

REQUEST FOR PROPOSALS (RFP)

Community Partnership Funding Opportunity

Issued By: Lake County Health Department (LCHD)

Release Date:

Proposal Deadline: June 30, 2026 (by 5:00 PM CT)

Contract Term: One (1) Year

Total Funding Available: \$10,000 to \$100,000

1. Public Notice

Lake County Health Department is soliciting proposals from qualified nonprofit organizations to partner with LCHD to deliver services aligned with Core Service expectations.

This is a competitive funding opportunity open to eligible 501(c)(3) nonprofit organizations. All qualified applicants will receive fair and equal consideration.

2. Background and Purpose

Lake County Health Department has established this funding opportunity to strengthen community-based partnerships and ensure the delivery of key performance objectives aligned with defined Core Service expectations.

Selected organizations will collaborate with LCHD to implement measurable, outcome-driven programming during a one-year contract period.

3. Funding Overview

- **Total Funding Available:** \$10,000 to \$100,000
- **Contract Term:** One (1) year from contract execution
- **Funding Allocation Requirements:**
 - Maximum 25% Administrative Costs
 - Minimum 75% Program Services

Funding is contingent upon the availability of funds and successful contract execution.

4. Budget Allocation Requirements

A. Administrative Costs (Maximum 25%)

Administrative costs are expenses necessary to manage and support the program but not directly tied to service delivery.

Allowable administrative costs include:

- Executive oversight (pro-rated)
- Fiscal management and accounting
- Human resources
- General office expenses (rent, utilities, insurance)
- IT support
- Reporting and compliance
- Indirect costs (if applicable and justified)

Administrative costs must not exceed 25% of the total request.

B. Program Services (Minimum 75%)

Program services costs must directly support service delivery and measurable outcomes.

Allowable program costs include:

- Direct service staff salaries and benefits
- Program supplies and materials
- Client services and participant support
- Outreach activities
- Program-specific training
- Travel related to program implementation
- Data collection and outcome measurement
- Contracted services directly tied to program execution

Program services must account for at least 75% of the total request.

5. Scope of Work

Selected organizations will:

- Collaborate in partnership with LCHD
 - Deliver services aligned with Core Service expectations
 - Meet defined key performance objectives
 - Provide measurable deliverables
 - Participate in reporting and evaluation activities
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6. Eligibility Requirements

Applicants must:

- Be a registered 501(c)(3) nonprofit organization
- Demonstrate organizational sustainability
- Provide evidence of established or proposed partnerships
- Demonstrate capacity to achieve proposed outcomes

Proof of nonprofit status is required.

7. Proposal Submission Requirements

Proposals must include:

1. Organizational Overview
 2. Program Description
 3. Alignment with Core Services
 4. Key Performance Outcomes and Deliverables
 5. Sustainability Plan
 6. Partnership Description
 7. Detailed Line-Item Budget (clearly separating administrative and program costs)
 8. Implementation Timeline
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8. Evaluation Process

All proposals will be reviewed by the HFI Steering Committee.

Proposals will be evaluated based on:

- Alignment with Core Services
- Clarity and strength of key performance outcomes
- Defined deliverables

- Organizational sustainability
- Budget compliance and justification

First Indiana reserves the right to:

- Reject any or all proposals
- Request additional information
- Negotiate budget modifications
- Award partial funding
- Cancel or amend this RFP at any time

9. Submission Instructions

Proposals must be submitted electronically in PDF format no later than:

June 30, 2026, by 5:00 PM CT

Submit proposals to: Denice Trulley
trulldj@lakecountyin.org or portal address

Late submissions will not be accepted.

Questions regarding this RFP must be submitted in writing to: Denice Trulley
trulldj@lakecountyin.org

Responses to questions may be shared publicly to ensure fairness.