

**North Florida Pro Rodeo Community Impact Projects  
Mini-Grant  
Request for Proposals (RFP) – Proposal Materials Requested**

Proposal Materials Requested:

- 1. *Project Summary (PS):*** Please provide a brief overview and synopsis of the general proposed project and its impact on the community, citizens, and/or Madison County overall. Share main objective of your project and provide enough information to give a quick snapshot of how this project will bring impact to the community. (\*Note, this summary may be utilized to highlight your project in the future).
  
- 2. *Project Narrative (PN):*** Please provide a written narrative on your organization and what you propose doing with these funds and how it will impact Madison County. This is simply the written story of your organization, your proposed project, and how you envision further positively impacting the community. The PN should not exceed 7 pages in length.
  - a. It is your opportunity to clearly explain:
    - i. Who you are
    - ii. What you do
    - iii. Why your work matters
    - iv. What you want to do with this mini-grant
    - v. How it will positively impact citizens of Madison County
  - b. Think of the narrative as your organization’s chance to help reviewers fully understand your mission, your track record, and exactly how this funding will make a difference in our community.
  - c. Further detailed instructions on what to include in the project narrative can be found separately on the “Project Narrative Instructions” page.
  
- 3. *Letters of Support:*** Please provide at least 3 letters of support from individuals, organizations, and/or partners that are familiar with your organization’s work and its impact on Madison County. Letters of support will help further justify the case you are making to be granted Community Impact Project funds.
  
- 4. *Preliminary Budget/Justification of Expenses:*** Please provide a breakdown and list of proposed expenses for your project. Please also share a brief justification for the proposed expense request and how it will be utilized to impact the community
  - a. Example items of your proposed budget and its justification include:
    - i. Equipment or supplies
    - ii. Program materials
    - iii. Transportation
    - iv. Contracted services
    - v. Program expansion costs
  - b. Be specific about how these funds will help implement the project and provide an overall community impact