



## **The El Paso Marathon Foundation**

### **Summary**

The El Paso Marathon Foundation's mission is to organize a first class marathon that promotes health and fitness in the community, brings tourism to the region of El Paso and provides support to local and national non-profit organizations.

Under this Request for Proposals, the El Paso Marathon Foundation is inviting non-profit organizations to apply for consideration to benefit from proceeds from the El Paso Marathon Foundation events scheduled for 2019.

Priority ranking will be given to organizations that are willing to assist the Foundation in the production of these events by providing volunteer support.

### **Eligibility**

Funding eligibility is limited to organizations with documented non-profit [501(c)(3)] status that are located in El Paso, Texas. The applicant organization must have a governing Board of Directors and an Executive Director who is responsible for the day-to-day management of the organization. Applicants must be in good financial standing and must have the appropriate organizational capabilities to receive and administer grant funds.

### **Instructions**

Applications will be accepted on or after September 1, 2018. Deadline for submittal is October 14, 2018. Applications may be mailed or hand delivered. No faxed applications will be accepted. The organization's Board Chairman, CEO or Executive Director must sign the application.

Submit one original, signed application to:  
The El Paso Marathon Foundation  
P.O. Box 2443  
El Paso, TX 79952  
Attn: Charity Partners

For more information call (915) 274-5222



Application contents:

1. Cover sheet on your organizational letterhead that includes all relevant contact information for your organization, including but not limited to, the name of the contact person and their phone and fax number, and a brief, concise summary of your proposed project.
2. Proposal (no more than ten (10) one-side, single-spaced pages) that includes the following:
  - Organization goals and objectives (describe your organization's primary objectives, and how your organization will utilize funds to achieve same).
  - Target population (describe the population served by the organization, including income, households, age, sex, ethnicity/race).
  - Project activities (describe your organizations activities and show you engage the community you serve).
  - Staff responsible for ongoing projects.
3. Your organization's qualifications, including your organization's background, primary mission, and history.
4. Appendices (include the following as attachments):
  - IRS tax-exempt status determination letter.
  - Certificate of Incorporation and By-Laws.
  - List of Staff, Officers and Board of Directors.
  - List of other current funding sources and uses. Current Annual Report (if available).
  - A maximum of three letters of support.