolitan Little Rock, organizations that help strengthen the youth of Central Arkansas can receive grants to support programs that fulfill their missions.

While the Heflin Youth Foundation has a relationship with the Heflin family, it is not affiliated with the Heflin Family Foundation, which also does great work on a personal level.

### Timeline

**Proposal deadline:** Monday, November 21, 2022, by COB CST

**Grant approvals announced:** By the end of the year.

**Eligible geographic location:** Central Arkansas

We are seeking proposals that include the following criteria:

- Support programs that help youth grow in the areas of spirit, mind and body.
- Support programs that help the underprivileged youth of our community and their unique needs in life.
- Support programs that address healthy living for youth and teach parents how to provide healthier lifestyles to their children.
- Support programs that address the mental health challenges that many youths face today.

### Grant Proposal Criteria

#### **Application**

Full proposals are due Monday, November 21, 2022, by close of business. Proposals received after the deadline will not be considered.

**Please mail a hard copy of the application to:**

**Bank OZK Trust & Wealth**

**Attn: Lile Choate**

**P.O. Box 8811**

**Little Rock, AR 72231-8811**

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## What to include in the proposal

Please be sure to include the following information in your proposal:

1. Cover letter on organization letterhead signed by the CEO, executive director or president of the organization (or board president) endorsing the program and briefly recapping the outcomes proposed.
2. Description of program or project addressing the three items below:
  - a. General description of the organization
    - i. Describe how your organization is uniquely positioned to do this work.
    - ii. How you differentiate yourself from other organizations that provide similar programs.
  - b. General description of the program/project proposed
    - i. Describe the issue you will address in our community (local statistics should be provided).
    - ii. Describe the proposed program and why it is important to resolving this particular issue.
    - iii. Who is leading the work in your organization? Describe his/her experiences, skills and education.
  - c. Specific outcomes anticipated
    - i. Provide specific baseline data and/or metrics for the proposed program.
    - ii. Project anticipated outcome for the proposed program.
    - iii. Describe how you will impact and measure change. How will you know you have accomplished your objectives?
3. Program budget: The budget should include all costs associated with the program and what will be provided or has been requested from other funders or as in-kind contributions from the other organization or from others.
4. Budget narrative (one page) that describes expenses and revenue sources.
5. Organization W-9 form
6. IRS 501c3 Letter of Determination

Additional information about your organization can be included as an attachment but is not required. If you have questions, please contact [heflinyouthfoundation@gmail.com](mailto:heflinyouthfoundation@gmail.com).