

Administrator of Capabilities Charitable Fund Request for Proposal

Request Date: 3/18/2021

Due Date: 4/23/2021

The Capabilities Charitable Fund (CCF) is looking for an independent contractor to create a process, collect, and reward proposals for mini grants for people with disabilities in Ohio.

Background of Capabilities Charitable Fund

The CCF was established in 2008 by Karen Blumhorst in St. Marys, Ohio. The mission of the CCF is to help people with disabilities achieve their goals.

Project Goals and Scope of Services

The CCF is looking to award mini grants to a variety of people with disabilities to help them achieve their goals, specifically ones that will help people achieve their goal when it comes to community employment. The independent contractor will set up timelines and selection criteria for the mini grants. The independent contractor will also create a system for applying for the mini grants. The mini grants can be for, but are not limited to, access for transportation to and from employment, interview clothing, tools needed for work, and/or professional services to help someone find employment. The independent contractor will then market the mini grants to potential grantees and get funds to the awarded grantees.

Anticipated Schedule

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| April 9, 2021 | - Questions to be submitted to justin.blumhorst@capabilitiesinc.biz |
| April 16, 2021 | - Answers to be posted |
| April 23, 2021, 5 PM | - Proposal submission deadline |
| April 30, 2021 | - Independent Contractor Agreement to drafted and agreed upon |
| July 30, 2021 | - CCF Board to review Mini grant policies and procedures |
| September 1, 2021 | - 1st round of Mini grants to be awarded |
| December 1, 2021 | - 2nd round of Mini grants to be awarded |

CCF Board reserves the right to change dates within reason as agreed upon among both partners, but is open to negotiation for the right candidate.

Elements of Proposal

- Suggested timeline for elements of project
- Price for project completion (lump sum preferred)
- Letter of Recommendation (minimum of 1)
- Demonstration of Experience

Evaluation Criteria

- Cost of proposal
- Completeness of all required information
- Business references and Demonstration of Experience.

Place of Submission of Proposals

- Proposals can be submitted via email to justin.blumhorst@capabilitiesinc.biz.