



## REQUEST FOR PROPOSAL (RFP)

These are the elements that must be included in the Sam's Fans RFP:

- Mission and Vision
- Brief Organizational History
- Number of Staff and Total Budget
- Contact Information
- Project Title
- Project Overview
- Target Audience
- Project Overview
- Project Location/Service Area
- Project Timeline
- How will the project be implemented?
- How does the project align with the Mission of Sam's Fans?
- Why should your project be funded?
- Outline the duties that will be fulfilled by this project and the expected outcomes
- Budget

Please email completed RFP document to:  
Nikki McCarthy  
Founder and Executive Director, Sam's Fans  
[nikki@samsfans.org](mailto:nikki@samsfans.org)