



FREDERICK S. UPTON FOUNDATION

Request for Proposal

What's Your **BIG IDEA**?

The Frederick S. Upton Foundation is seeking **BIG IDEA** proposals that will positively impact life in Berrien County. The Upton Foundation is asking non-profit organizations to dream big with programs that will improve the quality of life in Berrien County. Agencies are encouraged to be creative and dream big about how they could significantly impact the community. A grant of **up to \$50,000** will be awarded to the winning proposals. Other proposals could receive lesser funding.

- The **BIG IDEA** should show innovation and vision along with the potential for sustainability into the future.
- **BIG IDEAS** can be collaborations with multiple agencies/partners.
- ***If the BIG IDEA is a program expansion, a fresh approach should be demonstrated.***
- Agencies should evaluate how the community will be changed for the better when their **BIG IDEA** is successful.

Please note: Collaborative efforts are highly encouraged. Funding for capital building grants will **not** be considered. This grant process is separate from the standard grant process and is not considered as an agency's annual grant.

ELIGIBILITY: This funding opportunity is open to 501(c)3 non-profit agencies, schools, religious organizations doing community work and government organizations.

TIME

FRAME: Funding would support programs running during the time period of August 1, 2021– July 31, 2022

FUNDING: The selected recipient(s) will receive a grant(s) of up to \$50,000 to complete the project.

PROCESS: To qualify to submit a proposal please submit a letter of inquiry. The letter (**no more than three (3) pages double spaced in length**) should include:

- an overview of the proposed project, including;
 - Contact name, phone number, email address and mailing address
 - why this type of **BIG IDEA** is worthy of funding,
 - how the community will be changed for the better when the **BIG IDEA** is successful, and
 - why this **BIG IDEA** is important to the community,
- an estimate of the number of people who will be served by the project,
- a **brief** description of your agency; and
- the amount requested.

Letters must be postmarked by April 13, 2021. Agencies must submit one copy by mail to Upton Foundation, 2900 S. State St., Ste. 2E, St. Joseph, MI 49085, AND one in .pdf format by email to uptonfoundation@berriencommunity.org by the April 13, 2021 deadline.

Based upon review of the letters of inquire, the **Upton Foundation will invite selected agencies** to submit a full proposal for review. Financial documentation will be requested during this phase of the grant application process.

Full proposals will be due **by June 1, 2021**. Agency representatives will be asked to do **a brief presentation** for the Frederick S. Upton Foundation Associate Board of Trustees **during the July 4 Holiday weekend**. Grants will be announced the week following the presentations.

CONTACT: For Additional information contact:

Lisa Cripps-Downey – 269/983-3486 or uptonfoundation@berriencommunity.org