



Florida Lottery Partnership Proposal Request Form

Thank you for your interest in partnering with the Florida Lottery! Please fill out this form and email it to partnerships@flalottery.com no later than four (4) to six (6) months prior to your event. Completing this form will serve as your official proposal request to the Florida Lottery. **Reminder: Please be sure to review the [Florida Lottery partnerships webpage](#) and [guidelines](#) prior to completing this form to ensure alignment. To propose custom deliverables, email partnerships@flalottery.com.**

PART I: PARTNER AND CONTRACT REQUEST DETAILS

1. General Information

Please complete the fields below using the official and most current information for your organization as it appears in [Sunbiz](#), the [Florida Vendor Registration](#), and [MyFloridaMarketPlace \(MFMP\)](#). This information must match your organization's registered FEI/EIN. Each registration must be in active status with a matching valid W9.

Organization Name:

Address:

City/State/Zip:

FEI/EIN # _____

Date of Submission:

Contract Term: [Click applicable box.]

☐ 1 Year ☐ 2 Years ☐ 3 Years ☐ 4 Years ☐ 5 Years ☐ 6 Years

Total Partnership Requested Amount (Entire Contract Term):

Website:

Primary Contact:

Phone:

E-Mail:

Current Partners and Board of Directors:

2. Organizational Background

Briefly tell us about your organization's background and mission. *(Limit to 100 words)*

Which education levels does your program serve? (Please check all that apply.)

Education Level Boxes	Education Level Title	Description
☐	Elementary School (K-5 th Grade)	K-5 th Grade
☐	Middle School (6 th – 8 th Grade)	6 th – 8 th Grade
☐	High School (9 th – 12 th Grade)	9 th – 12 th Grade
☐	Post-Secondary	College, University, Vocational or Technical School

Bright Futures Alignment:

Please explain if Bright Futures Recipients will be in attendance and/or if there will be Bright Futures Recipients included in your program and how you plan to reach new audiences about the Bright Futures Scholarship Program. *(Limit to 100 words).*

Miscellaneous:

Is there anything else you would like to share about this partnership that hasn't been covered?
(Limit to 50 words).

PART II: PROPOSAL DETAILS (Please follow the instructions in each item below.)

Contract Year Definition: For multi-year proposals, “Contract Year” refers to each consecutive 12-month period of the Agreement (e.g., Year 1, Year 2, Year 3, etc.), beginning on the Agreement start date.

1. Event Program Overview

Please complete the table below for each event the Lottery is being asked to attend, speak or staff during the Agreement term. Please list no more than 3 events.

Event Name	Contract Year (i.e., Year 1, 2 3 etc.)	Estimated Dates or Month	Location	Estimated Attendance	Definition

2. Events, Deliverables Options, and Proof of Performance

Select no more than 3 event deliverables for your contract by clicking in the option boxes below and insert the name of the events for each deliverable from the table above. For multi-year proposals, deliverables must be identified by Contract Year. For example: If you have the same event each year in the Contract Year(s) section, type anywhere from 2 to 6 years. That tells us that you are doing one (1) event each contract year. Final deliverables and proof of performance will be refined/tailored during contract development.

Event Deliverable Options:

Option Boxes	Event Name (from table)	Contract Year(s)	Deliverable Task	Proof of Performance/Task	Annual Cost/Value of Deliverable
☐			The Contractor will facilitate an event that prepares students and parents for graduation and college, offering Bright Futures information and parent outreach opportunities.	The Contractor will provide a photograph and/or a copy/copies of Bright Futures information shared at each event, estimated number of attendees reached, and a description of the educational content delivered.	
☐			The Contractor will host outreach sessions to educate parents on financial aid, scholarships, and college prep resources.	The Contractor will provide a photograph and/or event summary including, number of parents in attendance, school name(s), and the content covering college prep and financial aid resources.	
☐			The Contractor will provide comprehensive workshops on the Bright Futures Scholarship, including eligibility and application guidance.	The Contractor will provide a photo and/or summary of the event including number of attendees, school(s) represented, and overview of the Bright Futures Scholarship content delivered.	
☐			The Contractor will host an information session on FAFSA, FFAA, financial aid options, and Bright Futures requirements with hands-on student support.	The Contractor will provide photo(s) of the event(s), number of attendees, and description of FAFSA/FFAA support provided including any completion metrics.	
☐			The Contractor will conduct workshops to educate students on college admission, scholarships, and career exploration with a focus on Bright Futures.	The Contractor will provide photos, workshop agendas, sign-in sheets, and participant feedback or learning assessments.	
☐			The Contractor will facilitate a Youth or Community Education	The Contractor will provide photos of Bright Futures logo signage, script copy of PA	

Option Boxes	Event Name (from table)	Contract Year(s)	Deliverable Task	Proof of Performance/Task	Annual Cost/Value of Deliverable
			Day with Lottery branding, presentations, and materials.	announcement, photos of the booth and Lottery reps, and summary of event activities.	
☐			The Contractor will host networking events to connect students, parents, and educators to scholarship resources and post-secondary opportunities.	The Contractor will provide event photos, agendas, sign-in sheets, and summary of scholarship-related discussions or breakout sessions conducted.	
☐			The Contractor will facilitate an event activation featuring the Bright Futures logo, a public address announcement, and a Lottery representative presence during a major community or athletic event.	The Contractor will provide a photo of event activation including Lottery representative, PA script read, and Bright Futures logo display with date summary.	
☐			The Contractor will host STEM Day events to promote interest in science, technology, engineering, and math.	The Contractor will provide event photos with summary of dates, number of student attendees, and types of STEM activities or demos conducted.	
☐			The Contractor will provide workshops for students and families on college options, applications, career paths, and postsecondary planning.	The Contractor will provide event summary including dates, number of attendees, speaker list, and distribution of college prep resources.	
			The Contractor will organize educational field trips to introduce students to various career pathways, scholarship opportunities and to inspire future academic/career aspirations.	The Contractor will provide a summary of dates and locations of the field trips, number of students, teachers, and chaperones that attended, and an overview of the educational sessions conducted.	
			The Contractor will recognize and highlight pre-selected Bright Futures Scholarship recipients with a presentation of a medallion provided by the Florida Lottery.	The Contractor will provide photos and an event summary including the number of Bright Futures mentions, a Bright Futures Testimonial Form, or recognitions received during graduation ceremonies.	
☒	Speaking Opportunities and Promotional Merchandise		The Lottery will be provided the opportunity to speak, attend and/or provide promotional merchandise at a minimum of ____ Event(s) (per Contract Year or across the full Contract Term, as specified in the table	The Contractor will provide a photo or a screenshot of a designated Lottery representative speaking at the Event(s), and a photo or a screenshot of the promotional merchandise being distributed	Added Value

Option Boxes	Event Name (from table)	Contract Year(s)	Deliverable Task	Proof of Performance/Task	Annual Cost/Value of Deliverable
			above) during the term of this Contract. In the event a Lottery representative is not able to attend an Event or provide promotional merchandise, the Contractor shall not be penalized as long as the offer to attend and provide promotional merchandise at the Event was provided by the Contractor to the Lottery. Speaking Opportunities: The Contractor will provide speaking opportunities and/or invitation to attend for a designated Florida Lottery Representative. These speaking opportunities may be conducted either virtually or on-site. Promotional Activation Table: The Contractor will also provide the Lottery with space for a 10'x10' booth to promote the Bright Futures Scholarship Program and distribute educational materials and merchandise. Additionally, the Contractor must provide one (1) 6ft – 8ft table and two (2) chairs. The exact location will be agreed upon by both parties. Promotional Merchandise: The Florida Lottery will receive the opportunity to distribute promotional merchandise and educational materials, which will be used to promote the Lottery and the Bright Futures Scholarship Program.	at a table and/or during the Event(s), with a summary of the dates and location of performance.	

Deliverable Options (non-event deliverables):

For multi-year proposals, deliverables must be identified by Contract Year. For example: If you have the same deliverable each year in the Contract Year(s) section, type a number from 2-6 years. That tells us that you are doing this deliverable once each contract year with the same minimums and students served each year. Quantities, scope, and costs may vary by year and will be finalized during contract development.

Option Boxes	Deliverable Name	Contract Years	Required Quantity/Frequency (Per Contract Year unless otherwise stated)	Deliverable Task	Proof of Performance/ Task	Annual Cost/Value of Deliverable
☐	1-1 College Readiness Mentoring		- mentoring sessions - students served	The Contractor will conduct a minimum of ___ personalized mentoring sessions per Contract Year to help students prepare for higher education and/or successful college admissions.	The Contractor will provide a photograph(s) and/or a copy/copies of mentor log(s) from each mentoring session, including a summary of dates, number of attendees, activities conducted, and a brief description of the educational content delivered.	
☐	Bright Futures Ambassadors		Ambassadors	The Contractor will recruit and coordinate a minimum of ___ current or recent Bright Futures recipients to serve as Ambassadors during each Contract Year to share their scholarship stories and promote awareness and participate in at least one (1) outreach or promotional engagements per Contract Year.	The Contractor will provide a completed Bright Futures Testimonial/ Photo Release Form for each Ambassador, photo(s), and summary of dates and activities where the Ambassadors engaged with	

Option Boxes	Deliverable Name	Contract Years	Required Quantity/Frequency (Per Contract Year unless otherwise stated)	Deliverable Task	Proof of Performance/ Task	Annual Cost/Value of Deliverable
					students or promoted the scholarship.	
☐	ACT/SAT/CLT or PERT Test Prep to Students		• ___ test prep sessions • ___ students served	The Contractor will provide a minimum of ___ standardized test prep sessions per Contract Year for ACT, SAT, CLT, or PERT for a minimum of X students to support students in qualifying for scholarships.	The Contractor will provide photo(s) of each session with a summary of dates, number of sessions conducted, number of students participating, and description of the prep materials used.	
☐	ACT Voucher Program		• ___ vouchers	The Contractor will distribute a minimum of ___ ACT test vouchers per Contract Year to reduce financial barriers for eligible high school students.	The Contractor will provide documentation of the number of vouchers distributed and utilized by students, including summary of how the program reduced access barriers.	
☐	Bright Futures Recipient Social Media Campaign		• ___ total posts	The Contractor will post a minimum of ___ social media posts per Contract Year on Instagram, LinkedIn, X, and/or Facebook recognizing a minimum of ___ Bright Futures scholarship recipients.	The Contractor will provide screenshots of X campaign posts, engagement metrics, reach analytics, and copies of	

Option Boxes	Deliverable Name	Contract Years	Required Quantity/Frequency (Per Contract Year unless otherwise stated)	Deliverable Task	Proof of Performance/ Task	Annual Cost/Value of Deliverable
					Bright Futures Testimonial Forms from featured students.	
☐	Social Media		• ____X posts	The Contractor will produce a minimum of ____ social media posts per Contract Year on Facebook, Instagram, X (Twitter), and/or LinkedIn that promote or highlight Bright Futures, the Florida Lottery's support of the program, or events associated with the partnership. These posts must include: (1) a tag of the Florida Lottery account (@floralottery), and (2) a reference to Bright Futures, the Florida Lottery, or the partnership's related outreach/awareness activities. (3) Use of the Bright Futures logo, Florida Lottery logo, or a Lottery representative photo is encouraged when appropriate but not required.	The Contractor will provide: 1. Screenshots and accompanying analytics for each required social media post, demonstrating that the post: • Tags the Florida Lottery account and; • References Bright Futures, the Florida Lottery, or partnership-related outreach activities.	
☐	Bright Futures Scholarship Pep Rally		• ____ pep rally/rallies • ____ students	The Contractor will host a minimum of ____ pep rally/rallies serving a minimum of ____ students per Contract Year at a school featuring alumni, current recipients, or	The Contractor will provide photos, program agendas, speaker lists, and summary	

Option Boxes	Deliverable Name	Contract Years	Required Quantity/Frequency (Per Contract Year unless otherwise stated)	Deliverable Task	Proof of Performance/ Task	Annual Cost/Value of Deliverable
				subject matter speakers to encourage students to pursue Bright Futures eligibility.	of student engagement and activities conducted.	
☐	Academic/Social Support and Retention Program for "At Risk" current Bright Futures recipients		• ___ support sessions • ___ recipients served	The Contractor will conduct a minimum of ___ support sessions and mentorship for a minimum of ___ current Bright Futures recipients per Contract Year in maintaining eligibility through academic, social, and financial literacy support.	The Contractor will provide a progress report with dates, number of recipients served, number who maintained or lost eligibility, and list of retention sessions or resources provided.	
☐	Career and Technical Programs Support		• ___ CTE-focused outreach activities • ___ students reached	The Contractor will promote and conduct a minimum of ___ Bright Futures Gold Seal Vocational or Gold Seal CAPE CTE focused outreach activities for a minimum of ___ students per Contract Year in career and technical education through programming or outreach.	The Contractor will provide a summary report detailing supported programs, number of students reached, and relevant event photos or promotional materials.	
☐	Financial Aid Challenge		• ___ Challenge(s) • Participation from a minimum of ___ school(s) or ___ students	The Contractor will execute a minimum of ___ competitive initiatives to promote FAFSA and/or FFAA completion and scholarship awareness for a minimum of ___ school(s) or ___ students per Contract Year through school or student participation.	The Contractor will provide photos, challenge materials, number of student/educator participants, and summary of	

Option Boxes	Deliverable Name	Contract Years	Required Quantity/Frequency (Per Contract Year unless otherwise stated)	Deliverable Task	Proof of Performance/ Task	Annual Cost/Value of Deliverable
					engagement and financial aid awareness outcomes.	
☐	Video/Audio Storytelling Element (such as a podcast episode, YouTube video, webinar, etc.)		• ___ video or audio segment	The Contractor will produce a minimum of ___ video(s) or audio segment(s) for a minimum of :15 seconds per Contract Year that must be distributed by the Contractor via one (1) of the following methods: • Podcast, • YouTube video, • Webinar, and/or Internal School Communications. The video/audio segment shall provide education about the Bright Futures Scholarship Program. The video/audio segment may include interviews with Bright Futures Scholarship recipients, educators, or Lottery representatives.	The Contractor will provide the final video/audio file link, screenshots of analytics, and confirmation of featured Bright Futures content and segment duration.	
☐	Volunteer Hours		• ___ students provided volunteer hours	The Contractor will offer and manage a minimum of ___ student volunteer opportunities per Contract Year aligned with Bright Futures service hour requirements.	The Contractor will provide a summary of volunteer sites, number of students served, and log of verified hours completed with supervisor sign-off.	

Option Boxes	Deliverable Name	Contract Years	Required Quantity/Frequency (Per Contract Year unless otherwise stated)	Deliverable Task	Proof of Performance/ Task	Annual Cost/Value of Deliverable
☐	Student Center for Postsecondary Education		___ student engagements	The Contractor will operate or support a resource center for a minimum of ___ student engagements per Contract Year to aid Bright Futures recipients in college with retention, financial literacy, and academic success services.	The Contractor will provide photos of the center/resources, a list of services offered, a log of student engagement, and success stories/testimonials from participants.	

Note: Proof of Performance will be submitted by Contract Year and must correspond to the deliverables completed during that year.

3. Year-by-Year Budget Summary

Contract Year	Total Deliverables Value
Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____
Year 6	\$ _____
Total Contract Proposed Value	\$ _____

Note: Annual amounts are subject to proof of performance evaluation. Ensure the total contract proposed value is aligned with your original request on page 1.