



Guidelines for Butterfly Club Request For Proposal (RFP) Applications

This describes the purpose of the Butterfly Club's Request For Proposal program (RFP), eligibility criteria, and the procedures to follow in submitting your proposal. Please review these guidelines carefully and submit your proposal in the requested format.

The RFP Program

Our objective is to provide additional means by which the Butterfly Club can directly benefit the clients of Adjoin. Our goal to help ensure that clients are empowered, and their lives enhanced within the communities they live.

We fund projects that:

- Increase client independence in the community in which they live.
- Assist in empowering clients both personally as well as socially.
- Develop new sources of programs and innovative tools that directly benefit our clients.
- Enhance the capacity of client programs as well as help them function more effectively.
- Effect significant improvements in the lives of clients.

We give priority to projects that:

- Have a direct impact on clients' lives.
- Fosters client independence.
- Reflect a comprehensive approach to client empowerment.
- Promote client participation and engagement.

The Grant Application Process

Request for Proposals

The Butterfly Club invites proposals, under an annual competitive Request for Proposal (RFP) process, and awards funds to strengthen Adjoin client independence and empowerment in the areas served.

Eligible Requests

We support projects directly benefiting clients served by Adjoin. Applicants must meet the following criteria:

- Work with active Adjoin client(s).
- Have a positive relationship with Adjoin;
- Ability to follow guidelines.

Grants requests are limited to a maximum of \$5,000. This RFP is for one-time, short-term (one year, maximum) projects.

All proposals are to be submitted to The Butterfly Club Attn: RFP, 9444 Farnham Street, Suite 210, San Diego CA 92123 or E-mail: butterflyclub@adjoin.org.



Butterfly Club
Request for Proposal
Common Application Form

Applicant Name: _____

Program(s): 1) _____ 2) _____

Location: _____ Date: _____

Amount Requested: _____

Proposal:

Responsible Parties: 1) _____ 2) _____

Number of Consumers Affected: _____

Consumer Names: 1) _____ 2) _____

(if appropriate) 3) _____ 4) _____

Please attach supporting documentation:

- Expense itemization budget
- Letters of support
- Pictures
- Invoices/Quotes
- Any other documents

Submit to:

Adjoin Butterfly Club

Attn: RFP

9444 Farnham Street, Suite 210

San Diego, CA 92123

Text: (858) 292 - 2024

Email: butterflyclub@adjoin.org

(If urgent or time sensitive copy wendy.forkas@adjoin.org)

All questions should be addressed to The Butterfly Club at butterflyclub@adjoin.org or 858.292.2024 Thank you!

Applicant's Signature: _____

Date: _____

Application Approved

Application NOT Approved

Authorizing Signature: _____

Date: _____