



**REQUEST FOR APPLICATIONS (RFA)**

**LEVEL (4) TECHNICAL ASSISTANCE GRANT**

**CAPACITY BUILDING**

**RFP Designation Number:** PRO 2023 – 07

**Release Date:** 10/3/2022

**Amount Per Application:** \$1,500 up to \$10,000

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

**Contract Term if Awarded:** 2/1/2023 – 7/31/2023

**Mandatory Information Session – 10/25/2022 @ 2:00 p.m.**

[www.gotomeet.me/ChildrensBoard/information-session](http://www.gotomeet.me/ChildrensBoard/information-session)

Kelley Parris, Executive Director  
Andrew Mayts, Board Chair

**Written Proposer questions may be submitted to:**

[CBHCFundingRelease@ChildrensBoard.org](mailto:CBHCFundingRelease@ChildrensBoard.org)

**Use RFP Designation number in subject line.**

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## ABOUT HILLSBOROUGH COUNTY

According to the most current American Community Survey, Hillsborough County is the fourth most populous county in the state of Florida with approximately 1,459,762 residents, of which approximately 6.1% are children under five (5) years, and 22.3% are children under eighteen (18). The employment rate is 61.3%; total population without health care coverage is 12.2% and there are 539,919 total households.

## 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 works best in collaboration with teachers, administrators and parents to provide support consistent with developmental or grade level benchmarks. Successful services provide 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

In 2021, the Children's Board and our partner agencies served more than 147,000 children and their family members residing in Hillsborough County. Over \$32.5 million in one-hundred and eight programs to address the needs of our community. To ensure that our community receives high-quality services, the Children's Board promotes the use of best practices and evidence-based programming to achieve maximum benefit.

The Children's Board is a local leader in supporting capacity building efforts of non-profit organizations. The Technical Assistance (TA) Grants help agencies to improve the quality and accessibility of their services and supports to children and families. Since 2021, the Children's Board awarded TA Capacity Building Grants to (28) local non-profit agencies.

## 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 paid for with Children’s Board of Hillsborough County funding as referenced in Florida Statute s. 448.095.
- CBHC accepts no responsibility for any expense incurred by the Applicant in the preparation and presentation of such Application. Such expenses shall be borne exclusively by the Applicant.
- If awarded, the contract is not subject to renewal.

### 1.2 SCOPE OF SERVICES

#### 1.2.1 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 \$10,000.00. If awarded, the grant activities must be completed by **July 31, 2023**.

### 1.2.2 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 2022 (October 1, 2021 – September 30, 2022).

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:

- 1) Salaries;
- 2) Direct Services;
- 3) Grant Writers;
- 4) Organization Audit;
- 5) Program Furnishings;
- 6) Minor construction or renovations;
- 7) Vehicles;
- 8) Costs related to new start-up (Program or Organization) activities;
- 9) Computer (desktops, laptops, or tablets) costs exceeding \$600, including accessories;
- 10) Private, Public, or Charter schools; or
- 11) Child Care Centers or Family Child Care Homes.

### 1.3 RESTRICTED COMMUNICATIONS

Communication with Children's Board personnel, Community Review Team members, and/or CBHC Governing Board members regarding this Request for Proposals, from date of release through Board review or approval.

#### 1.4 PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE

<i>ACTIVITY</i>	<i>DEADLINE / DUE DATE</i>
<p><b>*Mandatory</b> Information Session                      *Mandatory means at least (1) representative from the Applicant Agency must attend.</p>	10/25/2022 at 2:00 p.m.
<p>Written Applicant Questions                      Email questions to:  <a href="mailto:CBHCFundingRelease@ChildrensBoard.org">CBHCFundingRelease@ChildrensBoard.org</a>                      Please use email subject line:                      PRO 2023-07 Technical Assistance Grants – Capacity Building</p>	11/2/2022
<p>CBHC Final Answers to Questions posted on  <a href="http://www.childrensboard.org">www.childrensboard.org</a></p>	11/4/2022
<p>Application Submission  <a href="http://www.cbhcgrants.smapply.org">www.cbhcgrants.smapply.org</a></p>	12/1/2022 by 11:59 p.m.
<p>Community Review Team will score Applications and determine the most qualified Applicant(s).                      For additional information, refer to Appendix #5 Community Review Team Scoring Criteria.</p>	Week of 1/16/2023
<p>Grant awards are announced.</p>	To Be Determined
<p><b>If awarded:</b> Contract Start Date</p>	2/1/2023 – 7/31/2023

#### 1.4.1 MANDATORY INFORMATION SESSION

- **To join from a computer, tablet or smartphone:**  
<https://www.gotomeet.me/ChildrensBoard/information-session>
  - **Virtual attendance via GoTo Meeting:** Must use the chat or audio to sign in with organization name, full name of attendee, main contact email.
- **To join in-person:** (subject to most current room capacity)  
**1002 E. Palm Avenue, Tampa, FL 33605**
  - **Attendance via In-Person Meeting:** Must sign in with organization name, full name of attendee, main contact email.

## 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.

1. Download the Signature Page from [www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/](http://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/) and print.
2. An Authorized Agency Official must sign the document using an original signature.
3. Scan 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:

- a) Applicant history, including the organization's established date, years of operation, mission, and target population(s);
- b) 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
- c) Provide a brief statement explaining how cash reserves will be used to pay for and invoice CBHC using a cost reimbursement model.

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

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

**Special Note:** If requesting reimbursement for a computer cost in excess of \$600, indicate rationale for expense of a specific system to meet the level of work needed to build organizational capacity.

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

- a) 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
- b) 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 (#3)**.

## 2.3 BOARD OF DIRECTORS (*SURVEYMONKEY APPLY UPLOAD*)

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

- a) Board Titles, if applicable
- b) Content Expertise
- c) Answer if employed by the organization

**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 for all expenses included in budget.
- Contractual 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 (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.**

## 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):

- a) **Cover Sheet** (*SurveyMonkey Apply form*) and **Signature Page** (*template provided, upload to Survey Monkey Apply*)
- b) **Concept Paper** (*SurveyMonkey Apply form*)
- c) **Technical Assistance Application Budget** (*template provided, upload to Survey Monkey Apply*)
- d) **Board of Directors** (*template provided, upload to Survey Monkey Apply*)
- e) **Supporting Documentation** (*no template provided; upload to Survey Monkey Apply*)

**Special Note:** All templates can be found on the CBHC website located at:

[www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/](http://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/)

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

Please see the SurveyMonkey Apply Applicant Guide, **Appendix (#2)** 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 may result in disqualification.**

## 2.6 APPENDIX DOCUMENTS ARE FOR INFORMATION ONLY

- 1) Relevant Governing Board Policies / Standard Conditions for Procurement
- 2) SurveyMonkey Apply Applicant Guide
- 3) Technical Assistance Budget Instructions
- 4) Glossary
- 5) Community Review Team (CRT) Scoring Criteria

Please note that the purpose of Appendix documents is to guide the applicant in completing the Concept Paper as well as all attachments. A strategy in completing the application is cross-checking the scoring criteria against the submission.

**Children’s Board of Hillsborough County  
PRO 2023 – 07 Request for Applications (RFA)  
LEVEL (4) Technical Assistance Grant  
Capacity Building  
Appendix (#1) – Relevant Governing Board Policies / Standard Conditions for Procurement**

**1. RELEVANT GOVERNING BOARD POLICIES**

**1.1 FUNDING ELIGIBILITY**

Proposers eligible for funding include not-for-profit corporations and governmental organizations legally operating in the state of Florida.

By statute Section 125.901, Florida Statutes, as it existed prior to October 1, 1990, the CBHC Board will not provide funding to programs or agencies that are under the exclusive jurisdiction of the School District of Hillsborough County. However, the Board may fund services through other organizations which are coordinated with and complement the services provided by the School District of Hillsborough County, and such services may be provided on sites owned or administered by the School District of Hillsborough County.

Funding may be provided for programs through faith-based or religious organizations if the program serves a secular purpose and if the principal or primary effect of the program is one that neither advances nor inhibits religion. Additionally, the program must not require worship or religious instruction activities as a condition of participation. All agencies funded by the Children's Board will be required to meet the same high level of professional standards and quality assurance measures.

**1.2 SPECIAL FUNDING PARAMETERS**

CBHC funding or resources shall not be used to replace funding for activities for which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to support, except in the following instances:

- The Board will consider funding of health services (and other services of a preventive nature) provided that a determination is made by the CBHC Executive Director that these services cannot be funded through other agencies established to provide them. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.
- The Board will not fund academic and recreational activities unless a determination is made that these services cannot be funded through other agencies. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.
- The Board will not provide programmatic funding for real property acquisition or building construction.

- Agencies applying for funding or currently funded by the Children’s Board may not reduce or redirect funding from another source either in anticipation of, or as a consequence of, receiving funding from the Children’s Board without the prior approval of the Board. However, the Children’s Board encourages funded programs to develop other sources of funding from both public and private entities, including corporate support and individual contributions.

### 1.3 STAFF AFFILIATION WITH OTHER AGENCIES

No member of the Children's Board staff will serve as a Board member of any agency funded by the Children's Board. Staff may serve as non-voting consultants to such agencies for the purpose of providing technical assistance with the approval of the Executive Director of the Children's Board. CBHC staff already serving on governing bodies of agencies which make a proposal for funding to the Children's Board will take a leave of absence until a decision is made regarding the proposal. If funding is approved, the CBHC staff member concerned must resign membership on the governing authority. No CBHC staff member will accept any compensation from an organization funded by the Children's Board.

### 1.4 UNIVERSAL ACCESS TO CHILDREN’S BOARD FUNDED SERVICES AND RESOURCES

Services and resources funded by the Children’s Board are available to all eligible families, as determined by the funded agency’s admission criteria.

## 2. STANDARD CONDITIONS FOR PROCUREMENT

### 2.1 EQUAL OPPORTUNITY AND NONDISCRIMINATION

The CBHC 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.

The Grantee shall not discriminate in providing services on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, or marital status.

### 2.2 NO ORAL INTERPRETATIONS

Responses, interpretations, explanations, corrections, and changes in this Request for Proposals will only be made by written answers to Proposers' questions submitted prior to the deadline for such questions and/or by addendum. Interpretations, explanations, corrections, and changes of the Request for Proposals made in any other manner, or communicated orally by Children's Board staff will not be binding on the Children's Board and Proposers shall not rely upon them.

### 2.3 QUESTIONS FROM PROPOSERS AND CHILDREN'S BOARD'S RESPONSE

All responses to Proposers' questions about the Request for Proposals will be in writing. Questions and answers will be posted on the CBHC Website. Should any questions or responses require revisions to the Request for Proposals, such revisions will be by addendum only, and posted on CBHC Website.

### 2.4 ADDENDUM AND INCOMPLETE PROPOSALS

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

### 2.5 RIGHT TO SEEK AND CONSIDER CLARIFYING INFORMATION

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

### 2.6 REJECTION OF PROPOSALS OR PROPOSERS

The Children's Board reserves the right to reject any Proposals with or without cause, to waive technicalities or informalities, and/or to accept a Proposal which best serves the interests of the Children's Board as described in this procurement document.

Any Proposal determined to be non-responsive to any specification or requirement of this RFP document, including instructions governing submissions of Proposals, may be disqualified without evaluation.

Proposers who violate the provisions of this procurement document may be rejected from the selection process.

### 2.7 COST REIMBURSEMENT PAYMENTS

Grantees will be paid on a cost reimbursement basis. This will require applying organizations to have the financial resources with evidence of two (2) months of available reserves to pay operating expenses of the program prior to receiving payment from CBHC.

### 2.8 CHILDREN'S BOARD'S CONTRACT

By submitting a Proposal, the Proposer agrees if an award is offered, the agency will perform the Services to contract specifications. The Proposer will, upon such selection, execute a standard CBHC contract for program Services. Execution of the contract will be contingent on availability of funds and Board approval.

## 2.9 AWARD OF CONTRACT

The contract for Services will be awarded to the organization submitting a Proposal that is determined to be best aligned with the desired outcomes 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 Proposer(s) as deemed necessary to meet the desired outcomes. The Children's Board reserves the right to award different elements or components to different Proposers as determined to meet the intent of the RFP. Awards are not based solely on scores from the Community Review Team. The Children's Board also considers its priority populations, available funds, and/or local data driven community needs for families and their young children.

## 2.10 PROHIBITIONS ON PROPOSERS WHO ARE FORMER CBHC EMPLOYEES AND BOARD MEMBERS

For a period of two (2) 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.

Children’s Board of Hillsborough County  
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LEVEL (4) Technical Assistance Grant  
Capacity Building

APPENDIX (#2) – 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**;

Log In

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;

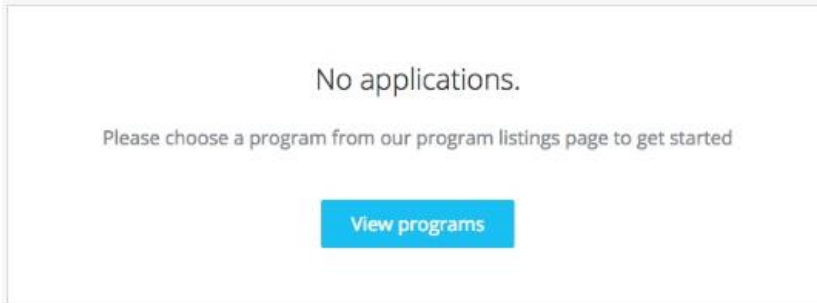
- **Primary Administrator:** This is the organization member that initially creates the Organization and has full administrative control over the organization's members and applications. They will be able to transfer ownership of the organization, as well as edit and remove members of the organization 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*).

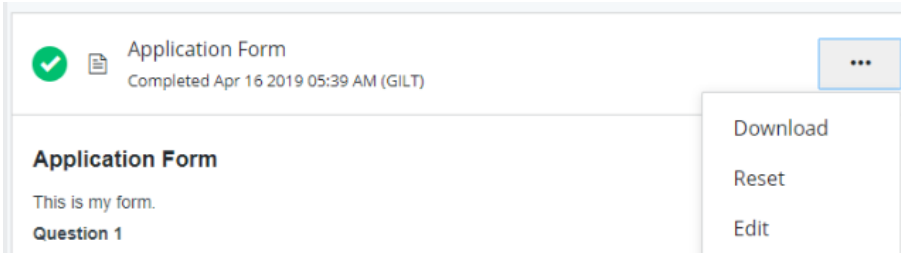
D. Mark each Task as Complete



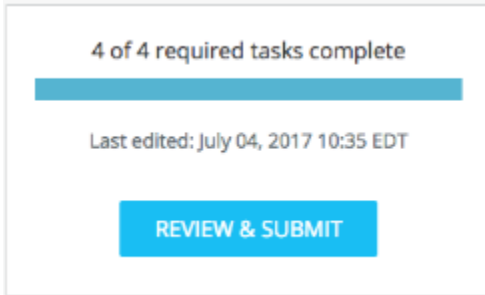
E. Editing a Completed Task



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.

**Children’s Board of Hillsborough County  
PRO 2023 – 07 Request for Applications (RFA)  
LEVEL (4) Technical Assistance Grant  
Capacity Building**

**APPENDIX (#3) – 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 must 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) Vendor Services:** List costs of services rendered to the Project by consultants and other independent contractors during the contract period. Vendor services are primarily used for one-time or time-limited activities. Define the vendor 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 must 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 \$600 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 \$10,000 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 (#4) – 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) **“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.
- 10) **“Fiscal Year”** means the budget calendar year for the Children’s Board which is October 1 through September 30.
- 11) **“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.

- 12) **"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.
- 13) **"Information Session"** means an information session hosted by the Children's Board to explain the Application process in detail.
- 14) **"Procurement"** means a process or method to secure goods and services.
- 15) **"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.
- 16) **"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.
- 17) **"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.
- 18) **"SurveyMonkey Apply"** means the online application system used to complete and submit the Technical Assistance Grant application.

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APPENDIX (#5) – 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)</p> <ul style="list-style-type: none"> <li>a) Applicant history, including the organization’s established date, years of operation, mission, and target population(s);</li> <li>b) 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>c) Provide a brief statement explaining how cash reserves will be used to pay for and invoice CBHC using a cost reimbursement model.</li> </ul> <p><b>2.1.2 PROJECT SUMMARY</b> (maximum 350 words)</p> <ul style="list-style-type: none"> <li>a) Describe the identified organizational need to be addressed;</li> <li>b) Provide detail of the services and/or items to be purchased by what date;</li> <li>c) Specify the cost and purpose for each service and/or item; and</li> <li>d) Briefly describe how the project supports the vision and mission of the CBHC.</li> </ul> <p><b>2.1.3 IMPACT STATEMENT</b> (maximum 400 words)</p> <ul style="list-style-type: none"> <li>a) 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>b) Describe how the organization’s target population(s) will benefit.</li> </ul>	<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>Quotes and other related documents were attached.</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, if applicable</li> <li>• Content Expertise</li> <li>• If they are employed by the organization</li> </ul>	<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 for all expenses included in budget.</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>Complete?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p style="text-align: right;"><b>Total Points</b></p>	<p style="text-align: center;"><b>___ / 50</b></p>