

# BLANKROME



## 2019 Request for Proposal

**Due January 25, 2019**

Blank Rome is proud to present this Request for Proposal for our annual Adopt-A-Center Program. *This is not a grant.*

Now in its 21<sup>st</sup> year, the Adopt-A-Center Program recognizes an outstanding local, community-based nonprofit organization in Los Angeles for its work with children and families. The recipient is publicly acknowledged and celebrated through an event or activity fully underwritten by the Firm. Additional funds are typically donated by supporters of the Adopt-A-Center Program and attendees of the event. The organization works hand-in-hand with representatives of the Firm's Los Angeles office to plan and execute the event or activity. In this manner, the Adopt-A-Center Program has raised funds and awareness for 18 unique organizations since 1999. A listing of all past recipients can be found [here](#).

*Please note: Only Los Angeles-based nonprofit organizations that benefit families and children will be considered. The Adopt-A-Center Program does not support local chapters of national organizations and does not co-sponsor events with other firms or corporations.*

In many instances over the past 20 years, the selected nonprofit has made such a profound impression on members of the Firm and guests attending the event, that some individuals have

become involved with the organization by serving as volunteers, fundraisers, and board members.

**We invite you to respond to the following Request for Proposal. Responding organizations will be considered only for the 2019 calendar year.**

### **Proposal Review**

**Proposals received by January 25, 2019, will be reviewed in a two-step process.** The first review is conducted by a distinguished, independent [Advisory Board](#), which selects three finalists. The finalists' proposals are then reviewed by the Firm's internal Adopt-A-Center Committee consisting of attorneys and staff. Each of the three finalists will be asked to submit a 3–5 minute video about their organization and the proposed event or activity in March. From these, the entire Firm will vote to select the winning nonprofit.

All respondents to this RFP will be notified of the results via e-mail no later than mid-April 2019.

### **RFP Requirements**

Please gather the information requested below and e-mail it to Ms. Lisa Bochner at [lbochner@blankrome.com](mailto:lbochner@blankrome.com). **Proposals must be received no later than January 25, 2019.**

1. On your organization's stationery, prepare a **cover letter** that provides a brief overview of your organization's purpose, mission, and goals. The letter should be signed by the director or head of your nonprofit.
2. Create a concise **Event Proposal** presenting an original idea for an event, activity, or project that would benefit your organization in 2019. Please propose ideas that fall within a budget of \$15,000. This budget will be used to underwrite the proposed event/activity/project, with funds dispersed to participating vendors by Blank Rome.

**This is NOT A GRANT.**

The **Event Proposal** should be no longer than three pages and must include:

- a. Statement of the goals and objectives of your organization for the year.
- b. Description of the target population you serve.

- c. Description of an issue or problem that your organization addresses, and how the underwritten Adopt-A-Center event, project, or activity might assist or benefit the individuals that your organization serves.
- d. A clear plan of how your organization will be able to assist in the coordination and facilitation of the proposed event, project, or activity (including details regarding available staff and volunteers and their capabilities, positions within your organization, and responsibilities).

3. Please refer to Blank Rome's [website](#) for a list of organizations and events we have supported over the years. *Please do not propose events, projects, or activities that are participated in or sponsored by other underwriters or corporate partners.*

4. Prepare a list of key staff/management with their titles and short-form resumes. Please combine this into one document.

5. Create one PDF with the following information:

- a. Certificate of Incorporation
- b. Form IRS 990
- c. Current list of officers and board members
- d. Operating budget summary for the current year and the past two years
- e. Funding sources and uses for the current year and past two years

6. If your organization has a recent Annual Report or a few collateral materials that would provide a deeper understanding of the work you do, please send them via U.S. mail to:

Ms. Lisa Bochner  
Blank Rome Adopt-A-Center Program  
2029 Century Park East, 6<sup>th</sup> Floor  
Los Angeles, CA 90067

We appreciate your interest in Blank Rome's Adopt-A-Center Program. We recognize the time and effort it takes to craft an excellent proposal and thank you in advance for your consideration of the parameters we have set forth. We look forward to receiving your proposal.

**Questions?** Contact Lisa Bochner at [lbochner@blankrome.com](mailto:lbochner@blankrome.com) or 424.239.3450.