

## **Proposed CHULA RFP Process**

### **What We Fund**

Projects nominated for consideration by CHULA members at the annual membership meeting in January, then selected as a project for that year by the Board members, and/or projects that have high grant funding-potential.

### **Principles to Guide the RFP Process**

1. The process will be as simple and devoid of bureaucracy as possible, while ensuring accountability to CHULA mission and principles.
2. A Board member will volunteer to oversee each RFP and serve as the project liaison to CHULA.
3. If no Board member is available to serve as the Board Liaison, or if the RFP does not result in any attractive proposals, CHULA will retain those funds for another purpose.
4. Projects should be completed by the promised end-date.
5. Opportunity for input or participation by interested individuals in the immediate CHULA neighborhood(s) should be built into all projects involving public landscapes.
6. Project recipient should arrange for digital photographs to be taken before, during and after the project for use in CHULA marketing materials.
7. Board member who has agreed to serve as liaison on this project runs the process and serves as primary point of contact to CHULA.
8. Payment to individuals for services will occur as soon after completion of the project as possible.

### **Steps**

1. Board determines amount of money for the project and Board Liaison for that project.
2. Board Liaison prepares RFP from template (see example)
3. Board Liaison sends RFP to listserves of neighborhoods in CHULA area, and other mailing lists as appropriate.
4. Board Liaison receives RFP proposals, compares, selects a winner.
5. Board Liaison sends an email notifying Board members of the winning individual/group. If no objections, Board Liaison sends letter of approval to winner along with a copy of the CHULA tax-exemption

letter and the Home Depot account, and uploads a copy of the approval letter to CHULA's document repository.

6. Reimbursement for materials can occur throughout the life of the project, upon presentation of a receipt from the winner to the CHULA treasurer.
7. Payment to individuals for services (e.g. project leadership/coordination) will be made by the CHULA Treasurer once the Board Liaison indicates to the CHULA Board that the project has been completed.
8. Board Liaison makes progress reports and a final report on the project to the Board.

**Sample RFP Template:**

CHULA League is accepting proposals from individuals or groups to [describe project here].

CHULA League will provide funding for the project, not to exceed \$[amount]. CHULA League may determine that none of the proposals submitted will be funded.

We prefer proposals that involve the community, have a learning component, and make East Austin a more beautiful and interesting place to live.

Proposals must include the following minimum requirements:  
[List any special requirements here, such as City approval, Neighborhood approval, environmental concerns, etc]

Complete below:

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Your Name:

Name of other people or groups you plan to involve:

When you plan to start and finish the project:

How you will spend the money (your budget):

How you will manage the project to get the desired outcome and meet the minimum requirements:

What you think the results will be:

Signature: By signing you are saying "I understand the rules, and I agree to abide by them."