

# The Frederick Henry Prince Memorial Fund Proposal Application Process

The fund will award direct grants through a Request for Proposal (RFP) process. The proposal format is given below.

Responding organizations must complete the cover page and have it signed by the organization's official representative (i.e.: chief executive or financial representative).

Proposals received after the official closing date will be disqualified.

Grantees are expected to submit a final report prior to the following year's grant making cycle. We ask for a one-page document that shares project results, impact on youth, and detail on expenditures.

## Proposal Guidelines

### General Requirements

Proposals will be accepted between **January 1, 2026 through January 31, 2026**. Proposals are **due electronically (PDF format) by 5 p.m. on January 31, 2026**. Proposal applications will be reviewed in February 2023 and funding awards will be announced in March 2026. For questions about the proposal application process, or how to submit your PDF file, please email: [fhpmemfund@brownhealth.org](mailto:fhpmemfund@brownhealth.org)

### Outline

1. Cover Page (included below).
2. Project Description, which includes:
  - What will you do, who benefits, and how?
  - How does your project connect to the Fund's goals?
  - Where does the project take place and are other collaborators or volunteers involved?
3. Project Plan, which includes:
  - Schedule for the project
  - Brief bio on project manager
  - How will you measure success?
  - How do you/will you sustain the project?
4. Financial Plan, which includes:
  - The specific amount requested
  - Project budget
  - Other sources of funding

## Format

Please submit one PDF file which includes Sections 1-4 above.

## Page Limits

The proposal should be single spaced in no smaller than 12-point type. We encourage you to be concise and direct in your narrative. The Fund's Advisory Committee is interested in projects that offer more options for children and youth to be active, healthy, and experience a greater and lasting degree of wellness.

The page limit depends on the amount requested:

- Small projects are defined as less than or equal to \$5,000.00. Page limits for small projects are three pages, including the cover sheet.
- Large projects are defined as greater than \$5,000.00. Page limits for large projects are four pages, including the cover sheet.

## Proposal Submission

Organizations should submit their most compelling application in each category (small projects and large projects) in PDF format via email to **fhpmemfund@brownhealth.org**

## Cover Page

The cover page for your proposal should look as follows:

# The Frederick Henry Prince Memorial Fund Proposal Cover Page

Project Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Tax ID (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Person Responsible for Project: \_\_\_\_\_

Project Summary: \_\_\_\_\_

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Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

**Total Project Budget:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_

Name of Fiscal Agent Organization:

**Approval of Organization's Official Representative:**

The organization named above will act as a responsible agent for any funds received, and will comply with applicable tax laws, and regulations. We understand that Newport Hospital requires periodic project and financial expenditure reports from grant recipients and may request the opportunity to visit our projects for the purposes of evaluation before awarding a grant or after an award has been made.

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Signature	Title	Date
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Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_