



PROJECT AUTHORIZATION FORM

[Select Date]

Project Name	
Contact Name	
Contact phone/e-mail	
Estimated Start Date	
Estimated End Date	

Your proposal should help reviewers understand the project, even if they have not had direct experience with it. We are looking for projects with the best possible results, the capability to produce these results, and the most reasonable use of funds. Selection decisions will be made at: 1) Program Committee, 2) Finance Committee and 3) to the Board of Directors for final approval.

MATERIALS TO BE SUBMITTED

- 1. Cover Page** – please be sure that the project summary is brief and is limited to about 200 words.
- 2. Responses to five RFP Questions (5-page limit)** – Please provide short answers to the attached questions. If you are requesting use of copyrighted materials, please be specific as to the type requested, proposed use, and target audience.
- 3. Budget Form (1-2 pages)**
- 4. Optional** – Up to two letters of support for this program may be submitted

MAIL OR DELIVER PROPOSALS TO:

Sandra Wilcoxon
 Recovery International
 1415 W. 22nd Street - Tower Floor
 Oak Brook, IL 60523
 Or email: swilcoxon@recoveryinternational.org

PROPOSAL REVIEW & SELECTION PROCESS

The proposal review and selection process will be conducted by the CEO, Program Committee, Finance Committee & Board of Directors.

Proposals will be ranked on a score of 0-100. The program and fiscal components will be scored separately. The fiscal (budget) component will be worth 30%. The program component will be worth 70%. The evaluation team will discuss all proposals collectively and then score the program component based upon the results of the interview process.

The program scores will then be averaged to determine one final program score. This program score will be added to the budget score which will determine the overall final score. The scoring process will be the same for all proposals. Proposals **MUST** achieve a total score of 70 or higher in order to receive approval.

1. WHOM WILL YOU SERVE?

Briefly describe the criteria and process for selecting the persons to be served. How many people will benefit from the project? Where will they come from? What are the expected demographics of the people served?

2. WHAT IS THE SERVICE YOU ARE OFFERING?

Tell us about the specific product you are offering. Rather than describing the program in general, explain (a) How and why the service will achieve the results stated; (b) Any special strengths or features which differentiate your service from comparable programs available to individuals in your region/county/counties; (c) Indicate anticipated time frames and steps. If the program is an expansion to an existing program, please indicate this in the proposal. For all programs please include such information as staffing, volunteers, the location where the service(s) will be provided and the number of weeks/days/hours per day the program will be in operation.

3. WHAT RESULTS ARE YOU COMMITTED TO ACHIEVING?

Please state the outcomes of the proposed project specifically and in terms of the individuals you will help—who will be helped and in what ways? Be as specific as possible and address the results or the impact of your proposed services, not just the activities to be completed. Please

explain how you plan to assure consumer feedback. Please show clearly how many units (hours) are to be produced and how your program will keep track of units produced.

4. WHO IS GOING TO DO IT?

Tell us something about the lead person for this project and the relevant staff who (name/title) will be directly involved with the program. What evidence (especially from past behavior) suggests that this person has the enthusiasm, capability and commitment to succeed; and tell us something about the other members of the delivery team and supporting organization including consultants and volunteers? What are the capabilities of these individuals as they relate to interacting with the individuals you plan to serve?

5. HOW MUCH MONEY WILL YOU NEED AND HOW WILL YOU SPEND IT?

Is this a commercial project (item/service for sale), are you using your own funds, or requesting RI funds (ie. such as for an Area or National program.) Please use the attached budget form to provide a clear sense of how project costs will be distributed over the services provided.

6. HOW WILL THE PROJECT ADDRESS THE ABILITY TO RAISE FUNDS TO OFFSET THE COST OF THE PROJECT FOR RECOVERY INTERNATIONAL AND ALSO GROW THE PROGRAM?

Include information on revenue sources and past success in securing outside funds. If this is a product for sale licensing agreement, outline royalty proposal.