

House Everyone STL RFP Application Packet

Application Checklist

- Cover Sheet
- Project Narrative
- Project Line Item Budget
- Agency budget
- Agency's most current audited financial statement
- Board of Directors member list
- Secretary of State Certificate of Good Standing (current within 3 months)
- Copy of Agency's Federal Tax Exemption Letter – 501(c) 3 (if applicable)

Cover Sheet

General Applicant Information

Date:

1. Applicant Agency Legal Name:

2. Tax Identification Number:

3. Street Address:

4. City/State/Zip Code:

5. Telephone Number:

6. Fax Number:

7. Executive Director Name:

8. Contact Person Name:

9. Contact Person Title:

10. Contact Person Email:

11. Date of Incorporation:

12. If your agency a non-profit and/or 501(c)(3)? Yes No

a. If no, please explain:

13. Total funding request of proposal:

Project Narrative Questions

1. Scope of Work/Project Description: Provide a brief project description and intended outcomes.
2. Project Timeline: Provide an expected monthly timeline for the operation of the project.
3. Project Deliverables: What are the deliverables for the project's completion (written report, PowerPoint, oral presentation, virtual presentation, handouts or manuals, recorded training sessions, etc.)
4. Experience and Knowledge: Briefly explain why the organization and staff are experienced and knowledgeable in working with the unhoused and why the organization should be considered and selected.
5. Budget Narrative: Please explain the line items requested in the proposed project budget. Include hourly rates for consultants when applicable.
6. Unhoused Empowerment: Explain how the organization involves and empowers people experiencing homelessness to participate in decision-making and project operations. Explain what efforts will be taken to incorporate unhoused people in the project? Explain how DEI (Diversity, Equity and Inclusion) will be evaluated throughout the project. Are there persons experiencing or previously experienced homelessness on the organization's Board of Directors? Has the organization employed unhoused or previously unhoused individuals?

Project Budget Template

Please utilize the Missouri Common Grant Budget Templates for both agency and project budget. Templates can be found here: <https://www.philanthropymissouri.org/missouri-common-grant-application>