



**COVID-19 Request for Proposals**  
**[Paso del Norte Community Foundation](#)**

**Proposals are accepted on a continual basis.**

The Paso del Norte Community Foundation (Foundation) invites qualified 501(c)(3) public charities to submit proposals to address charitable needs associated with the COVID-19 pandemic in the El Paso region. Guidelines and background information to assist proposal preparation is provided below.

Funding is made available through generous donations by individuals, corporations and foundations. Grants will be issued as funds are available. Current grant awards are expected to range from \$3,000 - \$15,000.

**SELECTION CRITERIA**

The Foundation is interested in proposals that:

- Have a clear plan to spend funds within 30 days of receipt;
- Address front line mitigation COVID-19; or
- Provide essential social or human services.

**NOT FUND**

- Costs covered by the federal CARES act(s), municipal, county, or other government entities.
- General support or operating funds.
- Funds to make-up for lost revenue from private-pay services.

**ELIGIBLE AGENCIES**

Non-profit agencies [501(c)(3)] public charities in the Paso del Norte region are eligible to apply.

**EVALUATION AND MONITORING REQUIREMENTS**

Grantees are expected to submit a final program and financial report later in 2020. Expectations will be summarized in the award letter or memorandum of agreement.

**PROPOSAL REVIEW, SELECTION, AND NEGOTIATION**

Proposals will be reviewed by the staff of the Paso del Norte Health Foundation. Funding decisions will be made by a committee from the Paso del Norte Community Foundation, Paso del Norte Health Foundation, and United Way of El Paso. If questions arise, a Health Foundation program officer will contact the Program Contact listed on the grant application cover sheet.

**TECHNICAL ASSISTANCE**

Applicants are encouraged to email Michael Kelly, Vice President of Programs for the Health Foundation, at [mkelly@pdnfoundation.org](mailto:mkelly@pdnfoundation.org). Questions regarding payments and grants processing may be directed to Claudia Perez, Program Associate for the Health Foundation, at [cperez@pdnfoundation.org](mailto:cperez@pdnfoundation.org). The Paso del Norte Community Foundation is the only organization authorized to clarify, modify, amend, alter, or withdraw requirements, terms, or conditions of the RFP.



### **ORGANIZATIONAL ASSESSMENT**

An applicant may be subject to an assessment of operational and fiscal capacity as part of the review process.

### **MEMORANDUM OF AGREEMENT**

A grantee organization may be required to sign and return a Memorandum of Agreement.

## **Instructions and Requirements for Completion of the Proposal**

Prepare proposals according to the following instructions and requirements. Provide complete, concise responses. Proposals must use a legible font and have page numbers. Proposals may be submitted at any time to [grants@pdnfoundation.org](mailto:grants@pdnfoundation.org).

Please include the following:

1. A completed grant application cover sheet.
2. A cover letter not to exceed 1 one page that clearly identifies the funding request and is signed by the Executive Director.
3. A brief organizational summary, if available, including the proposing organization's mission and capacity to conduct the proposed project.
4. A brief narrative describing the proposed project.
5. Provide a categorized budget using the budget template.
6. Non-profit public charities [501(c)(3)] must submit:
  - 1) documentation of the proposing agency's not-for-profit status;
  - 2) a list of the board of directors;
  - 3) most recent financial audit (if available).