



**REQUEST FOR PROPOSAL (RFP)**  
**North Pacific Union Conference**  
**Office of Regional Ministries**

**RFP SENT OUT:** July 15, 2021  
**SUBMISSION DATE:** Must be postmarked by September 15, 2021  
**NOTIFICATION DATE:** September 30, 2021  
**RFP Contact Name:** NPUC Office of Regional Ministries, Pattric Parris  
**RFP Contact Address:** 5709 N. 20<sup>th</sup> Street, Ridgefield WA 98642  
**RFP Email address:** Pattric.Parris@nw.npuc.org  
**RFP Contact Phone Number:** 360-857-7033

**Introduction:**

The Regional Development Fund (RDF) was originated by the North Pacific Union Conference Office of Regional Ministries at the Regional Convocation in May, 2017. Since that time, donations over the past five years by numerous committed individuals has continued to increase the Fund balance. A Regional Development Fund Committee was organized to oversee the use and disbursement of funds in this account. The goal of this Committee is to develop financial and other resources that will spur the growth of new and effective ministry initiatives within the North Pacific Union Conference Regional Churches.

**RFP Purpose:**

This Request for Proposal is being released by the Office of Regional Ministries in an effort to partner with Regional Churches and supporting organizations interested in advancing the work of God through new and effective innovative ministry projects. The current pandemic and Black Lives Matter movement has opened the door for us to do ministry in a different way. We are interested in new ways to reach the community for the kingdom of God.

Small grants ranging from \$500 up to \$2,000 will be made available to churches on a competitive basis for projects beginning in 2021. Projects that are selected will require 30% funding by the local church or supporting organization. For example, if the total project budget is \$500, \$150 will come from the church/supporting organization or on a \$2,000 budget, \$600 will come from the church. Receipts for all project spending are required.

**RFP Specifics:**

Proposals submitted should contain the Cover Page that is attached and no more than five typed pages of written narrative, double spaced in 12 point font with a separate budget page to support the narrative.

The written narrative should address the following questions:

- 1) Describe the innovative project you are proposing?
- 2) Over what period of time will this project operate (must be initiated sometime in 2021)?
- 3) What are the expected outcomes resulting from the project?
- 4) What skills do members of your church/supporting organization possess that would benefit this project and who will be involved?
- 5) How will you measure success?
- 6) Describe any partnership(s) that will be developed to accomplish the objectives of this project.
- 7) Is this project something your church/supporting organization can do on a continuing basis; please explain.
- 8) The dollar amount of funds requested.
- 9) Which group/organization of the church will accomplish the project and who is heading up the project (the lead individuals name and other individuals/church groups who will be involved (an outreach team, the Church Board, Pastoral Staff, and or a designated committee of the Church)?
- 10) Separate Detailed Budget Page.

### **Proposal Process:**

Proposals are due by mail or e-mail no later than September 15, 2021. Proposals will be reviewed and if there are questions regarding the proposal, the contact person identified in the RFP will be notified. All Churches/organizations which submit an RFP will be notified of the Committee decision by September 30, 2021. If you have questions regarding the RFP or the process, please email those questions to: [Pattric.Parris@nw.npuc.org](mailto:Pattric.Parris@nw.npuc.org). To complete the application, click on the link that follows: <https://forms.office.com/r/6kw9SyaFsg>.

On August 5 at 7:00 pm there will be a technical assistance webinar. This webinar will answer any questions you may have and give examples of successful proposals. If you are interested in this webinar, please email Pattric Parris at [Pattric.Parris@nw.npuc.org](mailto:Pattric.Parris@nw.npuc.org) by August 2 and she will send you a zoom invite.

A quarterly progress report is required. Approved projects will receive a short form to complete every three months. This form will be sent to the contact person who is identified in your proposal. The progress report form will be sent out by the North Pacific Union Conference Regional Ministries Department. Also, for the progress report that is due March 31, 2022, the report must be in a digital format (short video, power point, etc.) of the work that has been completed thus far on your project, and this will be shared during Convocation.

We look forward to receiving some wonderful innovative proposals that will lead to the furtherance of the work for the kingdom of God!