



**REQUEST FOR APPLICATIONS (RFA)  
LEVEL (4) TECHNICAL ASSISTANCE GRANT  
CAPACITY BUILDING**

**RFA Designation Number:** PRO 2021 – 04

**Release Date:** October 01, 2020

**Amount per Application:** up to \$5,000

**Total Allocation:** \$200,000

**ONE-TIME FUNDING RELEASE**

**Grant Period:** February 01, 2021 – July 31, 2021

**DATES TO REMEMBER:**

**Mandatory Information Session:** November 04, 2020 at 1:00p.m.

**Deadline for Written Applicant Questions:** December 07, 2020 by 11:59p.m.

**Deadline for Applicant Submission:** December 18, 2020 by 11:59p.m. via SurveyMonkey  
Apply

Kelley Parris, Executive Director  
Edwin Narain, Board Chair

**For questions, use RFA Designation Number in subject line and e-mail:  
*Maria Negron, Director of Programs*  
[CBHCFundingRelease@ChildrensBoard.org](mailto:CBHCFundingRelease@ChildrensBoard.org)**

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## ABOUT THE CHILDREN'S BOARD

### BACKGROUND

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 outcomes improving the lives of children and their families; and providing venues for community engagement and advocacy efforts. The Children's Board is committed to funding opportunities through strategic grant making principles and leveraging strategies; developing innovative services and supports; and, catalyzing the research and community perspective to promote wellness, learning, professional training, and enhance service delivery 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

### FUNDING PLATFORMS

The Children's Board of Hillsborough County has adopted funding platforms that establish tiered levels of grant types to support strategic focus areas. The four main funding platforms are:

- Level (1) - Investment Grants;
- Level (2) - Uniting Grants;
- Level (3) - Leading Grants; and
- Level (4) - Technical Assistance Grants.

Additional information may be accessed on the website at [www.childrensboard.org](http://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 must also promote early caregiver involvement and professional development for early care educators.

School success for elementary school age children works best in collaboration with teachers, administrators and parents to provide support consistent with school benchmarks. Successful youth services (through middle school age) support leadership development, provides positive role modeling, and motivates students to learn in safe environments.

*Family Support:* 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.

## **COMMUNITY IMPACT**

The Children's Board of Hillsborough County is the local leader in supporting capacity building efforts of non-profit organizations in the county. The Technical Assistance (TA) Grants help agencies to improve the quality and accessibility of their services and supports to children and families. In 2019, the Children's Board awarded a TA Grant to twenty-five (25) local non-profit agencies, a total investment of over \$110,000.

On an annual basis, the Children's Board surveys the TA grant recipients to learn about the significant achievements that have occurred as a result of receiving TA funding. In 2019, the reported results were categorized and the following two (2) primary themes emerged: *Increased Efficiency/Productivity* and *Cost Savings*. Other significant results such as increased access to services, staff development, additional funding received, and increased awareness/visibility were also reported.

## SECTION ONE – BACKGROUND INFORMATION

### 1.1 GENERAL REQUIREMENTS

A Grantee will be responsible to register with and use an E-Verify system, to ensure compliance with E-Verify requirements, and verify the work authorization status of all employees and contractors paid for with Children’s Board of Hillsborough County funding as referenced in Florida SB664. ***(New requirement for FY2021)***

### 1.2 STANDARD CONDITIONS FOR PROCUREMENT

#### 1.2.1 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.

#### 1.2.2 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.

#### 1.2.3 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.

#### 1.2.4 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.**

#### 1.2.5 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.

#### 1.2.6 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.

#### 1.2.7 RESTRICTED COMMUNICATIONS

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

#### 1.2.8 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.

#### 1.2.9 CHILDREN'S BOARD 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.

#### 1.2.10 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.

### 1.2.11 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.

## 1.3 SCOPE OF SERVICES

### 1.3.1 INTRODUCTION

Technical Assistance (TA) Grants are intended to assist not-for-profit organizations aligned with CBHC focus areas, in building their capacity through strategic activities that 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:** develop strategies as an organization and coordinate the efforts of its employees or volunteers to perform functions effectively.
- **Finance:** strengthening ability with fiduciary responsibilities or other core function for sustainability.
- **Fund Development:** income generation or stewardship of resources including capital, grants, cash, or in-kind support.
- **Program Improvements:** may include a new implementation of evidence-based, evidence-informed or best practices for children and families.

Appropriate activities include, but are not limited to, technology support upgrades, staff development, equipment or curriculum, marketing plan, board development/training, strategic operating plan, sustainability/succession planning or 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 only.

Applications for **one-time, time-limited grants** will be considered with a maximum award of \$5,000.00. If awarded, the grant activities must be completed by **July 31, 2021**.

### 1.3.2 ELIGIBILITY

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](http://www.sunbiz.org) that:

- 1) Have an overall budget of \$2 million or less;
- 2) Serve children and families in Hillsborough County in alignment with Children’s Board focus areas; and
- 3) Was not awarded a Technical Assistance Grant during Fiscal Year 2020 (October 1, 2019 – September 30, 2020).

The Children’s Board releases funding opportunities each year based on revenue projections, contract terms ending, and Board approval. At this time the CBHC is **not** seeking to fund the following services or organizations:

- Salaries;
- Direct Services;
- Grant Writers;
- Organization Audit;
- Program Furnishings;
- Minor construction or renovations;
- Vehicles;
- Costs related to new start-up (Program or Organization) activities;
- Computer (desktops, laptops, or tablets) costs exceeding \$400, including accessories;
- Private, Public, or Charter schools; or
- Child Care Centers or Family Child Care Homes.



## 1.4 PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE

<i>ACTIVITY</i>	<i>DEADLINE / DUE DATE</i>
<p><b>*Mandatory</b> Information Session</p> <p>*Mandatory means at least (1) representative from the Applicant Agency must attend.</p>	<p>November 04, 2020 at 1:00p.m.</p> <p><b>Log in / Arrival by 12:50p.m</b></p>
<p>Written Applicant Questions</p> <p>Email questions to <b>Maria Negron</b>, Director of Programs at <a href="mailto:CBHCFundingRelease@ChildrensBoard.org">CBHCFundingRelease@ChildrensBoard.org</a></p> <p>Please use email subject line: <b>PRO 2021-04 Technical Assistance Grants – Capacity Building (Cycle One)</b></p>	<p>December 07, 2020 by 11:59p.m.</p>
<p>CBHC Final Answers to Questions posted on <a href="http://www.childrensboard.org">www.childrensboard.org</a></p>	<p>December 09, 2020</p>
<p>Application Submission <a href="http://www.cbhcgrants.smapply.org">www.cbhcgrants.smapply.org</a></p>	<p>December 18, 2020 by 11:59p.m.</p>
<p>Community Review Team will score Applications and determine the most qualified Applicant(s).</p> <p>For additional information, refer to <b>Appendix (#3) Community Review Team (CRT) Scoring Criteria.</b></p>	<p>Week of January 04, 2021</p>
<p>Grant awards are announced.</p>	<p>Week of January 11, 2021</p>
<p><b>If awarded:</b> Contract Start Date</p>	<p>February 01, 2021</p>

### 1.4.1 MANDATORY INFORMATION SESSION

#### Virtual attendance via GoToMeeting:

- To join from your computer, tablet or smartphone – <https://global.gotomeeting.com/join/990587797>

**In-person attendance at 1002 E. Palm Avenue, Tampa, FL 33605:** Attendees will be required to complete and sign a COVID-19 screening form prior to entering the building, wear face coverings and seated in compliance with current social distancing practices. ***Space is limited.***

## SECTION TWO – APPLICATION CONTENT, GUIDELINES AND SUBMISSION

### 2. COVER SHEET AND SIGNATURE PAGE (*SURVEYMONKEY APPLY FORM AND UPLOAD*)

The Cover Sheet and Signature Page has two components and is required for submission. The Cover Sheet is a series of questions about the Applicant Organization and Project to be completed within SurveyMoney Apply. The organization's Authorized Official must download the Signature Page from <https://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/>, print to sign, and upload the document to SurveyMonkey Apply.

### 2.1 CONCEPT PAPER (*SURVEYMONKEY APPLY FORM*)

#### 2.1.1 ORGANIZATIONAL OVERVIEW AND CAPABILITY (MAXIMUM 500 WORDS)

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:

- 1) Applicant history, to include the organization's established date and years of operation, mission and target population(s);
- 2) List of management staff members to include names, titles, indication if paid or volunteer and a brief description of background and experience as related to the project; and
- 3) Provide a brief statement indicating if the organization has cash reserves to pay for and invoice CBHC using a cost reimbursement model.

#### 2.1.2 PROJECT SUMMARY (MAXIMUM 350 WORDS)

- 1) Describe the identified organizational need to be addressed;
- 2) Provide detail of the services and/or items to be purchased by what date;
- 3) Specify the cost and purpose for each service and/or item; and
  - 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.
- 4) Briefly describe how the project supports the vision and mission of the CBHC.

#### 2.1.3 IMPACT STATEMENT (MAXIMUM 400 WORDS)

- 1) 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; and
- 2) Describe how the organization's target population(s) will benefit.

## 2.2 TECHNICAL ASSISTANCE APPLICATION BUDGET (SURVEYMONKEY APPLY UPLOAD)

The Budget 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 Cover Sheet. Refer to Technical Assistance Budget Instructions in **Appendix (#1)**.

## 2.3 BOARD OF DIRECTORS (SURVEYMONKEY APPLY UPLOAD)

Use the provided template to list the names of the organization's current Board Members, including:

- 1) Board Titles; and
- 2) Professional affiliations.

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

## 2.4 SUPPORTING DOCUMENTATION (SURVEYMONKEY APPLY UPLOAD)

The following are **required** and must be submitted with Application:

- Price quotes directly from the vendor or website;
- Consultant scope of service including rates, deliverables/units of service and resume(s) (if applicable); and
- If a Board Member is being used as a contracted vendor for the Project, the Applicant must submit **three (3) quotes** for the service, to include a quote from the Board Member.

**Failure to comply with providing quotes for each service and/or item included in the Budget may result in disqualification of the Application from further consideration.**

## 2.5 SUBMISSION PROCESS

The following are required and must be submitted via SurveyMonkey Apply, which may be accessed at [www.cbhcgrants.smapply.org](http://www.cbhcgrants.smapply.org):

- 1) Cover Sheet and Signature Page (*template provided; SurveyMonkey Apply form and upload*);
- 2) Concept Paper (*SurveyMonkey Apply form*);
- 3) Technical Assistance Application Budget (*template provided; SurveyMonkey Apply upload*);
- 4) Board of Directors (*template provided; SurveyMonkey Apply upload*); and
- 5) Supporting Documentation (*no template provided; SurveyMonkey Apply upload*).

Applications **will not** be accepted by e-mail, mail, courier, or hand delivery.

Please see the SurveyMonkey Apply Applicant Guide, **Appendix (#4)** for direction on how to use the online grant application system, contact information for SurveyMonkey Apply support staff, and links to frequently asked Applicant questions.

**Failure to comply with the submission instructions above may result in disqualification of the Application from further consideration.**

## 2.6 APPENDIX DOCUMENTS ARE FOR INFORMATION ONLY

- 1) Technical Assistance Budget Instructions
- 2) Glossary
- 3) Community Review Team (CRT) Scoring Criteria
- 4) SurveyMonkey Apply Applicant Guide

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APPENDIX (#1) – TECHNICAL ASSISTANCE BUDGET INSTRUCTIONS

The Budget is a Microsoft Excel document and has **three (3)** 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.

## 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.**

## 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) **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.
- 8) **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.
- 9) **Office Supplies:** Include consumable staff supplies. Provide detail of what will be purchased and how the amount was calculated
- 10) **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.
- 11) **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.
- 12) **Education/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.
- 13) **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.
- 14) **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.
- 15) **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.
- 16) **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.)

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APPENDIX (#2) – GLOSSARY

- 1) **“Addendum”** means supplemental information or changes made to an RFA after release of the original procurement document and before deadline for submission.
- 2) **“Applicant”** or **“Organization”** means the eligible organization that submits or intends to submit an Application to the CBHC pursuant to this procurement document.
- 3) **“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 CBHC.
- 4) **“Application Submission”** is the process and final submission of proposal to the Children’s Board by Proposer.
- 5) **“Authorized Official”** means the appointed official (e.g., Chief Executive Officer, Chief Financial Officer, etc.) to whom the organization has granted the legal authority to submit the Application.
- 6) **“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.
- 7) **“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.
- 8) **“Community Review Team”** means the CBHC secured volunteer community reviewers who will read and rate applications.
- 9) **“Conference Registration Fees”** means registration fees for training event not to exceed \$500.00 dollars.
- 10) **“Cost Reimbursement”** means CBHC reimbursement of expenses actually paid and disbursed by the Grantee after Services have been performed and/or purchases have been made.

- 11) **"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.
- 12) **"Evidence-informed Practices"** means types of program practices that build upon the best available information with recognized implementations within specific context.
- 13) **"Fiscal Year"** means the budget calendar year for the Children's Board which is October 1 through September 30.
- 14) **"Glossary"** The glossary of terms has been provided to clarify terms used in the RFA document. If you require additional clarification please submit written questions to the designated contact by the deadline indicated on the timeline.
- 15) **"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.
- 16) **"Information Session"** means an information session hosted by the Children's Board to explain the Application process in detail.
- 17) **"Procurement"** means a process or method to secure goods and services.
- 18) **"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.
- 19) **"Scoring Criteria"** – The Scoring Criteria has been provided for information purposes only. It will be used by the members of the community review team to score each application they read. It specifies the total number of possible points a proposal can receive under each category. Applications must receive a score of 70 or above to be considered for funding and all awards are subject to the availability of funds.
- 20) **"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.
- 21) **"SurveyMonkey Apply"** means the online application system used to complete and submit the Technical Assistance Grant application.



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APPENDIX (#3) – COMMUNITY REVIEW TEAM (CRT) SCORING CRITERIA

Evaluation and Selection Criteria	Points Range
<p><b>2. COVER SHEET AND SIGNATURE PAGE</b>            All information provided with no mistakes.</p>	<p>0-2</p>
<p><b>2.1 CONCEPT PAPER</b></p> <p><b>2.1.1 ORGANIZATIONAL OVERVIEW AND CAPABILITY</b> (maximum 500 words)            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:</p> <ol style="list-style-type: none"> <li>1) Applicant history, to include the organization’s established date and years of operation, mission and target population(s);</li> <li>2) List of management staff members to include names, titles, indication if paid or volunteer and a brief description of background and experience as related to the project; and</li> <li>3) Provide a brief statement indicating if the organization has cash reserves to pay for and invoice CBHC using a cost reimbursement model.</li> </ol> <p><b>2.1.2 PROJECT SUMMARY</b> (maximum 350 words)</p> <ol style="list-style-type: none"> <li>1) Describe the identified organizational need to be addressed;</li> <li>2) Provide detail of the services and/or items to be purchased by what date;</li> <li>3) Specify the cost and purpose for each service and/or item; and                o 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.</li> <li>4) Briefly describe how the project supports the vision and mission of the CBHC.</li> </ol> <p><b>2.1.3 IMPACT STATEMENT</b> (maximum 400 words)</p> <ol style="list-style-type: none"> <li>1) 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; and</li> <li>2) Describe how the organization’s target population(s) will benefit.</li> </ol>	<p>0-12</p> <hr/> <p>0-12</p> <hr/> <p>0-12</p>

<p><b>2.2 TECHNICAL ASSISTANCE APPLICATION BUDGET</b></p> <p>The budget is appropriate to carry out the objectives and activities described in the Application.</p> <p>The narrative clearly explains details of the line item costs and how amounts were calculated.</p> <p>Forms were not altered or changed.</p>	<p>0-10</p>
<p><b>2.3 BOARD OF DIRECTORS</b></p> <p>Use the provided template to list the names of the organization’s current Board Members, including:</p> <ul style="list-style-type: none"> <li>• Board Titles; and</li> <li>• Professional affiliations.</li> </ul> <p><b>Special Note:</b> This list will not be shared or used to solicit donations.</p>	<p>0-2</p>
<p><b>2.4 SUPPORTING DOCUMENTATION</b></p> <p>The following are <b>required</b> and must be submitted with Application:</p> <ul style="list-style-type: none"> <li>• Price quotes directly from the vendor or website;</li> <li>• Consultant scope of service including rates, deliverables/units of service and resume(s) (if applicable); and</li> <li>• If a Board Member is being used as a contracted vendor for the Project, the Applicant must submit <b>three (3) quotes</b> for the service, to include a quote from the Board Member.</li> </ul>	<p>Included?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Total Points</b></p>	<p>50</p>

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APPENDIX (#4) – SURVEYMONKEY APPLY APPLICANT GUIDE

I. Google Chrome is the recommended internet browser. Please avoid using Internet Explorer.

A. Google Chrome may be downloaded at <https://www.google.com/chrome/>.

II. The link to SurveyMonkey Apply is [www.cbhcgrants.smapply.org](http://www.cbhcgrants.smapply.org).

III. How to Register

A. Register on behalf of an organization

1. Click **Register**;



2. Complete the required information for who will be the Organization's Main Administrator;

3. Click **Create Account**; and

4. You will be asked to enter additional details about the Organization such as the Organization's Name, Address, and Contact Information.

B. Add members individually

1. Login as an organization administrator;

2. Click on **Manage Organization** in the top right corner;

3. Click on **Members**;

4. Click on **Add Member**;

5. Enter the **First Name**, **Last Name**, and **Email Address** of the member;

6. Select if they will have Administrative or Non-Administrative Access;

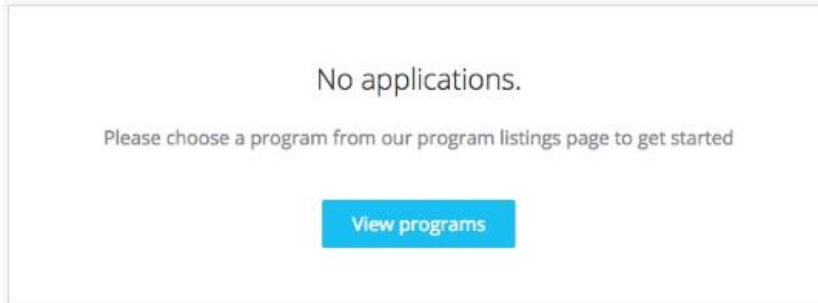
- **Primary Administrator:** This is the organization member that initially creates the Organization and has full administrative control over the organization's members and applications. They will be able to transfer ownership of the organization, as well as edit and remove members of the organization at any time.
- **Administrator:** These members have similar control over the organization's members and applications as the Primary Administrator. However, they will only be able to edit and remove non-administrative members, or inactive Administrators.
- **Non-Administrative Members:** These members will be able to edit applications on behalf of the organization but will not have access to manage the organization's profile and members. They will also not be able to create or submit applications for an organization.

7. *Optional:* If you have teams created, click to add them to a team;
8. *Optional:* Notify the user that you are adding them to the organization; and
9. Click **Add**.

IV. Completing the Application

A. Locate the Application

1. Click **View Programs**;



2. Click **MORE >** for the Application you wish to apply for; and
3. Click **Apply**.

B. Verify the email associated with the account first by clicking **Send Verification Link** and follow the instructions sent in the email;



C. Respond to all Application Tasks

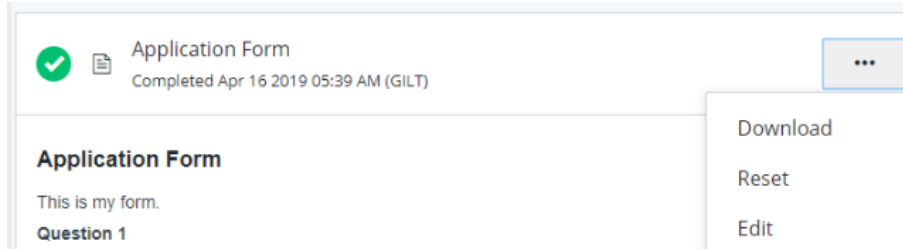
1. Cover Sheet and Signature Page (*template provided; SurveyMonkey Apply form and upload*);
  - The Signature Page may be found at <https://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/>
2. Concept Paper (*SurveyMonkey Apply form*);
  - Please avoid using ALL CAPS.
3. Technical Assistance Application Budget (*template provided; SurveyMonkey Apply upload*);
  - The Budget form may be found at <https://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/>
4. Board of Directors (*template provided; SurveyMonkey Apply upload*); and
5. Supporting Documentation (*no template provided; SurveyMonkey Apply upload*).

D. Mark each Task as Complete



## E. Editing a Completed Task

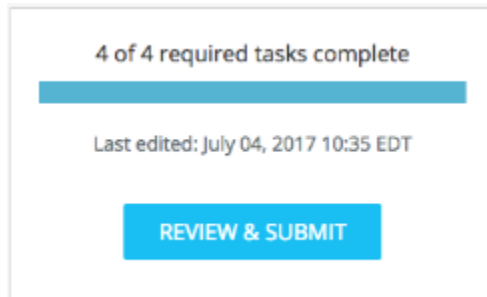
1. Enter your application;
2. Click on the task you wish to edit;
3. Click on the **More Options** icon in the top right corner of the task;



4. Click **Edit**;
5. Click **Previous/ Next** to navigate between the pages and make your changes
6. When done, navigate to the bottom of the page and press **Mark as Complete**.

## F. Submit the Application

1. Within the application to submit, select **Review & Submit**;



2. **Review** application materials;
3. Once you've reviewed all your completed tasks, you can click to **Submit Your Application**.
  - An email confirmation will be sent after submission.

## V. Additional Information

### A. SurveyMonkey Apply FAQ and Troubleshooting

1. General Account FAQ: <https://help.smapply.io/hc/en-us/articles/360032514674-General-Account-FAQ>
2. Completing an Application FAQ: <https://help.smapply.io/hc/en-us/articles/115001445354-Completing-an-Application-FAQ>
3. Managing your Organization FAQ: <https://help.smapply.io/hc/en-us/articles/360001910093-Managing-your-Organization-FAQ>
4. How to Ensure Emails are Received from SurveyMonkey Apply: <https://help.smapply.io/hc/en-us/articles/360005301174-How-to-Ensure-Emails-Are-Received-from-SurveyMonkey-Apply>
5. How to Request Login Assistance: <https://help.smapply.io/hc/en-us/articles/360000921094-How-to-Request-Login-Assistance>

- B. Contacting SurveyMonkey for Support: [https://help.smapply.io/hc/en-us/articles/115001660353-Email-Support#h\\_7ca14a13-1de8-40fo-9455-726415bd56a2](https://help.smapply.io/hc/en-us/articles/115001660353-Email-Support#h_7ca14a13-1de8-40fo-9455-726415bd56a2)