



Request for Proposal (RFP) for the Madelyn L. Laschober Endowment Fund

RFP Launch Date:	Thursday, May 1, 2025
Closing Date/Time:	Monday, June 2, 2025 at 12:00 p.m. ET
Awards Notification:	June 2025
Terms of Grants:	July 1 – December 31, 2025

Section I: Description of Funding Opportunity

A. Program Summary

The purpose of the Madelyn L. Laschober Endowment Fund is to provide funds for an annual grant of up to USD 1,000 for a project related to youth, education, and microenterprise development. This grant is made possible by the family of Mrs. Laschober in honor of her lifelong interest in Latin America, her career as an elementary and middle school teacher, and her history of giving to charitable organizations. The Laschobers are members of the Washington Chapter, which is partnered with the Chile Chapter.

Section II: Eligibility Information

A. Eligible Applicants

All proposals must be submitted by Chapters and organizational members throughout the Western Hemisphere. The applicant must be a member of Partners of the Americas to apply and be a member throughout the life of the grant. The Chapter or organizational members submitting the application should be the one receiving the funds and must be able to provide tax and banking information.

B. Eligibility Requirements

To be eligible for consideration, all applicants must meet the following requirements:

Technical Eligibility:

Proposals must:

- Be submitted by a Partners of the Americas Chapter or organizational member throughout the Western Hemisphere;
- Be submitted using the online proposal platform;
- Address the themes mentioned in Section I: Description of Funding Opportunity;
- Be submitted by the deadline; and
- Use the [budget template provided here](#).



C. Other Requirements & Considerations

Proposals should clearly describe the purpose and goals of the project and how it serves to advance the goals of the Fund.

Proposals should describe the activities that are planned to be carried out in order to achieve the objectives and goals of the project. One individual should be identified as ultimately accountable for the execution of the project and thus should have capable management skills.

Proposals should specifically articulate the expected outcomes of the project (e.g., number of participants, number of people who will benefit and who they are, plans to take the project experience and make it marketable to other institutions, etc.). Proposals should include how it will be known if the outcomes were achieved. Include benchmarks or specific targets to measure success.

Proposals should mention how the project fits into the overall objectives of the soliciting organization. Please list participating/collaborating organizations and individuals.

Within the budget, proposals should name other donor(s) and amount of cash and in-kind contributions. The budget should be reasonable given the proposed program and limits of the award. Please include an explanation and backup on how each budget line item was derived (e.g. proforma invoice, previous project experience, actual or imputed salaries x hours of work, etc.).

Proposals should articulate how to make the project sustainable after the grant funding ends. Include how this project will influence the ability of any involved organizations and the community to serve the needs of the target population beyond the project period.

Proposals should describe prior projects and experience of the partnership, organizations, and/or individuals involved that are relevant to the proposal. Include a brief statement of the purpose, founder, results, and amounts of these projects.

Proposal Timeframe (Award Period): All proposed activities, including planning and implementation, should take place during the time period of July 1, 2025 to December 31, 2025.

Anticipated Competition Timeline:

ACTIVITY	TIME PERIOD
Call for Proposals Launch	May 1, 2025
Deadline for Proposals	June 2, 2025
Proposal Review Period	June 2025
Notification of Status of Proposal	June 2025
Period of Performance for Grants	July 1, 2025 – December 31, 2025



Section III: Award Information

A. Estimate of Funds Available

The maximum amount of a grant is USD 1,000.

B. Notification of Award Recipients and Period of Performance

Selected recipients will be informed in June 2025, and the period of performance may begin as early as July 1, 2025 and must end by December 31, 2025.

C. Responsibilities

Recipients will be responsible for:

- Successfully implementing the project as outlined in the proposal and amendments, in alignment with the Fund's objectives;
- Signing a contract outlining the regulations and constraints of the grant;
- Submitting final narrative and budget reports within 30 days of project end, and no later than January 31, 2026;
- Maintaining Partners of the Americas staff updated on the achievement of their proposed program activities; and
- Responding to other inquiries and requests for information during and after implementation, as needed.

Partners of the Americas will be responsible for:

- Facilitating the review process and, with donor approval, awarding grants to selected individuals/organizations;
- Facilitating the grant agreement negotiation process and disbursing grant funds;
- Reviewing recipients' reports; and
- Providing general support services through regular contact (i.e., responding to inquiries from recipients as needed).

Section IV: Application Format and Submission

A. Online Submission Process

Applicants are highly encouraged to read this RFP in its entirety and ensure that the proposal addresses all the items cited in this section and meets the eligibility requirements. The proposal must be submitted online through the Application Portal found on the Partners of the Americas website at <https://webportalapp.com/sp/login/partnersfoundationgrants> no later than June 2, 2025 at 12:00 p.m. ET. Proposals that are received late or incomplete will not be considered for



review. No proposals will be accepted via email unless otherwise instructed by Partners of the Americas.

All proposals received by the closing date and time will be reviewed for technical eligibility, responsiveness, and programmatic merit in accordance with the specifications outlined in these guidelines and in the application format.

B. Application Format

Applicants will be required to submit their proposal in the Application Form. Find the direct link here: <https://webportalapp.com/sp/login/partnersfoundationgrants>

Section V: Technical Contents

A. Purpose and Objectives of the Proposed Project (30%)

In this section, applicants should provide details describing the purpose and goals of the project and how it serves to advance the goals of the Fund.

B. Feasibility (20%)

Proposals should describe the activities that are planned to be carried out in order to achieve the objectives and goals of the project. One individual should be identified as ultimately accountable for the execution of the project and thus should have capable management skills.

C. Expected Outcomes (15%)

Proposals should specifically articulate the expected outcomes of the project (e.g., number of participants, number of people who will benefit and who they are, plans to take the project experience and make it marketable to other institutions, etc.). Proposals should include how it will be known if the outcomes were achieved. Include benchmarks or specific targets to measure success.

D. Partnership Strengthening (15%)

Proposals should mention how the project fits into the overall objectives of the soliciting organization and Partners of the Americas. Please list participating/collaborating organizations and individuals. Indicate how they will be involved in the project and in the longer term with the soliciting organization (i.e., the partnership).



E. Budget (10%)

Within the budget, proposals should name other donor(s) and amount of cash and in-kind contributions. The budget should be reasonable given the proposed program and limits of the award. Please include an explanation on how each budget line item was derived (e.g., proforma invoice, previous project experience, actual or imputed salaries x hours of work, etc.).

F. Sustainability (5%)

Proposals should articulate how the project will remain sustainable. Sustainability means that community members will support and continue the project or its results after the grant funding ends, and that a representative of the grant funder could visit the project site two (or more) years after the project ends and see the results. Include how this project will influence the ability of any involved organizations and the community to serve the needs of the target population beyond the project period.

G. Relevant Prior Experience (5%)

Proposals should describe prior projects and experience of the partnership, organizations, and/or individuals involved that are relevant to the proposal. Include a brief statement of the purpose, founder, results, and amounts of these projects.

Section VI: Proposal Budget Contents

The proposed budget should provide detailed cost estimates in U.S. dollars for the management and implementation of the project.

The budget will contain the two components described below. Requested funds should not exceed USD 1,000.

A. Itemized Budget

Applicants must provide a breakdown by elements of cost proposed by using the template.

B. Budget Narrative

In addition to the Itemized Budget, applicants must provide a detailed Budget Narrative that contains budget explanations and supporting justification of each proposed budget line item. The Budget Narrative must describe programmatic relevance and clearly identify the basis of the estimate (i.e., how the budget number was determined) for each cost element. The descriptions in the narrative must match the items in the budget, and the budget must match activities in the project description. In the narrative, please indicate the line number from the itemized budget for easy reference.



Section IX: Program Contacts

Please submit any questions regarding this Request For Proposals to foundation@partners.net. Questions should be received prior to the deadline stipulated on the cover page of this Request For Proposals.