

# **Project Liberty Request for Proposal (RFP) & Partner Application**

**Instructions:** Please complete all sections of this application. Use the space provided; you may attach additional pages or supporting materials. Maximum length for the entire proposal: 10 pages.

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## **1. Organization Information**

**1.1 Organization Name:**

**1.2 Address:**

**1.3 Website:**

**1.4 IRS Status (e.g., 501(c)(3)) & Tax ID Number:**

**1.5 Year Founded:**

**1.6 Mission Statement (50–100 words):**

**1.7 Primary Contact Person:**

- Name:
- Title:
- Phone:
- Email:

**1.8 Secondary Contact Person (if applicable):**

- Name:
- Title:
- Phone:
- Email:

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## **2. Project Overview**

**2.1 Project Title:**

**2.2 Requested Funding Amount (USD):**

**2.3 Project Area Focus (choose as many as applicable):**

- Training for Local Police Agencies
- School Seminars & Workshops
- Sponsor Counseling for Victims
- Assist in Finding Missing Children
- Other:

**2.4 Project Duration:** *Is the project ongoing or operating under a specific timeframe? If specified duration, please provide start and end dates.*

**2.5 Project Summary (150–250 words):** *Concisely describe the proposed project.*

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### 3. Statement of Need

**3.1 Problem Statement (200–300 words):** *Explain the specific human trafficking issue your project will address, including relevant data or research.*

**3.2 Target Population & Geographic Area:**

- Population demographic (e.g., survivors, at-risk, youth, adults, survivors, general public):
- Estimated Number Served:
- Location(s):

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### 4. Goals and Objectives

**4.1 Goal(s):** *List up to 3 broad goals of the project.*

**4.2 SMART Objectives:** *[Who] will do [what], resulting in [measure] by [when].*

Objective 1:

Objective 2:

Objective 3:

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## 5. Project Activities & Methods

### 5.1 Key Activities (list & describe):

- Activity 1:
- Activity 2:
- Activity 3:

**5.2 Timeline / Work Plan:** *Provide a Gantt chart or table of major milestones and deliverables.*

### 5.3 Staffing & Roles:

Name / Position	Role in Project	% of Time Devoted

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## 6. Evaluation

### 6.1 Evaluation Plan:

- Metrics / Indicators:
- Data Collection Methods:
- Reporting Schedule:

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## 7. Budget & Financial Information

### 7.1 Budget Summary:

Category	Requested Amount
Personnel	
Equipment / Supplies	
Travel	
Contractual / Partners	
Indirect Costs (max 10%)	
<b>Total</b>	

**7.2 Budget Narrative (150–200 words):** *Provide brief justification for each category.*

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## 8. Organizational Capacity & Experience

**8.1 Relevant Experience (150–200 words):** *Describe your organization's experience with projects addressing human trafficking.*

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## 9. Required Attachments

- IRS Determination Letter
- Most Recent Annual Budget
- Organizational Chart
- Letters of Support or MOU from Partners
- Résumés / CVs of Key Staff

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## 10. Certification

By signing below, I certify that the information provided in this application is accurate and complete to the best of my knowledge.

**Authorized Signatory:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Submission Instructions:** Please submit the completed RFP application and all attachments to [info@projectlibertyusa.org](mailto:info@projectlibertyusa.org). We will review applications in the order they are received. Please allow 2-4 weeks for a response. Additional information may be requested upon review of the initial application.

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Thank you for your proposal and for your commitment to ending human trafficking.