

# UNDERSTANDING THE RFP

**OBJECTIVE:** Students understand the scope of the project, and decide approaches to the work.

**Distribute the Student Guide, with the RFP document found in Part II. Provide at least one per three students.**

### REVIEW RFP PROJECT IDEA

Ask someone to explain what an RFP is (Answer: An announcement from a funder that they will give out money to individuals or organizations who submit proposals and whose proposals are approved.)

Ask if someone would explain the project for anyone who missed the day before. Ask for questions.

Re-state the need to follow the guidelines in the document in order to get the award money. In this proposal, the guidelines say that groups need to have an idea, then explain why it's a good idea and why they deserve the money.

*We think our plan  
is a good idea because it  
will give all of us a sense of  
accomplishment. Staying after  
school has not been easy, but  
we can see how the program  
has helped us.*

*—RFP group*

### READ AND DIGEST

**Give out the RFP to groups of threes or fours.** Allow time for group reading and discussion within the group. Circulate and make sure everyone sees all the parts, including rules, budget, and deadlines. Help as needed with vocabulary or concepts.

Students may feel overwhelmed. Organization is key. Explain to students that committees can be formed, to limit an individual student's responsibility.

When reviewing the handout "Parts of the Proposal," suggest that a committee may create a template to ensure a complete proposal.

### DISCUSS

Talk about the overall idea. Give students time to talk about the advantages and disadvantages of submitting a proposal.

Point out that the amount they can apply for to use for the event will be based on their average daily attendance between the period of \_\_\_\_\_ to \_\_\_\_\_ (select dates that work for your program).

Explain that the class will keep track of its attendance to calculate the final budget amount. Tracking will begin the next session.



## DISCUSS HOW THE GROUP CAN WORK ON THE RFP.

Suggest committees, for example:

- **Attendance Committee**—takes, calculates, and reports on attendance; provides the information for the RFP that asks to explain the budget amount requested.
- **Budget Committee**—estimates budget and costs of different proposal ideas.
- **Writing Committee**—drafts the sections in the proposal that need to be written (this can be divided up).
- **Deadlines and Finishing Committee**—keeps all on track, prepares cover page, makes the proposal look neat and readable, gets it in on time.

### COMMITTEES

Give young people as much independence and decision-making control as possible. Support their independent work!

*All of the students helped with this proposal. We divided ourselves into committees according to the proposal. One group worked on typing the cover page. One group worked on the proposal introduction. Other groups worked on the details, action plan, budget, reasons, and food. We all came back together and reported to each other. Brittany and Shareef volunteered to put it all together.*

*—RFP group*

