



2009 REQUEST FOR PROPOSALS

**Proposal Deadline: May 8, 2009
5:00 p.m.**

MGM MIRAGE Voice Foundation grants are for a one-year period and do not automatically renew. The 2009/10 grants will be distributed in quarterly installments beginning July 2009 and ending June 2010. Foundation grants have the following funding limits:

- **Continued or expanded project/program** (Your organization is currently providing these services): A per year maximum grant of \$65,000 in Southern Nevada; \$10,000 in Northern Nevada, Mississippi and the Detroit, Michigan area.
- **New project/program** (Your organization is not currently providing these services): A per year maximum grant of \$35,000 in Southern Nevada; \$5,000 in Northern Nevada, Mississippi and the Detroit, Michigan area.
- **If are applying for more than one project/program:** A per year accumulative total of \$75,000 in Southern Nevada; \$25,000 in Biloxi, Mississippi area; and \$15,000 in Northern Nevada, Tunica, Mississippi area, and the Detroit, Michigan area.

Submission of a completed application does not guarantee funding. The MGM MIRAGE Voice Foundation will select a wide range of projects/programs from within our funding priorities. Please read the guidelines carefully before submitting your proposal.

FUNDING GUIDELINES

The MGM MIRAGE Voice Foundation was created to engage our employees in addressing the needs of our community. All of the funds allocated through Voice come from employee contributions and their desire to make a difference in the communities where they live and work. To date, our generous employees have contributed more than \$30 million to nonprofit agencies and community initiatives that improve the lives of their coworkers and thousands of people in our community.

Voice grant allocations are 100 percent employee-driven. The foundation empowers our employees to choose to make direct contributions to the agency of their choice, or to contribute to the Voice Community Funds, which provides grants to nonprofits through an annual Request for Proposal (RFP) process. Our Community Voice Council (CVC), consisting of employee representatives from each property, reviews grant proposals and determines how the Voice Community Funds will be allocated.

Focus Areas

Agencies can request funding for projects/programs that provide services in the following focus areas:

(1) STRENGTHENING NEIGHBORHOODS

- **Self-sufficiency:** Projects/programs that provide affordable housing, utility assistance, vocational training, job preparation, education and employment services.

- **Revitalization of communities:** Projects/programs that address specific high-risk neighborhoods and provide services to increase health, safety, and collaboration among residents.

(2) STRENGTHENING CHILDREN

- **Early childhood development:** Projects/programs that encourage positive parenting, promote healthy lifestyles and provide young children with socialization skills and the preparation necessary to enter school ready to learn.
- **Success in school:** Services that encourage students to graduate and aspire for higher learning such as mentoring, after-school programs, and tutoring.
- **Prevention / intervention:** Projects/programs which empower children to make positive choices.

(3) STRENGTH IN DIFFICULT TIMES

- **Recovery and counseling services:** Projects/programs that place an emphasis on families, children, parents and individuals touched by addictive behaviors, mental health problems, abuse or special life circumstances.

Eligibility

To receive a grant from the Voice Foundation, your agency must meet the following requirements:

- Operate as an IRS 501(c)(3) organization and have been doing so for a minimum of 36 months
- Provide service within the regions MGM MIRAGE employees live, work and care for their families (Nevada, Mississippi & the greater Detroit, Michigan area)
- Provide a human service
- Meet the MGM MIRAGE diversity policy: *Open to all people, without regard to race, color, creed, sex, sexual orientation, religion, disability, or national origin*

If your agency's grant request does not meet these criteria, it will not be eligible to receive Voice Community Funds.

Decisions to fund a grant are based on the strengths and weaknesses of the application as reviewed by the MGM MIRAGE Voice Foundation's Community Voice Council and the availability of funds. Award and decline notices will be sent to each agency in early July 2009.

In an effort to save time and add clarity to this process, we have listed specific areas and projects/programs the MGM MIRAGE Voice Foundation will ***not*** fund:

- Public schools or privately funded / tuition-based schools
- Governmental entities
- Pass through agencies (organizations whose staff does not provide direct client services but who allocate funding to subsequent organizations to provide projects/programs and services).
- Sponsorship of special events and/or fundraising activities
- Capital campaigns or endowment funds
- Political issues, such as, election campaigns, issue endorsements, bill drafts or legislation reform
- Organizations that require clients to embrace specific beliefs or traditions
- Projects/programs that are exclusively recreational or athletic sponsorships

- Membership-based organizations without a sliding fee scale and scholarship system already in place

CVC PRESENTATIONS

At the request of the Community Voice Council (CVC) members, your organization **may** be invited to make a brief presentation before members of the CVC to provide more information on your project/program and/or your organization. Proposal presentations will consist of a 3-5 minute overview of the proposed project/program, followed by a question and answer period. Presentations are optional and will not be included as a part of your application score; they are an opportunity for the CVC to gain a better understanding of your proposed service and to answer any outstanding questions not answered in your grant proposal. Organizations will be notified at least one week prior to the date of the scheduled presentation (tentatively scheduled for June 5, 2009). All organizations that submit a proposal **will not** be asked to make a presentation. If your organization is not asked, it does not mean your proposal is no longer being considered.

APPLICATION SUBMISSION REQUIREMENTS

All parts of the application, except for the **Proposal Overview**, should be submitted on white paper, 8.5 inches by 11 inches in size. The **Proposal Overview** should be printed on your organization's letterhead. Text should be legible. Pages must be typed in black ink, single-spaced, 12 point Times New Roman or Arial font. All margins (left, right, top, bottom) must be one inch each. Pages should be numbered consecutively from beginning to end. Please do not use staples, paper clips, and/or fasteners. Nothing should be attached stapled or folded. Do not use heavy or lightweight paper or any material that cannot be copied using an automatic copy machine. Odd-sized or oversized attachments, video tapes, audio tapes, CD-ROMS, or any other electronic media will not be shared with the CVC and will not be considered during the grant review process.

REQUIRED PROPOSAL COMPONENTS

Applications must include all of the following components: Proposal Overview, Abstract, Organization's Background Information, Project/Program Narrative, Performance Assessment, Project/program Budget and Budget Narrative, 12 Month Operational Budget, Demographic Information, all Supporting Documents, and a signed Certification Page. Please use these headings to organize your proposal.

Proposal Overview

Proposals should begin with an overview, printed on your organization's letterhead that includes the following information:

- Legal name of your organization
- Date your organization received 501(c)(3) nonprofit designation
- Name of the project/program(s) for which you are requesting funding (please state if this is a new project/program, or an expansion/continuation of an existing project/program)
- MGM MIRAGE Voice Foundation Community Fund Area (**Select only one:** Strengthening Neighborhoods, Strengthening Children or Providing Strength in Difficult Times)

- Total Amount Requested
- Target Date your project/program will begin delivery of service (list month and year)
- Specify if this request is for a program, a project, or general funds using the definitions below. If for your organization's general fund, please describe how funding will be used
 - Program (*Delivery of service is provided for more than three months during your agency's fiscal year*):
 - Project (*Delivery of service is provided for a period of three months or less during your agency's fiscal year*):
 - General Funds (*Operational or Administrative costs*):
- Name and contact information for your organization's Executive Director (mailing address, phone number(s), fax number and email address)
- Name and contact information of the person creating your organization's grant proposal, if different than the Executive Director (mailing address, phone number(s), fax number and email address)
- Name(s) of your organization's volunteers who are MGM MIRAGE employees

Abstract

Your total abstract should not be longer than 3/4 of one page. In the first five lines, please write a summary of your project/program that can be used in publications and/or press releases. Your abstract should include a brief description of your project/program, how it relates to the MGM MIRAGE Voice Foundation Community Fund area you have selected, the number of people to be served during the grant period, and a description of the population to be served. State if the request is for the creation of a new project/program or the expansion of an existing project/program, and your project/program goals and anticipated measurable outcomes.

Organization's Background Information

Please provide the following information:

- State your organization's mission (50 words maximum)
- Total number of board members
- Name and mailing information for the Chairman/President of your board
- Number of times per year your board meets
- Total number of volunteers for your agency
- Number of volunteers who will be involved with the proposed project
- Total number of staff (full-time and part-time)
- Total local agency budget as approved by your board of directors (list dollar amount and the dates for the start and end of your agency's fiscal year)

- List any local, state or national organizations that have accredited your agency
- List all of your agency's projects/programs that have received funding or donations from the MGM MIRAGE Corporation and/or the MGM MIRAGE Voice Foundation in the past three (3) years (please include the date of the contribution, dollar amounts and/or a description of the donation).

Provide a brief summary of your organization's structure, projects/programs, history/experience, and key achievements.

Project/Program Narrative

Your project/program narrative describes what you intend to do with your project/program. This section should not be more than five (5) pages total. Organize your narrative using the three (3) sections/headings below.

Target Population

Describe and provide demographic information for the target population your project/program will serve and justify why this population has been selected. Include the numbers to be served during the one year grant period as well as throughout the lifetime of your project/program.

Statement of Need

Describe the nature of the problem your project/program will address and the extent of the need for your targeted population.

Project/Program Implementation

- Describe how the proposed project/program will be implemented. Clearly state the unduplicated number of individuals you propose to serve with grant funds and state how the target population will be identified, recruited and retained.
- Provide a realistic timeline for the entire grant period (chart or graph) highlighting key activities and milestones.
- Identify other organizations that will collaborate with you in the proposed project/program beyond inter-agency referrals. Describe their specific roles and responsibilities and demonstrate their commitment to the project. **NOTE: You must submit a letter of commitment from each agency collaborating in the project stating their role and/or the services they will provide. Clear documentation that existing partners are integrated at multiple levels will be rated highly favorably. Letters of commitment cannot be more than one year old.**
- Describe your plan for continuing the project after the funding period ends.

Performance Assessment

- Clearly state the purpose, goals and objectives of your proposed project/program.
- Describe how achievement of these goals will produce meaningful and relevant results (increase access, prevention, outreach, increase awareness, treatment, sustained recovery, etc.)
- Demonstrate how the proposed services will meet your goals and objectives.
- Provide a logic model that links need, the services or practices to be implemented, and outcomes (see **Attachment A** for a sample logic model).

- Provide a per-person or unit cost of the project/program to be implemented. You can calculate this figure by: 1) taking the total cost of the project/program over the lifetime of the grant; 2) dividing this number by the total unduplicated number of persons to be served. Describe the calculations used to define the per-person or per unit cost.

Note: Grantees will be required to submit two performance measurement reports describing their outcomes listed above and two financial reports during the grant cycle.

Project/Program Budget and Budget Narrative

Please include a detailed project/program budget outlining how this specific grant request will be used for the project/program described in your application.

You must provide a narrative justification of the items included in your proposed project/program budget, as well as a description of existing resources and other support you expect to receive for the proposed project/program (see **Attachment B** for a sample budget narrative). For requests that have not yet been secured, please note if you have previously received funding from these sources.

12 Month Operational Budget

Please include a 12 month, line-item operational budget approved by your Board of Directors. Your report should clearly show all funding sources other than the Voice Foundation for the operations of the organization.

Demographic Information

Please provide the following demographic information for the clients of your program for whom you are requesting funding. If program-specific data is not available, provide demographic information for the people served by your agency.

Number of people served by this program:

Ethnicity:

- _____ % Asian / Pacific Islander
- _____ % Black / African American
- _____ % Latino / Hispanic
- _____ % Native American
- _____ % White / Caucasian
- _____ % Multi-ethnic, please specify:
- _____ % Unknown

Gender:

- _____ % Female
- _____ % Male
- _____ % Unknown

Sexual Orientation:

- _____ % Lesbian / Gay / Bisexual / Transgendered
- _____ % Heterosexual
- _____ % Unknown

Disability:

- _____ % Persons with Disabilities
- _____ % Unknown

Supporting Documents

Your grant application ***must*** include all of the following supporting documents:

- IRS determination letter confirming 501(c)(3) nonprofit status
- Names and positions of your current board of directors
- Minutes from the last two (2) board meetings
- An organizational chart that includes the names and positions of your agency's key staff
- Financial information:
 - Recent independent audit or account review (cover letter only, must not be older than 24 months)
 - List of other companies/foundations approached to fund this proposal, with dollar amount pending and/or anticipated amounts and indicating which sources are committed.
- A copy of the pages of your organization's most recent 990 that document your overhead, income and expenses
- Letters of commitment from each agency participating in the project/program, stating their role and/or the services they will provide (if applicable)
- Signed copy of the grant certification page (certification page is included in the RFP as **Attachment C**)

SUBMISSION INSTRUCTIONS

- **Please forward the original application plus six (6) copies to:**
MGM MIRAGE Voice Foundation
3260 Industrial Road
Las Vegas, NV 89109
- **All completed applications, plus copies must be received by:**
Friday, May 8, 2009
5:00 p.m.

LATE, FAXED, or EMAILED APPLICATIONS WILL NOT BE ACCEPTED

If you have any questions regarding this process, please contact Merlinda Gallegos, Vice President of Corporate Philanthropy at merlinda@mgmmirage.com, 702.650.7415 or Jocelyn Bluit-Fisher, Director of Community Affairs at jbluitt@mgmmirage.com, 702.650.7429.

Attachment A

Logic Model Sample

A logic model is a picture of how your program works and how your participants will benefit from your services. A logic model should illustrate:

- Your program’s purpose and/or mission
- Who will be served through your project/program
- What strategies and activities will your project/program use
- What outcomes does your organization expect from these strategies and activities
- Why do you think the program will be effective
- What are the long term impacts or the project/program

Inputs	Project/Program Activities	Outputs	Outcomes	Impacts
<p>What resources will your program need to implement the proposed program/project?</p> <p>Items your organization or grant funding will provide such as: Staff, Equipment, Facilities, Technology, Supplies, etc.</p>	<p>What mix of services and activities will be implemented to achieve the desired outcomes? What systems need to be in place?</p> <p>Program Activities such as: Training, Outings, Counseling, Mentoring, etc.</p>	<p>What was created and/or delivered by your program? How many units were produced or how many people will be served?</p>	<p>What changes does your organization want to see in the target population during their enrollment in the proposed project/program?</p>	<p>What long term benefits will your proposed project/program have on participants? How will the changes in their lives impact the overall community?</p>

Attachment B

SAMPLE BUDGET NARRATIVE

This budget narrative is provided only as a sample. It does not reflect the only items that can be included in your grant request or the way your funding request should be allocated. Your budget narrative should include the categories and all of the items and/or staff needed for the implementation of your proposed project. This is only a guide for how to set up your budget narrative.

Categories	Amount		
	Voice Request	Funded Through Other Resources	Total Program Costs
Personnel (Salaries and Benefits)			\$24,000
Project Director (John Doe) 15%	\$0	\$4,000	
Staff Coordinator (Nancy Jane) 50%	\$10,000	\$10,000	
Travel			\$3,750
2 trips for two staff members to counselor's certification training (Airfare @ \$300 x 4, Lodging @ \$150 x 3 days x 2 people x 2 trips)	\$0	\$3,000	
Local Travel / Mileage (1,000 miles @\$0.24 per mile)	\$120	\$120	
Airfare for key note speaker to travel to/from the event (1 roundtrip ticket at \$300)	\$0	\$300	
Lodging & meals for key note speaker for 1 night and 1 day (1 hotel room x \$150/night = \$150) (3 meals x \$20/meal = \$60)	\$0	\$210	
Food & Beverage			\$10,030
Adult Breakfast (200 adults x \$8.50/meal = \$1700) 18% service Charge (\$306)	\$0	\$2,006	
Adult Lunch (200 adults x \$15/meal = \$3000)18% service Charge (\$540)	\$3,540	\$0	
Youth Breakfast (200 adults x \$8.50/meal = \$1700) 18% service Charge (\$306)	\$0	\$2,006	
Youth Lunch (200 youth x \$10.50/meal = \$2,100 includes lunch, wait staff, tables, chairs & linens) 18% Service charge (\$378)	\$2,478	\$0	
Supplies			\$10,000
Printing & Duplicating (to include copier paper; printer ink cartridges; Xerox ink cartridges)	\$5,000	\$0	
Course/Training (to include binders for materials, pens, books, manuals, etc.)	\$0	\$5,000	

Equipment			\$1,500
Telephone, fax machine, computer and copy machine usage (\$125 per month for 12 months)	\$1,500	\$0	
Contractual			\$5,000
1 key note speaker to open the event with a presentation on teamwork/teambuilding, community engagement, leadership and inspiration at a cost of \$5,000/per speaking engagement.	\$5,000	\$0	
Facilities			
\$15,000			
Adult Workshops in Leadership/Organizational Development, Team Building and Community Engagement at a cost of \$15/participant x 200 participants x 3 workshops	\$0	\$9,000	
Youth Workshops in Leadership/Organizational Development, Team Building and Job Skills at a cost of \$10/student x 200 students x 3 workshops	\$6,000	\$0	
Other			\$2,084
Staff uniforms (6 staff x \$14/shirt = \$84) Participant t-shirts (400 participants (200 adults & 200 youth) x \$5/shirt = \$2,000)	\$2,084	\$0	
TOTAL VOICE REQUEST		\$35,722	
TOTAL FUNDED THROUGH OTHER RESOURCES			\$35,642
PROGRAM TOTAL			\$71,364

JUSTIFICATIONS

PERSONNEL & BENEFITS - Describe the role and responsibilities of each position for this project/program and list all components of their fringe benefit rate.

EQUIPMENT - List equipment and describe the need and the purpose of the equipment in relation to the proposed project/program.

SUPPLIES – List the supplies that will be purchased. Include explanation of how the cost has been estimated.

TRAVEL - Explain the need for all travel associated with this project.

CONTRACTUAL COSTS - Explain the need for each contractual arrangement and how these components relate to the overall project. Explain the need and how the consultant's rate has been determined.

OTHER - Generally self-explanatory. If rent is requested, provide the name of the owner of the building/facility.

Attachment C



2009 Request for Proposal Certification Page

Name and contact information of the person who will be completing the required grant reports, should the program/project be funded:

First Name: _____ Last Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Email address: _____

The undersigned certifies that the information included in this application is true and complete, contains no misstatements or misrepresentations, and represents a reasonable estimate of operation based on the data available at the time of application. The application has been provided for the purpose of obtaining financial assistance from the MGM MIRAGE Voice Foundation for the project/program described. The requested funding will be used only as outlined in the submitted grant proposal. No budget changes/modifications will be made without prior approval by the MGM MIRAGE Voice Foundation's staff. The applying agency will comply with all Federal Statutes relating to nondiscrimination. This includes but is not limited to exclusion on the basis of age, race, sex, color, religion, national origin, sexual orientation, or disability. The applying agency assumes all responsibility and liability for the proposed project/program.

Agency Executive Director Signature

Date

Agency Board Chair/President Signature

Date