



## ELECTRONIC APPLICATION PROCESS

Request for Funding Proposals (RFPs) are reviewed and evaluated by Foundation Staff. Recommendations are then forwarded to the Grant Award Committee, and final approval is made by the Foundation's Board of Directors at a Meeting in **February**.

RFPs are accepted only during the annual grant cycle, which begins in August. Completed proposals must be received **no later than 5:00 PM on October 1st**. Late submissions will **not** be considered.

All RFPs must be submitted electronically to:

**Melissa Flores – [mflores@trh wf.org](mailto:mflores@trh wf.org)**

To receive full consideration, proposals must address each component of the application completely and clearly.

### **SUBMISSION REQUIREMENTS:**

Your submission must include **two separate Microsoft Word documents**, formatted in **Times New Roman, 14-point font**:

#### **Document 1 — Narrative (Maximum 15 Pages)**

The narrative portion of the proposal is limited to **15 pages**.

#### **Document 2 — Required Supporting Documentation**

All supporting documentation (Checklist items #10–14) must be compiled into **one single document**.

Submissions that do not follow these formatting and file requirements will **not** be considered.

*The Two Rivers Health & Wellness Foundation strongly encourages collaborative opportunities that will add value to existing programs and/or facilitate the development of creative and mutually beneficial new programs.*

*Please contact the Foundation if you have questions concerning the Application Process.*

**BE SURE TO PRINT A HARD COPY OF YOUR RFP.**

## UPDATED GRANT PROPOSAL SUBMISSION CHECKLIST

**Please ensure all of the following items are included in your submission:**

### **Narrative Document**

1.  **Grant Application Form**
2.  **Report on Outcomes (Required Only if Previously Funded by TRHWF)**
  - Required for proposal consideration
  - Must include:
    - How TRHWF funds were used
    - Outcomes, and program/community impact summary (Northampton County specific)
3.  **Summary of the Proposal**
4.  **Project Description**
5.  **Statement of Need, Purpose, and Population to Be Served**
6.  **Goals, Measurable Outcomes, and Workplan with Timelines**
7.  **Future Funding Sources, Sustainability Strategies, and List of Funders**
8.  **Project Budget and Budget Justification**
  - Salaries/benefits may be considered only if directly tied to program services being requested.
  - Include a detailed **line-item program budget**.
  - Include the organization's **overall operating budget**.
9.  **Board of Directors**
  - Must be included on a separate page within the narrative document.

### **Supporting Documentation (Submitted as a Separate Word File)**

10.  **IRS Tax Determination Letter (501(c)(3) Status)**
  - Scanned and inserted.
11.  **Independent Auditor's Report Letter**
  - Only the letter (typically the first page after the Table of Contents).
12.  **Page One of the Most Recent 990 or Form 8879 TE**
  - Must be within the **past 3 years**.
13.  **Verification of Annual Report Submission**
  - The “Verification of Annual Report Submission” is part of a new requirement from Harrisburg. You can find more details about it on the official Pennsylvania website here:

<https://www.pa.gov/agencies/dos/programs/business/types-of-filings-and-registrations/annual-reports>

14.  **Up-to-Date Charitable Organization Certificate**