GUIDE OF REQUEST FOR PROPOSALS

1. Name of the requesting entity

2. Contact information (Name, telephone, physical or postal address and email)

3. Name which people and/or entities will support you in the implementation of the project. Please specify what will be the role of these people and/or entities during the execution. (100 words or less)

4. Proposed grant amount

5. Description and background of the requesting entity (500 words or less)

   Include the following in your response:

   a. The impact it has had (if any)

   b. Testimonials from people who have already benefited from the services and/or initiatives of your entity (if any)

   c. If you still do not have results, please describe the impact you aspire to achieve.

6. Relevant experience from the team (Write a paragraph of each member that does not exceed 250 words each)

   Include the following in your response:

   a. Relevant professional information of the members (eg. technical skills, education, work experiences, among others.)

   b. Describe the role of each team member and how their experience adds value to the project.

   c. Mention what motivated each member to be part of the project.
7. **Description of the problem (1,000 words or less)**

Include the following in your response:

a. How did the problem arise?

b. What caused the problem?

c. How was the problem identified?

d. Who is affected by the problem?

e. Has it directly affected you or your community?

f. What place(s)/communities/environment are impacted by the problem?

g. Who are the principal stakeholders?

h. Testimonials from people who are impacted by this problem.

8. **Description of the proposed solution (1,000 words or less)**

In this section, explain specifically how you propose to solve the problem described in the previous premise. A good answer will demonstrate knowledge of the challenge you seek to address, what actions have been taken in the past to address it and what have been the biggest obstacles to solving the problem.

Include the following in your response:

a. What actions have you taken to better understand or educate yourself about the problem you are looking to solve?

b. What have been the challenges to solve this problem? What actions, if any, have been taken?

c. Why do you understand/think that this is the most appropriate solution?

d. Has this solution been successfully implemented in or outside of Puerto Rico? Provide examples.

e. Is the problem exclusive to your community or does it exist in other parts of Puerto Rico? If it exists elsewhere, provide examples.
f. If you answered yes to the previous question, do you think that the proposed solution could be replicated? Explain (This is not a requirement, but we want to understand the extent of the impact your project might have.)

9. Financial proposal (budget and sources of income)

In this section, specify the different items to which you would designate the funds to be able to run the project. In the premise “sources of income”, include other sources of income you have available and how your project would be sustainable at the end of the grant period. Propuesta financiera- Presupuesto y fuentes de ingreso (Click the link to download)

10. Calendar of execution

In this section you must establish your work plan and execution schedule. Break down the tasks that need to be completed in each phase of the project and the estimated time it will take to complete them. Ejemplo de Calendario de Ejecución (Click the link to download an example)

11. Develop the type of metric (quantitative and/or qualitative) that you will use to measure the performance and impact of your project. (Please answer in bullet points).

12. Explain how your project relates to the mission of ConPRmetidos. (500 words or less)