

Closing the Gap

Draft

Request for Proposals

Deadline for Submission Friday August 14, 2026

Scope of Program for 2026-2027

The Closing the Gap Foundation is dedicated to bridging the educational disparities that affect underrepresented communities in Sacramento County. To further this mission, the foundation has introduced a new initiative called \$EED, which stands for Sustainability, Education, Empowerment, and Development. This program aims to provide vital funding to non-profit organizations, enabling them to create or enhance initiatives that support the academic and career development of middle to high school students.

\$EED aims to empower young scholars by providing grants ranging from \$1,000 to \$10,000 to non-profit organizations. These grants are designed to support the development and implementation of creative educational programs that promote college readiness, vocational training, and academic achievement. The program recognizes the importance of nurturing young minds and providing them with the resources they need to succeed in their educational and career pursuits.

As the Closing the Gap Foundation relies on small donations from community members, it is committed to using these funds to support innovative ideas and aid programs that might otherwise struggle to gain traction. By offering this funding, the foundation aims to make a measurable impact on closing the education achievement gap in the Sacramento region.

This Request for Proposal (RFP) invites non-profit organizations to apply for grants within the specified range. The foundation's goal is to support as many organizations as possible that can demonstrate their potential to make a significant difference in the lives of young students. The primary focus is on programs that offer college readiness activities for middle school and high school students, ensuring they receive the guidance and resources necessary to achieve their highest potential.

Selection Criteria

In 2026-2027, CTG will provide funding for organizations that provide academic and vocational support for youth between 8th through 12th grades. Focus will be placed on:

- Programs starting new initiatives or making improvements within existing programs or activities.
- Programs that focus on students who need assistance finding or attending a vocational, community or four-year college/university.
- Special interest will be given to proposals that offer opportunities to leverage other funds or forge partnerships that will increase the impact of CTG funding.

Eligibility

- Only organizations that qualify as 501(c)3 entities under the Internal Revenue Service Code will be considered for funding.
- Funding requests for endowments and projects outside of the Sacramento area will not be considered.

PROPOSAL

Please follow the guidelines below. A committee will review each proposal based on your ability to address the criteria and guidelines listed below.

Please present information in the following order:

1. **General Information** should be identified on page one.

- Name and address of organization submitting the proposal
- Name, email and telephone number of executive director and the primary contact person
- Year of incorporation
- Mission of organization
- Population and number of people served by organization
- Size of organization's budget
- Size of project budget, if different
- Number of staff – full time and part time
- Number of volunteers
- Brief (one or two sentences) summary of the purpose of the project

2. **Executive Summary:** Provide a summary of the proposal, not to exceed half a page. Include the amount of funds you are requesting and describe how these funds will be used to assist you in carrying out your mission.

3. **Community Need:** Provide a brief description of the community needs, not to exceed one half of a page. Please include a description of the challenges in the community that this project proposes to address.

4. **Purpose of the Project:** Describe your program mission, program goals and activities in two to three pages in length. You should address how this project will address the criteria identified by the Closing the Gap Foundation as well as how this proposal will address the community needs identified in item number three. In addition to this please discuss the following:

5. Program Impact:

- What is the anticipated impact of this project on those you will be serving?
- How will CTG funding assist you in addressing your long-term project goals?

6. Collaboration:

- Are there any similar existing projects or organizations that address the same need?

- If so, please identify them, and describe how you are or might collaborate with these other programs to address your program goals. If not, how is your project unique?

7. **Action Plan:** Describe how the activities, staff needs, and timeline for this project will assist you in meeting the goals of this project.

8. **Project Budget:** Provide a project budget, aligned with the action plan above including how a CTG grant would be used. (CTG will give special attention to organizations that utilize funding provided by CTG within one year.)

9. **Sustainability:** Please address plans for the long-term sustainability of this project. If applicable, identify other sources of funding that you have applied for or have received in support of this project.

10. **Evaluation:** Provide a description of your evaluation plan which includes:

- A formative (5-month review) and summative overview of your project.
- A list of activities and outcomes.
- The measurements used to ensure that the outcomes are met
- The measurements used to ensure that the outcomes are met through the activities identified in this project.

11. **Organizational Competence:** Describe your program's capacity to implement the project you are proposing. You should address the following:

- Governance structure
- Staffing
- Familiarity with the target population, track record of success, etc.
- Please include a short (one paragraph) biography of the Executive Director and/or the project/program manager.

12. **Financial Information for Organization:**

- Include the organization's current year operating budget.
- A summary of actual income and expenses for the past two years.
- The most recent balance sheet and a list of funding sources and amounts received from these sources over the past two years.

13. **Board of Directors:** Include a list of the current officers and directors of the organization and their affiliations.

14. **Verification of 501(c)3 status:** Include a letter from the IRS confirming your tax-exempt status.

SCHEDULE AND FORMAT GUIDELINES

Deadline: August 14, 2026

The proposal and all supporting materials must be received by email or in the Closing the Gap Foundation Office no later than 5 p.m. on August 14, 2026.

- Prior to the submission of the proposal, support will be provided to address any questions you may have about the proposal process. Ms. Sheri Hofer will be available to answer any questions related to the development of proposals for this award. If you have questions, you may contact her at 916-803-5023 or Mysherings@yahoo.com. The deadline to contact and schedule an appointment with her is August 7, 2026.
- Submit three copies if you mail proposals in; and if you submit the proposal via email, just send one copy to the email address below. Do not bind or staple the proposal or attachments.
- Please paginate the proposal including all attachments, handwritten page numbers are acceptable.
- The proposal must be signed by one of the following: The Executive Director, CEO of the organization, or the
- Chair/President of the Board of Directors.
- Proposals are limited to 15 pages - completeness and brevity are appreciated.
- All proposals and supplemental information will be reviewed in full by the Closing the Gap Grant Committee.

Site Visits

Organizations selected from the committee's initial assessment may have site visits and/or presentations scheduled TBD. Site visits are an opportunity to highlight your program and allow evaluators to ask questions and request additional information to clarify program goals and/or activities identified in proposals.

Announcement of Awards

The grant awards for Closing the Gap will be announced by Monday Sept 7 , 2026.

Final Selected Organizations

Final organizations selected for a CTG award are required to submit a project overview that specifies the main goals of the program and how progress will be measured. This information will be included in CTG marketing materials and featured in the Memorandum of Understanding signed by the selected organization and Closing the Gap.

CTG requests a progress report one year after receiving the grant and may request a site visit to discuss the on-going impact of the grant on the program and the community.

Send completed & signed proposals by Friday, Aug 14, 2026, to:

MAIL

Closing the Gap
c/o Christina Bria
Delegata
2450 Venture Oaks Way, Suite 400
Sacramento, CA 95833

Or EMAIL

Sacramentoctg@gmail.com