



Children's Board
HILLSBOROUGH COUNTY

www.ChildrensBoard.org

Capacity Checklist

In an effort to prepare interested organizations for the release of Children's Board of Hillsborough County funding, the following capacity checklist was developed to ensure requirements are addressed in a timely manner. This document will also assist you in the planning phase of developing an organization's response to an RFP.

An organization must have the infrastructure to manage the requirements associated with a contract prior to receiving Children's Board funding. This includes having the ability to collect and report data and having the cash reserve to pay for expenses prior to invoicing the Children's Board using a cost reimbursement model.

Please review the attached General Terms and Conditions that will be part of the contract prior to applying for Children's Board funding. Agency infrastructure cost of up to 10% of the total direct expenditures can be budgeted in the administrative/indirect budget line.

The following are some of the infrastructure items associated with having the resources to be successful when making application for funding from the Children's Board. If your agency is not prepared structurally the Non-Profit Leadership Center of Tampa Bay may be able to assist you.

GENERAL ORGANIZATIONAL INFORMATION	YES	NO
Is the organization a non-profit 501-C-3, governmental entity or incorporated not for profit qualified to do business in the State of Florida?		
Do you have an active Board of Directors that meet regularly?		
Do you keep minutes of each board meeting?		
Can you describe the composition of the Board and do they have the skills that complement the needs of the organization?		
Is the workforce representative of the demographic make-up of Hillsborough County and/or the client population served?		
Are background checks required of all direct service employees?		
Do you have an organizational chart that depicts lines of authority?		
Does the organization have a website?		

DATA COLLECTION AND REPORTING:	YES	NO
Is the organization capable of collecting and reporting on multiple elements of demographic and measureable outcome data if awarded funding from the Children's Board of Hillsborough County?		
Does the organization have the information technology resources to collect and report on data including the use of internet?		
Does the organization use a standardized tools or surveys to collect data from consumers?		
Does the organization use an evidence based or evidence informed curriculum or practice?		
Does the organization currently have dedicated staff to collect and report on outcomes?		

FINANCIAL CAPACITY:	YES	NO
Does your organization have a budget for the current year?		
Does your organization have a budget narrative and summary?		
Does your organization have the cash reserves to pay for and invoice the Children's Board of Hillsborough County using the cost reimbursement model?		
Does your organization have a current audit including a management letter and most recent financial statements?		
Does the organization have written financial policies and procedures?		
Does the organization have internal controls in place?		
Does the organization have a process to approve expenses prior to submitting a reimbursement request?		
Does the organization have a financial planning and analysis process?		

INSURANCE REQUIREMENTS:	YES	NO
Does your organization have the insurance coverage as referenced in the General Terms and Conditions Section10 in place as required to contract with the Children's Board of Hillsborough County?		