



Request for Proposal (RFP) Guidelines

October 2009

Wilbert Foundation Mission

To provide grants and resources to help children cope with the trauma of grief and death.

Purpose

The purpose of this program is to assist children's hospitals with existing children's chaplaincy programs.

Grants

The Wilbert Foundation offers grants of up to \$10,000 each in support of children's chaplaincy programs at hospitals and medical centers across North America. Grants awarded in 2009 are for December 1, 2009 through November 30, 2010 only.

Application Deadline

The application deadline is November 20, 2009, 4:30 p.m. (CST).

Qualifications and Restrictions

Applications are accepted from U.S. and Canadian children's hospitals meeting the following criteria:

- Chaplaincy program must be a part of the qualifying hospital and funded directly through the hospital and no outside agencies.
- Hospital must be a U.S. non-profit organization with an IRS letter of certification or a Canadian firm with a Canadian non-profit certification and must have an in-house chaplaincy program or a contractual agreement with a non-profit external chaplaincy program.
- Applications are restricted to hospitals belonging to the National Association of Children's Hospitals & Related Institutions (NACHRI) or hospitals that employ a chaplain belonging to the Pediatric Chaplains Network (PCN).
- Applications must be submitted electronically, in English.

No exception will be made to these guidelines and failure to adhere will result in application denial.

Review

Applications will be reviewed by the Wilbert Foundation Board of Trustees. Please do not contact the Foundation regarding the status of the application.

Grant Period

Grant period begins December 1, 2009 and will conclude on November 30, 2010.

Payments

The first payment will be made in December, 2009. The second and final payment will be made in June, 2010, provided a written and electronic formatted progress report is received by May 3, 2010.

Reporting

A six-month progress report will be due providing requested information, by May 3, 2010. Upon review of the Wilbert Foundation Trustees, the second payment of the grant will be processed and delivered. The progress report must be received by May 3, 2010 to be eligible for the second payment of the grant.

Announcement

Announcement of grants awarded will be made after December 28, 2009. Each hospital will be notified of the review outcome in writing.

Attachments

The following attachments are required to be considered for a Wilbert Foundation grant:

1. **Cover letter**
 - a. Introduction to institution—include a statement identifying the hospital as a member of NACHRI or employing a chaplain who is a member of PCN
 - b. Signature of approving institutional personnel and project director/chaplain required
2. **Project description (not to exceed 500 words in total)**
 - a. Brief explanation of chaplaincy program
 - b. Number of children and families served each year
 - c. Explanation of how Wilbert Foundation funds would be utilized, including a budget of the proposed use
3. **Chaplaincy program budget (per hospital's fiscal year)**
4. **Resumé/Vitae for chaplain or director**
5. **IRS letter as proof of non-profit status; Canadian firms must show Canadian non-profit certification**
6. **Contact information**
 - a. Institution full legal name, address, fax/telephone, website
 - b. CEO/Administrator name, title, contact information
 - c. Chaplain/Director full legal name, address, fax/direct telephone, e-mail address

Submission Guidelines

- Applications must be submitted by November 20, 2009 at 4:30 p.m. (CST)
- Please submit the application electronically to wilbertfoundation@wilbertinc.com.

Applications received after 4:30 p.m. (CST), November 20, 2009 will not be considered. Faxed or mailed proposals will not be accepted.