

# Rotary Club of St. Albert

## 35<sup>th</sup> Anniversary Signature Project Request for Proposals

### Introduction

The Rotary Club of St. Albert is celebrating our 35<sup>th</sup> Anniversary and we are aspiring to contribute a minimum of \$100,000 towards a project that meets criteria outlined in this Request for Proposal.

We are pleased to invite qualified organizations to submit proposals for a new project or for one already in the process of being developed/implemented in St. Albert or the immediate vicinity of St. Albert.

We are seeking partners who can deliver solutions that meet immediate needs in the community, will have a positive and lasting impact on community well-being and increase the profile of the selected organization and the Rotary Club of St. Albert.

This document serves as a comprehensive guide for interested parties to understand the scope of the project, evaluation criteria, and submission guidelines.

### Project Objectives

The primary objectives of the 35<sup>th</sup> Anniversary Signature Project are:

- To enhance the quality of life for residents in St. Albert and area by providing a lasting impact in the community.
- Through our partnership, bolster profiles of the proponent's and of the Rotary Club of St. Albert in the community.

### Proposal Requirements

#### Submission Guidelines

Interested organizations must adhere to the following submission guidelines:

- Proposals must be submitted by April 15<sup>th</sup>, 2025
- All proposals must be sent electronically to [admin@rotaryclubofstalbert.com](mailto:admin@rotaryclubofstalbert.com)
- Proposals must include a cover letter, executive summary, business/project plan that outlines project's objective, timelines, budget, etc.
- All submitted documents should be in PDF format.

# Organization Qualifications

An organization must meet the following qualifications to be considered:

- Project to be located in St. Albert or immediate vicinity
- Project to benefit the residents of St. Albert and area
- Organization must be in good standing (audited financials, current society status, sufficient board in place, positive/affirmative publicity about the organization or individuals).
- The project must be aligned with the Rotary Values of Service, Fellowship, Diversity, Integrity and Leadership.
- The organization and project must not be in violation of any of Canada's or Alberta's Human Rights Acts.
- Organization must demonstrate financial capacity to take on the project (2-3 years of good financial standing).

# Proposed Project Background

Provide a description of the proposed project including:

- Scope and scale
- Location
- Total Budget
- Who will benefit from project/projects' outcomes
- How will it positively impact the community
- How will the project be sustained long-term in the community

# Proposal Format

Proposals should be structured in the following format:

Standard size page A4, Arial font 12, with single spacing. The document must be sent in PDF format.

- Cover Letter: Introduce your company or group and express interest in the project. [\(Maximum 500 words\)](#)
- Executive Summary: Summarize the key points of your proposal. [\(Maximum 500 words\)](#)
- Project Description: Provide a detailed description of project, demonstrate demand with statistical information, outline outcomes to be achieved and benefits to the community, key recipients and alignment of project to the Rotary Values and areas of service. [\(Maximum 2,500 words\)](#)
- Business/Project Plan: Provide a detailed plan outlining the approach, methodology, timeline [\(Preferably as a GANTT chart\)](#), and deliverables. [\(Maximum 2,000 words\)](#)
- Budget Breakdown: Itemize the costs associated with the project, including any additional expenses. Specify how the Rotary Club of St. Albert contribution will be used within the budget.
- Appendices: Include any additional information such as organizational chart, credentials of key personnel [\(maximum 250 words per person\)](#), case studies, examples of previous projects completed and references.

# Evaluation Criteria

Proposals will be evaluated based on established criteria, including:

- Strong Organizational Structure
- Strong Financial Viability
- Capacity to deliver/complete the Project within 3 years
- Proven track record of successfully completing projects similar in scope and complexity.
- Strong Business/Project Plan for project
- Project aligns with Rotary Values and fits into at least one of the Rotary's areas of service
- If necessary, the project can leverage funds or grants from other sources or already have secured funding from other sources (Government, private, public, etc.)
- Capacity to be measured and/or evaluated for success with clear indicators
- Demonstrated need for the project in St. Albert and area
- Level of impact on St. Albert and area community well being
- Project is realistic in timing, goals and capacity
- Project will increase Rotary's profile in the community long-term
- Relevance and expertise of the organization in relation to the project.
- It is preferred that the proposed project fit into at least one of the Rotary's Areas of Service (Peacebuilding and conflict resolution, Disease prevention and treatment, Water, sanitation and hygiene, Maternal and child health, Basic education and literacy, Economic and community development, supporting the environment).
- Past performance and references.
- Compliance with submission guidelines.

# Request for Proposals (RFP) Timelines

The timeline for the RFP process is as follows:

- RFP Release Date: March 1<sup>st</sup>, 2025
- Deadline for Questions: April 1<sup>st</sup>, 2025
- Proposal Submission Deadline: April 15<sup>th</sup>, 2025
- Proposal Review Period: April 15<sup>th</sup>, 2025 – April 30<sup>th</sup>, 2025
- Selection of Top Two Applicants: April 30, 2025
- Presentation of Option #1 May 23 to Rotary Club
- Presentation of Option #2 May 30<sup>th</sup> to Rotary Club
- Final Vote by Club Members: June 6<sup>th</sup>, 2025
- Announcement of Successful Applicant: June 13<sup>th</sup>, 2025

# Contact Information

For any questions or clarifications regarding this RFP, please contact:

- Darija Slokar, President 2024/25
- Email: [president@rotaryclubofstalbert.ca](mailto:president@rotaryclubofstalbert.ca)
- Phone: 780-499-3257

## Terms and Conditions

- All submitted proposals become the property of the Rotary Club of St. Albert and will not be returned.
- The Rotary Club of St. Albert reserves the right to reject any or all proposals without prior notice or compensation and to not select any of the proposed projects if a suitable project is not identified through this process.
- Proponents are responsible for all costs associated with preparing and submitting their proposals.

We thank you for your interest in partnering with the Rotary Club of St. Albert and look forward to reviewing your proposals.

Sincerely,  
Darija Slokar  
President 2024/2025  
Rotary Club of St. Albert