



Children's Board
HILLSBOROUGH COUNTY

www.ChildrensBoard.org

**Request for Applications
Technical Assistance Grants – Cycle Two
Fiscal Year 2019**

RFA Designation: Pro 2019 – 05

Issue Date: January 4, 2019

Total Allocation: \$125,000

Deadlines: (Eastern Standard Time)

Funding Information Workshop:

January 25, 2019 at 10:00 AM

Questions Due:

February 1, 2019 by 4:00 PM

Applications Due:

February 15, 2019 by 4:00 PM

**Kelley Parris, Executive Director
Megan Proulx Dempsey, Board Chair**

For further information, please contact:

Juli Walker, Project Manager

CBTechnicalAssistance@childrensboard.org

PART (1) – GENERAL INSTRUCTIONS

1.1 INTRODUCTION TO THE CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

In 1988, Hillsborough County residents agreed that improving supports and services to our county’s children and families was a major priority for our community’s future. Thus, the Children’s Board was established in 1989 as a Special Taxing District allowing a levy not to exceed 50 cents per \$1,000 of the assessed property tax.

Strategic investments in the community include developing local prevention and early intervention services; convening community partners to work on shifting outcomes to improve the lives for children and their families; providing venues for community engagement and advocacy efforts; maximizing funding revenues through strategic grant making principles and leveraging strategies; developing innovative services and supports; and, catalyzing the research and community perspective to promote learning, improve professional training, and enhance service systems.

VISION

Hillsborough County will be recognized as one of the top places in the nation to raise children.

MISSION

The Children’s Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

CORE VALUES: Integrity - Excellence - Team Work - Respect

The Children’s Board of Hillsborough County has adopted funding platforms which establishes levels of funding in our existing focus areas. The main funding platforms are called *Major Investment Grants* (Level 1), *Uniting Grants* (Level 2), *Leading Grants* (Level 3), and *Technical Assistance Grants* (Level 4). Additional information may be accessed through the website at www.childrensboard.org.

FOCUS AREAS

Children are Healthy and Safe: Early preventative health and education prepares a family to develop nurturing and healthy habits which are enhanced by coordination with community partners including healthcare systems and primary care providers.

Children are Developmentally on Track: Early Identification of developmental needs for children birth to age five is essential for optimizing a child’s potential and serves as an opportunity for caregivers to learn more about their child’s current developmental functioning.

Children are Ready to Learn and Succeed: School readiness services for young children should be designed in a way that foster a nurturing, safe and healthy environment for children and respects a families’ cultural values. In addition, quality early learning and support for

caregivers or early care educators must also promote early caregiver involvement and opportunities for professional development.

Services for elementary school age children works best in collaboration with teachers, administrators and parents to provide support consistent with school benchmarks to enable student success.

Successful youth services (through middle school age) support leadership development, provide positive role modeling, and motivates students to learn in safe environments.

Children have Supported and Supportive Families: Support for the whole family is essential for developing informal supports, stability and overall well-being. Family Support plays an important role in a young child's brain development because early experiences develop through positive relationships which establishes the foundation for secure attachments and future physical, cognitive and social-emotional health.

TECHNICAL ASSISTANCE GRANTS (TA): TA Grants are awarded to build capacity through a variety of activities in the areas of Governance, Management, Finance, Fund Development and Program Improvement.

Applicants eligible for funding include not-for-profit corporations and governmental organizations legally operating in the state of Florida and verifiable at www.sunbiz.org that:

- 1) Has an overall budget of \$2 million or less.
- 2) Serves children and families in Hillsborough County in alignment with Children's Board focus areas.
- 3) **Was not awarded a Technical Assistance Grant during Fiscal Year 2018 (October 1, 2017 - September 30, 2018) or Fiscal Year 2019 (January 1, 2019 - June 30, 2019).**

1.2 TIMELINE AND SUMMARY (Dates subject to change)

[This is a summary only and does not alter the requirements contained in other sections of this Request for Applications procurement document.]

Date	Description
January 4, 2019	Request for Applications released and posted on www.childrensboard.org - Click on the Budgeting tab for Funding Opportunities.
January 25, 2019	Funding Information Workshop 10:00 AM Children’s Board 1002 E. Palm Avenue Tampa, FL 33605
February 1, 2019	Deadline for written questions by 4:00 PM Email questions to Juli Walker , Project Manager at CBTechnicalAssistance@childrensboard.org Please use email subject line: Pro 2019-05 Technical Assistance Funds – Cycle Two
February 5, 2019	Answers to Questions posted on www.childrensboard.org .
February 15, 2019	Submission deadline is 4:00 PM (Children’s Board’s Clock) at Children’s Board of Hillsborough County — Front Desk Reception. Responses may be delivered in person, courier, or US mail. <u>No facsimile or emailed Applications will be accepted.</u>
Week of February 25, 2019	Community Review Team will rate all Applications and determine the most qualified Applicant(s) using scoring criteria on Part (3) Rating Sheet.
Week of March 11, 2019	Grant awards are announced.
April 1, 2019	Letter of Agreement contract begins with selected Applicants.

1.3 DEFINITIONS

1. **“Applicant”** or **“Organization”** means the eligible not-for-profit corporation that submits or intends to submit an Application to the CBHC pursuant to this procurement document.
2. **“Application”** means the written application submitted by an Applicant in response to this procurement document and includes any written clarifications submitted by an Applicant in response to a written request from the Project Manager.
3. **“Best Practices”** refers to methods or techniques that have consistently demonstrated evidence of results/accomplishments that are better than those achieved with other means, and are used as a benchmark. These are often related to a set of guidelines established by an authority that recommends an efficient or prudent course of action in some situations.
4. **“Children’s Board”** or **“CBHC”** means the Children’s Board of Hillsborough County, a special district political subdivision of the state of Florida. The Children’s Board of Hillsborough County is not a corporation. All records submitted to the Children’s Board become public records under Chapter 119, Florida Statutes, unless exempted by state law. The Children’s Board is also subject to the Florida’s Sunshine Law; see Chapter 286, Florida Statutes.
5. **“Conference Registration Fees”** means training event registration fees or cost associated with registering for training event not to exceed \$500.00 dollars.
6. **“Cost Reimbursement”** means CBHC reimbursement of expenses actually paid and disbursed by the Grantee after Services have been performed.
7. **“Evidence-based practices”** means types of program services that build upon the best available evidenced-based/research-based practices with practitioner expertise and other resources, and with characteristics, and stated needs, values and preferences of those who will be affected.
8. **“Evidence-informed Practices”** means types of program practices that build upon the best available information but recognized implementations within specific context.
9. **“Funding Workshop”** means an information session hosted by the Children’s Board to explain the Application process in detail. This event is considered the most efficient process of obtaining answer to questions from the subject matter experts on the Technical Assistance Grants process.
10. **“Grantee”** means the selected Applicant(s) awarded a contract with the Children’s Board to provide the Services to build Grantee capacity to operate effectively over the long term.
11. **“Project Manager”** means **Juli Walker**, Contract Management Specialist.

12. “RFA” or “Request for Applications” or “Procurement Document” means this Request for Applications, whose RFA designation is shown on the first page of this RFA, and includes any addendum and the answers to Applicant’s questions.

13. “Services” or “Activities” or “Project” means all labor, equipment, and materials necessary for the selected Applicant to build capacity to operate effectively over the long term as described in Applicant’s Application and carried out as required by procurement document.

1.4 SCOPE OF SERVICES

Introduction:

Technical Assistance Grants are intended to assist not-for-profit organizations in building their capacity through strategic activities to strengthen their ability to operate effectively over the long term. Appropriate capacity-building Activities (also called Services) should focus on improving internal infrastructure in the areas of:

- **Governance:** management and administration of resources to achieve organization/program goals which may or may not include Board Development.
- **Management:** activities to develop the strategy of an organization and coordinating the efforts of its employees or volunteers to accomplish organization/program objectives.
- **Finance:** management of organization/program fiduciary responsibilities.
- **Fund Development:** recruitment, retention, and stewardship of organization/program resources including capital, grants, cash, or in-kind support.
- **Program Improvements:** capacity building for programs aligned with CBHC focus areas which supports the organization in moving towards evidence-based, evidence-informed or best practices for children and families.

Applications for **one-time, time-limited grants** will be considered with a maximum award of \$5,000.00 dollars.

Appropriate Activities include, but are not limited to, technology support upgrades, staff development, the purchase of materials, equipment or curriculum, marketing plan, board development/training, strategic or sustainability planning and costs associated with conference attendance or training. If technical assistance funds are being requested to support the cost of attending a conference or training event, the Children’s Board will pay up to \$500 to cover the cost of registration fees.

Technical Assistance Funds will not cover:

- Salaries;
- Direct Services;
- Grant Writers;
- Organization Audit
- Program Furnishings;
- Construction or renovations;
- Costs related to start-up (Program or Organization) activities; or

- Computer (desktops, laptops, or tablets) costs exceeding \$400, including accessories.

Special Note: An exception to the budget instructions may be considered if applicants demonstrate the need for a highly specified work product as it relates to their primary capacity building need.

1.5 EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Children's Board encourages the participation of minority faith-based and grassroots organizations in all contracts. No person or legal entity will be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Children's Board procurement on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability or marital status.

1.6 NO ORAL INTERPRETATIONS

Interpretations, explanations, corrections and changes in this Request for Applications will be made only by written answers to Applicants' questions submitted prior to the deadline for such questions and/or by addendum.

1.7 QUESTIONS FROM APPLICANTS AND CHILDREN'S BOARD'S ANSWERS

Answers to Applicants' written questions will be made in writing and posted on CBHC website as described in Section (1.2). Should any questions or response require revisions to the Request for Applications, such revisions will be by addendum only and furnished by posting on CBHC website.

1.8 ADDENDUM AND INCOMPLETE APPLICATIONS

Applicants are responsible for complying with any addendum issued. FAILURE TO RESPOND TO ANY ITEM INCLUDING ANY REQUESTED INFORMATION, OR FAILURE TO FOLLOW THE PROCUREMENT DOCUMENT MAY RESULT IN THE SUBMISSION OF AN INCOMPLETE APPLICATION AND MAY RESULT IN DISQUALIFICATION OF THE APPLICATION FROM FURTHER CONSIDERATION.

1.9 RIGHT TO SEEK AND CONSIDER CLARIFYING INFORMATION

The Children's Board may seek clarifying information regarding any Application. Such clarifying information shall be provided by the Applicant in writing.

1.10 REJECTION OF APPLICATIONS OR APPLICANTS

Children's Board reserves the right to reject all Applications with or without cause, to waive technicalities or informalities, and/or to accept an Application which best serves the interests of the Children's Board as described in this procurement document. Cost of preparing an Application is an operational cost of the Applicant and shall not be passed on to or incurred by CBHC.

Any Application determined to be nonresponsive to any specification or requirement of this RFA, including instructions governing submissions of Applications, may be disqualified without evaluation. An Applicant who violates the provisions of this procurement document may be rejected from the selection process.

1.11 RESTRICTED COMMUNICATIONS

Communication with Children's Board personnel and/or Children's Board's Board members, other than **Juli Walker, Project Manager**, regarding the Application, from the date the RFA is issued and the date of the awards announcement may result in rejection of such Application.

1.12 COST REIMBURSEMENT PAYMENTS

Awarded organizations will be paid on a Cost Reimbursement basis. This will require applying organizations to have the financial resources available to cover all operating expenses prior to receiving payment from CBHC.

1.13 CHILDREN'S BOARD'S CONTRACT

By submitting an Application, the Applicant agrees that, if the Children's Board selects such Applicant to perform the Services, the Applicant will, upon such selection, execute a standard Children's Board Letter of Agreement. Execution of the Letter of Agreement will be contingent on availability of funds.

1.14 AWARD OF CONTRACT

The contract for the Services will be awarded to the Applicant determined in writing to be in the best interests of the Children's Board. No contract shall exist between the Children's Board and the selected organization until the written contract is signed by the Children's Board and the selected organization. The Children's Board reserves the right to negotiate the revision of the scope of Services with the successful Applicant or Applicants as determined necessary in the best interests of the Children's Board.

The Children's Board reserves the right to make partial awards that fund only certain elements or components of an Application when determined to be in the best interest of the Children's Board.

1.15 PROHIBITIONS ON APPLICANTS WHO ARE FORMER CBHC EMPLOYEES AND BOARD MEMBERS

For a period of two years from the date a Children's Board employee or Board member ceases his/her employment or Board member duties with CBHC, the CBHC will not award a consulting or services contract to that individual.

PART (2) – APPLICATION CONTENT, FORMAT AND GUIDELINES

2.1 APPLICATION COVER SHEET (ATTACHMENT 1)

Include a completed Application Cover Sheet with the submission. The organization's official or designee must date, print, and sign an original copy of the Application Cover Sheet. The following are instructions specific to questions (#1), (#11), (#15), and (#22):

1. Use the Applicant Organization's legal name including any doing business as (d/b/a) name. The name should match the name listed on the Florida Department of State – Division of Corporation website www.sunbiz.org;
11. If the Applicant Organization is receiving program funding from the Children's Board between October 1, 2018 to September 30, 2019, indicate "Yes";
15. Indicate how the Applicant Organization was notified of the funding release;
22. The Applicant Organization's Authorized Official, an appointed official (e.g., Chief Executive Officer, Chief Financial Officer, etc.) to whom the organization has granted the legal authority to submit the application, must sign Attachment (1), Application Cover Sheet, in order for the application to be considered for funding.

Special Note: Failure to comply with providing a **signed original** copy may result in disqualification of the Application from further consideration.

2.2 CONCEPT PAPER (CANNOT EXCEED 3 PAGES)

Project Summary

- Provide a summary of the amount and purpose of the request and how the Applicant plans to use the requested funding.
 - If requesting reimbursement for a computer cost in excess of \$400, indicate rationale for expense of a specific system to meet the level of work needed to build organizational capacity.
- Describe how this supports the overall vision and mission of the CBHC.

Organizational Capability – A major factor in the success of any project is the capability of the organization responsible for the implementation. Provide relevant information in the following areas that demonstrates the Applicant's capability to carry out the objectives and activities described in the Application:

- Applicant's History (include established date if appropriate) and Mission;
- Background and experience of Applicant's Senior Staff listed by name and title, indicate if paid or volunteer;
- Financial capability to manage this Project, including cost reimbursement for expenses.

Project Impact

- Explain how the Project will enable the Applicant to increase capacity through strategic activities that strengthen its ability to operate effectively over the long term.
- Describe who will benefit and the expected impact/outcome.

2.3 Technical Assistance Application Budget (ATTACHMENT 2)

The Technical Assistance Application Budget (Attachment 2) summarizes the revenues and expenditures for the Project proposed in the Application. Verify that the organization and Project name match the information provided on the Applicant's Cover Page.

If awarded, the contract period for this Technical Assistance award will be April 1, 2019 – September 30, 2019.

Technical Assistance grants are awarded on a cost reimbursement basis. This means the organization must spend the money for the authorized purchases and submit paid receipts or invoices to the CBHC for reimbursement.

The Technical Assistance Application Budget has three columns:

- Column (1) (left side): includes the Total Project Budget for the proposed Project;
- Column (2) (middle): details the funds requested in this Application from the Children's Board for this Project; and
- Column (3) (right side): The Budget Narrative is the description of how the total Project budget amounts were determined for each line item. Use the Budget Narrative to describe the revenues and expenses in detail. Describe how the figures were calculated and what items or services will be purchased with the dollars budgeted. Quotes and/or estimates that support the cost should be submitted as attachments with the Application, if applicable.

A. Revenues:

Include all funding for the Project being proposed. In Column 1 titled, "Total Project Budget", indicate all sources of revenue. List the CBHC funds requested in this application funds on Line (1). Line (2) should include all other sources of funds. These funds could be from individuals, corporations or businesses, foundations and trusts, special fund-raising events, etc. In column (2), list the CBHC funds being requested in this Application (line 1)

In the budget narrative, start by explaining these sources of revenue and indicate whether funds are committed or anticipated (i.e., fund raising), and the timeframe the funds are available.

Sub-total and Total Revenues lines are automated. DO NOT CHANGE.

B. Expenditures:

- Column (1) should include all expenditures for the total Project proposed in the Application.
- Column (2) includes all the expenditures for the CBHC funds requested.

1. **Contractual Services:** List costs of services rendered to the Project by consultants and other independent contractors during the contract period. Contracted services are primarily used for one-time or time-limited activities. Define the contracted

service in the narrative section, including a description of the service or deliverable and proposed fee. Attachments such as quotes, scope of services and consultant resume should be submitted with the Application, if applicable.

2. **Facility Rental:** Facility rental cost for training or other event related to the Project proposed during the contract period.
3. **Conference Registration Fee:** Include the name of the conference, registration cost and who will be attending. Attach a copy of the brochure or agenda as an attachment to the application, if available.
4. **Rent & Lease/Equipment:** Include the rental cost for equipment. Briefly describe the cost and how it will be used in this Project.
5. **Printing & Copying:** Include outside printing cost and briefly describe specific items to be printed.
6. **Outreach:** Include advertising for Project activities or events, purchases of give-away items for outreach events, and vendor fees. Include a description of where the ads will be purchased and/or what types of items will be purchased and for what purpose.
7. **Fingerprint & Background Screening:** Include costs for volunteers as related to this Project only.
8. **Membership/Subscriptions/License:** Include items that support and directly relate to the Project. Be specific with titles and if purchased for the organization or a staff member. Only included memberships, subscriptions, and licenses for up to **one** year.
9. **Information Technology Expense:** Include IT expense for data systems, servers or other organizational IT infrastructure. Provide detail of what is being purchased and how the amount was calculated.
10. **Office Supplies:** Include consumable staff supplies. Provide detail of what will be purchased and how the amount was calculated
11. **Computer Supplies:** Include computers, software, printer ink and other computer supplies. Provide detail of what will be purchased, how the amount was determined, and if for staff or community use. Include quotes or estimates to support the cost as attachments with the application, if appropriate. CBHC will pay a maximum of \$400 per computer, including accessories.
12. **Operating Supplies:** Include consumable supplies that are not educational, office or computer supplies. Provide detail of what will be purchased if known and how the amount was determined in the budget narrative.

- 13. Educational/Curriculum Supplies:** Include all supplies that staff or clients use during Project activities. This includes books, curriculum, educational toys, educational materials, gift cards, snacks, back packs, basic need items, etc. Provide detail of what will be purchased and how the amount was calculated.
- 14. Evaluation Supplies:** Include tools and/or questionnaires purchased in order to evaluate the Project and/or participants in this line. Provide detail of what will be purchased and how the amount was calculated.
- 15. Training Supplies:** Include the cost of supplies when the organization is providing the training for the community, Project participants or staff members. Provide detail of what will be purchased and how the amount was calculated.
- 16. Capital Outlay:** Includes capital expenditures for property used in performing Services under the Project. Such items must have a useful life of one year or more and a cost of \$5,000 or more. The Children's Board will not fund real property acquisition or building construction. The organization must maintain insurance on the full insurable value of capital goods purchased with funds provided by the CBHC.
- 17. Excess (Deficit):** Difference between total revenue and total expenditures. (All Children's Board Budget Request columns must be in balance – no excess or deficit is allowed.)

2.4 BOARD OF DIRECTORS (ATTACHMENT 3)

Provide a one-page list of the following for applicant organization:

- Name of each current Board Member, their Board Title, and professional affiliation (as applicable).

Special Note: This list will not be shared or used to solicit donations.

2.5 IMPLEMENTATION PLAN AND TIMELINE (ATTACHMENT 4)

Provide a one-page, detailed plan with activities and a timeline for this Project. All technical assistance Projects if awarded, must be completed within six (6) months of contract execution.

2.6 ADDITIONAL ATTACHMENTS, IF APPLICABLE (ATTACHMENT 5)

Only if applicable, the following are required and must be submitted with Application:

- Price Quotes;
- Consultant scope of service; and/or
- Resumes.

2.7 SUBMISSION PROCESS

Submission must be on a Microsoft Word document with:

- (1) inch margins on all sides;
- (12) point font (Arial, Times New Roman or Cambria preferred); and
- All pages numbered.

Submit:

- One (1) original Application in color, if applicable;
- Three (3) black and white copies, including attachments; and
- One (1) electronic copy of the Application submitted on a USB Drive, including attachments.

Applications must be delivered in person, courier, or US mail. No facsimile or emailed Applications will be accepted:

The outside envelope should be clearly labeled:

Pro 2019 -05

Technical Assistance Grants RFA - Cycle Two

Juli Walker, Project Manager

Children's Board of Hillsborough County

1002 E. Palm Avenue, Tampa, FL 33605

PART (3) – Pro 2019 - 05 Technical Assistance Grants – Cycle Two Rating Criteria

ORGANIZATION:	PROJECT:		
Evaluation and Selection Criteria	Points Range	Points awarded	
2.1 Application Cover Page (Attachment 1)	0-3		
<ul style="list-style-type: none"> Up to 3 points if all information provided. 			
2.2 Concept Paper (Up to 3 pages)			
Project Summary	0-20		
<ul style="list-style-type: none"> Provide a summary of the amount and purpose of the request and how the Applicant plans to use the requested funding. <ul style="list-style-type: none"> If requesting reimbursement for a computer cost in excess of \$400, indicate rationale for expense of a specific system to meet the level of work needed to build organizational capacity. Describe how this supports the overall vision and mission of the CBHC. 			
Organizational Capability	0-20		
<ul style="list-style-type: none"> Applicant’s History (include established date if appropriate)and Mission; Background and experience of Applicant’s Senior Staff listed by name and title, indicate if paid or volunteer; Financial capability to manage this Project, including cost reimbursement for expenses. 			
Project Impact	0-20		
<ul style="list-style-type: none"> Explain how the Project will enable the Applicant to increase capacity through strategic activities that strengthen its ability to operate effectively over the long term. Describe who will benefit and the expected impact/outcome. 			
2.3 Budget and Budget Narrative (Attachment 2)	0-20		
<ul style="list-style-type: none"> The extent to which the budget is appropriate to carry out the objectives and activities described in the Application. The extent to which the narrative clearly explains details of the line item costs and how amounts were calculated. Forms should not be altered or changed 			

2.4 Board of Directors (Attachment 3)	0-3	
<ul style="list-style-type: none"> • Provide a one-page list of the following for applicant organization: <ul style="list-style-type: none"> ○ Name of each current Board Member, their Board Title, and professional affiliation (as applicable). 		
2.5 Implementation Plan & Timeline (Attachment 4)	0-14	
<ul style="list-style-type: none"> • The extent to which the Applicant has provided a well-defined implementation plan and time for the proposed Project. 		
2.6 Additional Attachments, if Applicable (Attachment 5)	No Score	
<ul style="list-style-type: none"> • <u>Only if applicable</u>, the following are required and must be submitted with Application: <ul style="list-style-type: none"> ○ Price Quotes; ○ Consultant scope of service; and/or ○ Resumes. 		
Bonus Points	0-2	
<ul style="list-style-type: none"> • (2) Bonus points are awarded to organizations that are not currently receiving programmatic funding from the CBHC. (See Application Cover Page) 		
TOTAL POINTS	102	

RATER NUMBER: _____

This rating form is subject to public records and is open for inspection and copying in accordance with the Chapter 119, Florida Statutes.

“Applicant Organization Legal Name” must match agency name listed on the Florida Department of State Division of Corporation website: http://sunbiz.org/ .		
1. Applicant Organization Legal Name:		
2. Organization Address:		
3. City:	4. State:	5. Zip Code:
6. Organization Phone Number:	7. Organization Website (if available):	
8. Organization Type: _____ Not for Profit (Incorporation date: ____/____/____) _____ Government _____ Other (Please specify):		
9. IRS Determination: _____ 501c3 _____ Other (Please specify):		
10. Registered Florida Charitable Organization: _____ Yes _____ No		
11. Current Children’s Board Funded Provider: _____ Yes _____ No		
12. Applicant Organization Total Budget: \$		

Project Information:

13. Applicant Project Name:
14. Amount of Request from CBHC for Project = \$
15. How did you hear about this Request for Application?

Contact Information:

16. CEO/ Executive Director Name:	
17. CEO/ Executive Director Phone Number:	18. CEO/ Executive Director Email:
Is the CEO/ Executive Director the main contact for the proposed project? _____ Yes _____ No If no, please complete the following information about the Applicant Organization’s Contact Person:	
19. Organization Contact Person Name:	
20. Organization Contact Person Phone Number:	21. Organization Contact Person Email:

22. I do hereby certify to the above statements and that all facts, figures, and representations made in this application and supporting documents are true and correct. Furthermore, I certify that I have been duly authorized to act as the authorized representative of the Applicant Organization in connection with filling out this application, and have obtained any necessary authorization from the applicant’s governing body for the submission of this proposal. I acknowledge that this application and all additional documents submitted become the property of the Children’s Board and will become public record subject to the provisions of Chapter 119, Florida Statutes.

Signature of Authorized Official

(Printed Name)

(Title)

____/____/_____
(Date)

Children’s Board of Hillsborough County
 PRO 2019 – 05 Request for Applications (LEVEL 4) Technical Assistance Grants – Cycle Two
 Attachment (2) – Technical Assistance Application Budget

CBHC - TECHNICAL ASSISTANCE APPLICATION BUDGET			
Agency: _____			
Project: _____			
Contract Period: _____			
	<u>Total Project Budget</u> (1)	<u>CBHC Budget</u> (2)	<u>Budget Narrative</u> (3)
REVENUES:			
(please list individually)			
Children's Board Allocation			
Other Funding Sources:			

Sub-Total of Other Funding Sources	-		
TOTAL REVENUES	-	-	
EXPENDITURES:			
Contractual Services			
Facility Rental			
Conference Registration Fee			
Rent & Lease/Equipment			
Printing & Copying			
Outreach			
Memberships/Subscriptions/License			
Fingerprint & Background Screening			
Information Technology Expense			
Office Supplies			
Computer Supplies			
Operating Supplies			
Education/Curriculum Supplies			
Evaluation Supplies			

CBHC - TECHNICAL ASSISTANCE APPLICATION BUDGET																
Agency: _____																
Project: _____																
Contract Period: _____																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Total Project <u>Budget</u> (1)</th> <th style="width: 50%; text-align: center;">CBHC <u>Budget</u> (2)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </tbody> </table>	Total Project <u>Budget</u> (1)	CBHC <u>Budget</u> (2)					-	-	-	-	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Budget <u>Narrative</u> (3)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> </tr> </tbody> </table>	Budget <u>Narrative</u> (3)			
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Budget <u>Narrative</u> (3)																
Training Supplies																
Capital Outlay																
TOTAL EXPENDITURES																
Excess (Deficit)																