NSP PROPOSAL FORM

SEND PROPOSAL TO: City of Cincinnati, Dept. of Community Development
805 Central Avenue, Two Centennial Plaza, Suite 700 Cincinnati, OH 45202

PLEASE PRINT IN INK OR TYPE **Amount Requested:** ____________________

Check One: New Contract for Year _________ **Amendment for Contract No.** ______________

Council Name: ____

Project Manager: ____

Address: ____ **Zip Code:** ________________

Phone: Day: _______________________________ **Evening:** ________________________________

President's Signature: ____

Have you included the following? Check those which are enclosed or mark "N/A" for those that do not apply. Proposals will not be considered without this documentation which must be on file at Invest. If documentation is on file, indicate by writing "On File" in specific area.

- ______ **Proof of Non-Profit Status**
- ______ **Current Articles of Incorporation**
- ______ **Council Minutes & Sign-In Sheets**
- ______ **Organizational Plan for Employees**
- ______ **Current By-Laws**
- ______ **Statements of Nondiscrimination**
- ______ **Previous Year's Final Reports**
- ______ **Job Descriptions for Employees**

What was the vote on this NSP Proposal at the decision-making Council meeting?

______ **Number of Yeas** ______ **Number of Nays** ______ **Total Attendance** **Quorum? Yes**_____ **No** _____

▶▶

List the projects you will undertake in this contract. (In the attached scope of services, each project must be described completely, including what you wish to accomplish, how you will accomplish it, and how you will measure and evaluate success. Also be sure to complete the itemized budget sheet indicating specific expenses for each project. See "NSP Guidelines" or "How-To" booklet for details.)

PROJECTS	Renewal Yes/No	Volunteer Hrs. Est.	Start & End Dates	Budget	Amendment Adjustment
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL					