

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.

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.*

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:

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

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%)	
Total	

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

8. Organizational Capacity & Experience

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

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: _____

Submission Instructions: Please submit the completed RFP application and all attachments to 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.

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