



# RICHMOND FUND FOR CHILDREN AND YOUTH

FY 2022-23

## REQUEST FOR PROPOSAL MEETING

WILL START SOON  
INTRODUCE YOURSELF IN THE CHAT

# OUTLINE



RFCY Overview



Eligibility and Guideline Review



Application Review



Next Steps



Questions and Comments



# RFCY Overview

## RICHMOND KIDS FIRST INITIATIVE (MEASURES E & K)

Richmond voters approved Measures E and K, known as the Richmond Kids First Initiative, on June 5, 2018.

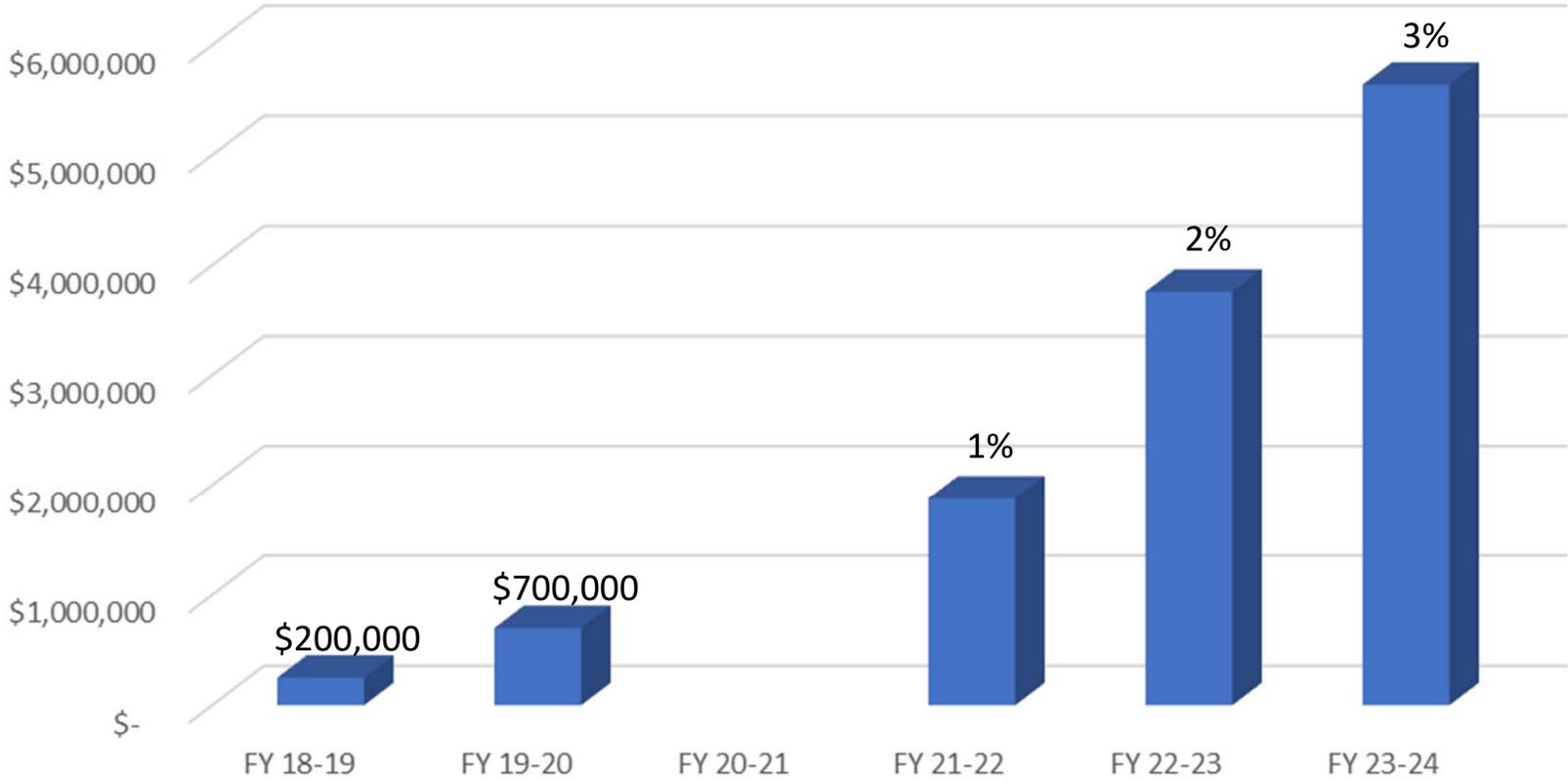
Became Article 15 of the Richmond Charter

### **Established:**

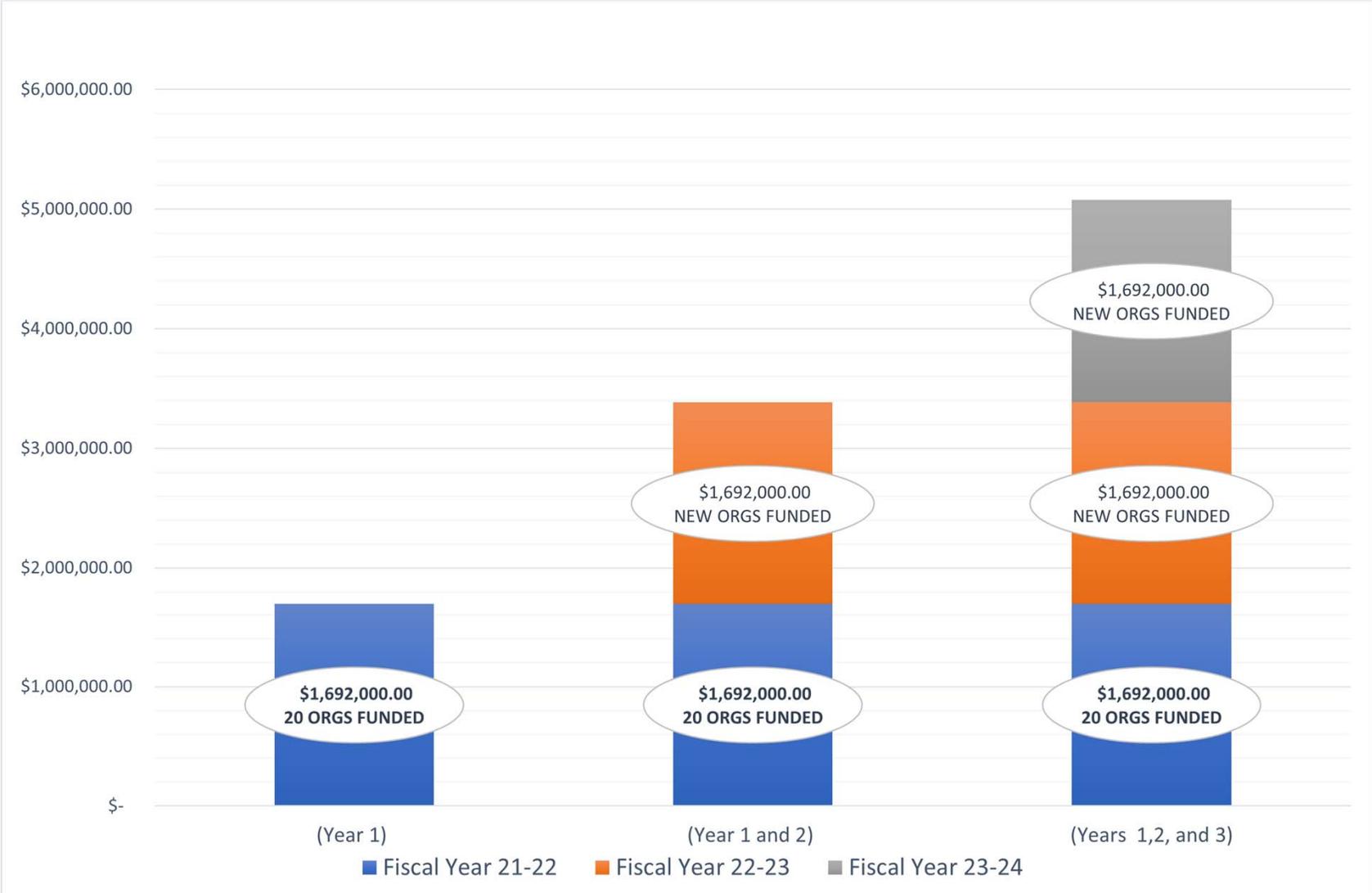
- ✓ Department of Children and Youth
- ✓ 15-member Oversight Board
- ✓ Richmond Fund for Children and Youth

# RICHMOND FUND FOR CHILDREN AND YOUTH

Estimated Amount of RFCY Funding Separated by Fiscal Year



# RICHMOND FUND FOR CHILDREN AND YOUTH



# COMMUNITY ENGAGEMENT PROCESS

## Service Provider Working Group

- Received input from youth-serving providers to develop the community engagement process

## Community Needs Assessment

- Collected community input through focus groups, community forums, and community surveys

## Strategic Investment Plan

- Analyzed community input and established funding priorities for a three-year period

**Request for Proposal:** Developed an application for organizations to submit proposals for funding

Available on [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants)

# ADDITIONAL RESOURCES



Richmond Department of Children and Youth

## 2020 Community Needs Assessment Report



Richmond Fund for Children and Youth

## Strategic Investment Plan Fiscal Years 2021 - 2024



## RFCY FUNDING

- Approximately \$1.6 million in grant awards for the initial funding year of FY 2022-2023
- Ability of renewal for up to one additional one-year period
- Dedicated funding source to help address some of the issues facing Richmond and North Richmond's young people

## FUNDING ALLOCATIONS BY 2021-2024 STRATEGIES (PAGE 21)

	Estimated % of Total Funds
Priority Area 1: Behavioral Health: Mental Health and Wellness	20% (\$320,000)
Priority Area 2: Education Support and Employment Training	20% (\$320,000)
Priority Area 3: Out of School, After-School, Sports and Enrichment	20% (\$320,000)
Priority Area 4: Youth Violence Prevention	20% (\$320,000)
Priority Area 5: Access to Basic Needs	10% (\$160,000)
Priority Area 6: Information, Guidance and Case Management	10% (\$160,000)
<b>TOTAL ESTIMATED FUNDING IN 2022:</b>	<b>\$1.6 MILLION</b>



# Eligibility and Guideline Review

# ELIGIBILITY

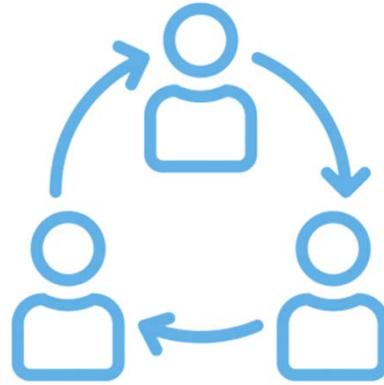
(PAGE 10)

## Entities eligible for funding include:

- **Organizations** that serve children, youth, and disconnected transitional-aged young adults
- **Public Agencies**
- **Non-profit community-based organizations**
  - Operate as not-for-profit entity with 501(c)(3) tax status
  - Current (filed) 990/990N or Audited/Reviewed Financials
  - Fiscal Sponsor may be used



**Location**



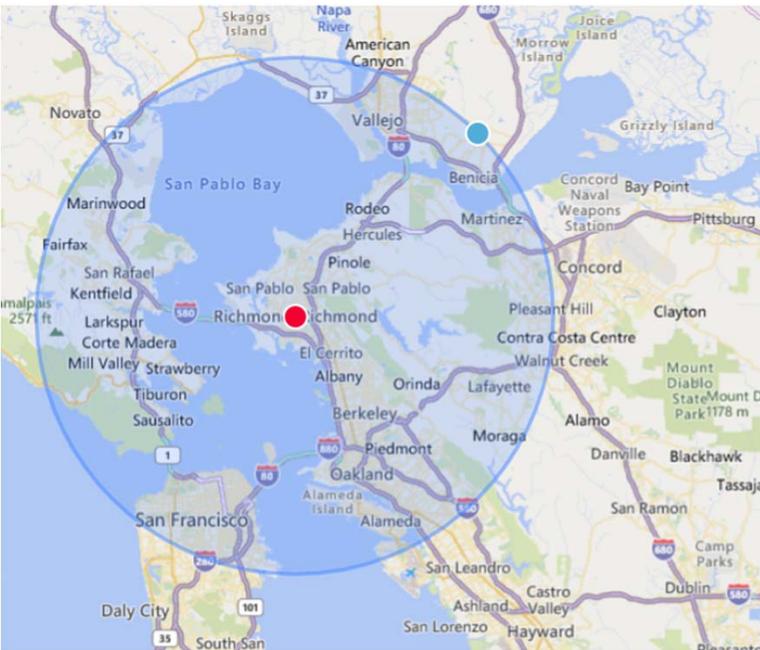
**Collaboration**



**Youth Voice**

**ELIGIBILITY (PAGE 10)**

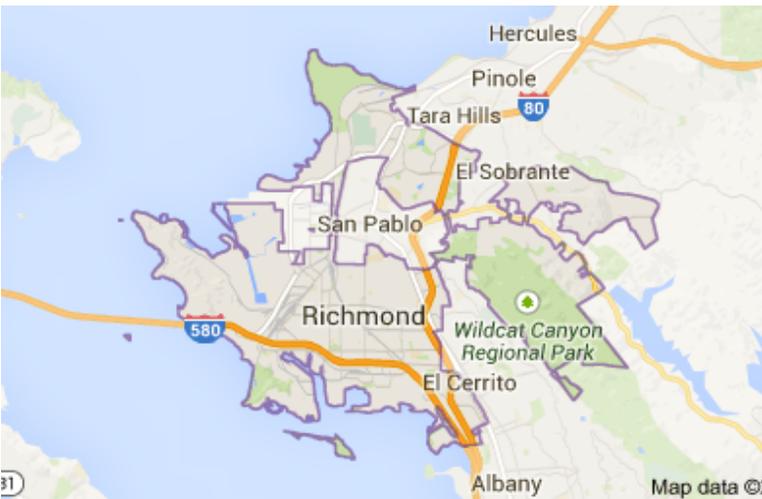
# Location



## ELIGIBILITY (PAGE 10)

- Located in Richmond or Unincorporated North Richmond
- Located outside - but in close proximity to - Richmond (15 mile radius to City Hall Address)

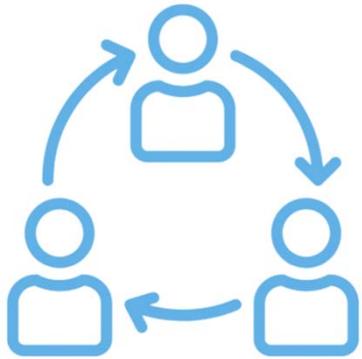
# Location



## ELIGIBILITY (PAGE 10)

- Located in Richmond or Unincorporated North Richmond
- Located outside - but in close proximity to - Richmond  
(West County – Richmond, San Pablo, El Cerrito, Hercules, Pinole and surrounding unincorporated areas)

# Collaboration



## ELIGIBILITY (PAGE 10)

- Substantial partnership that includes:
  - Joint delivery of services
  - Planning and coordinating
  - Equal decision making around program design
  - Implementation

# Youth Voice



## ELIGIBILITY (PAGE 10)

- Demonstrate how youth voice, perspective, and input is centered in:
  - Program design
  - Development
  - Outreach
  - Implementation

## FISCAL SPONSORSHIP (PAGES 10-11)

- Allows organization without 501(c)(3) tax status to apply for RFCY funding
- Organizations are responsible for finding a fiscal sponsor
- Fiscal sponsor will serve as the applicant
- Signed agreement between sponsoree and fiscal sponsor
- Fiscal sponsor will enter into grant service agreement
- An eligible public agency must apply on its own behalf and may not use a fiscal sponsor

## USE OF FUNDS (PAGES 11-12)

Grant will fund programs/projects provided to:

- Children (birth to 12) and youth (ages 13 to 17) and their caregivers
- Disconnected transitional-aged young adults (ages 18 to 24 years)

*Please review the Priority Populations of the Fund as listed on page 11*

## USE OF FUNDS (PAGES 11-12)

Funds may NOT be used for:

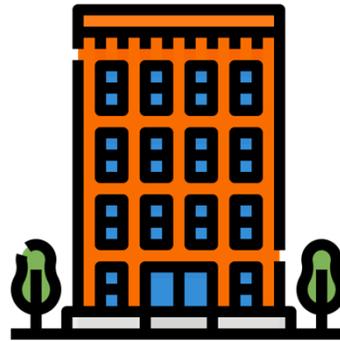
- Services provided by specific public entities, except for collaborations between these entities and community-based (see the Collaboration section on page 10)
- Any service that primarily benefits adults over 24 years
- Capital expenditures for housing, or rent subsidies
- Repayment of existing debt, pre-existing tax liens, obligations, endowment
- Political campaigning or lobbying

*For the complete list of ineligible use of funds, please review the Use of Funds section as listed on pages 11-12*

# Appropriate Application Types



**Small and Emerging**  
organizations with  
an annual  
operational budget  
under \$250,000



**Single Agency**  
organizations with  
an annual  
operational budget  
greater than  
\$250,000



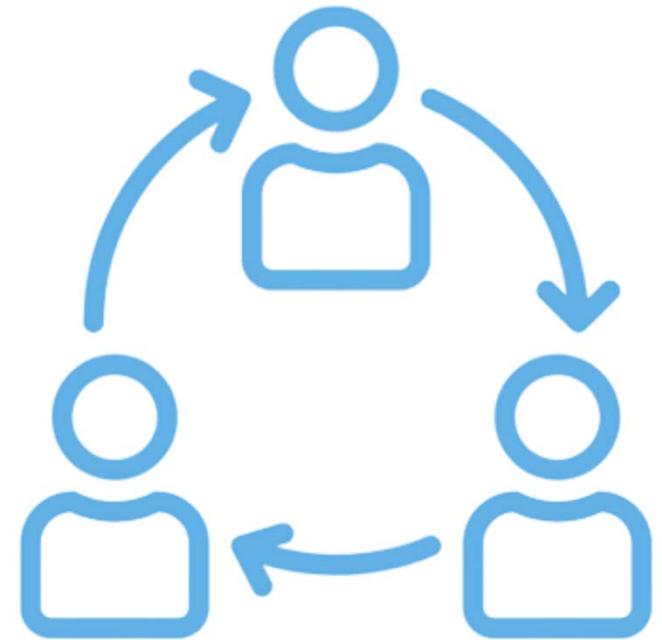
**Collaborative**  
For at least two  
organizations,  
regardless of  
budget, that want  
to apply

## COLLABORATIVE APPLICANTS (PAGE 13)

Collaboration is strongly encouraged across all organizations

**Please review the following sections for more information:**

- Collaboration section (page 10)
- Use of Funds section (page 11)
- Collaborative Applicants section (page 13)





**NUMBER OF  
APPLICATIONS  
(PAGE 13)**

Organizations can **submit more than one (1)** proposal, but **no more than three (3)** proposals.

Applications should be **substantially different**

Applicants **may not submit the same proposal** for different priority areas

**Public agencies** can submit separate proposals per department and/or division

## SUMMARY TABLE BY APPLICATION TYPE (PAGE 16)

	Small and Emerging <i>(Budgets under \$250,000)</i>	Single Agency <i>(Budgets over \$250,000)</i>	Collaboratives
Minimum Grant Request	<b>\$30,000</b>	<b>\$40,000</b>	<b>\$50,000</b>
Maximum Grant Request	<b>\$100,000</b>	<b>\$150,000</b>	<b>\$200,000</b>
Maximum Award per Organizational across all application areas	<b>\$100,000</b>	<b>\$150,000</b>	
Maximum Indirect Rate	<b>20%</b>	<b>20%</b>	<b>20%</b>
Minimum Match Requirement	<b>15%</b> of RFCY grant request	<b>15%</b> of RFCY grant request	<b>15%</b> of RFCY grant request
Financial Statements	<b>See Information and Requirements Below</b>		



Single Agency  
Annual Budget:  
**\$300,000**

*\*Maximum Request is  
\$150,000*

## Example of Award Request as Percentage of Organization Budget

Recommended  
Request as % of  
Budget: **40%**

*Recommended Request Cost is **\$120,000***  
*(**\$300,000** x **.40**)* ↗



**Single Agency  
Annual Budget:  
\$300,000**

## **Example of Maximum Indirect Cost**

Maximum Indirect  
Rate: **20%**



**\$100,000**  
in Grant  
Request

*Maximum Indirect Cost is **\$20,000***

*(**\$100,000** x **.20**)* 



**Single Agency  
Annual Budget:  
\$300,000**

## Example of Minimum Match Requirement

Minimum Match Requirement: **15%**



**\$100,000**  
in Grant Request

*Maximum Indirect Cost is **\$15,000***  
*(**\$100,000** x **.15**)* ↗

# FUNDING PRIORITY AREAS (PAGE 21)

## Six Priority Areas

1. Behavioral Health: Mental Health and Wellness
2. Education Support and Employment/Training Support
3. Out-of-School Time, After-School, Sports, and Enrichment
4. Youth Violence Prevention
5. Access to Basic Needs
6. Information, Guidance and Case Management

## Priority Area Information

- Narrative
- Options for Supporting Programming
- Priority Populations
- Desired Results (Outcomes and Indicators)



# Online Grant Application

# ONLINE GRANT APPLICATION FORM (PAGE 33)

## RFCY Grants

**The Richmond Fund for Children and Youth FY 2021-24 Request for Proposals and Grant Application is now available for Fiscal Year 2022-2023!**

To kick-off this opportunity, Department staff has scheduled 2 pre-proposal meetings ([Zoom webinars](#)) to be held virtually on the following dates:

- [Monday, January 10, 2022: 6:00 p.m. to 7:30 p.m. \(Join Here\)](#).
- [Tuesday, January 11, 2022: 2:00 p.m. to 3:30 p.m. \(Join Here\)](#).

**Zoom webinar information will also be available on our RFCY Grants webpage and E-News Sign-up 48 hours prior to the meetings.**

To make sure you are notified of additional updates, please subscribe to the [Richmond Fund for Children and Youth E-News Sign-up!](#)

**All grant applications must be submitted online.** To access the RFCY Grant Application, Guidelines, and more, please see below. Should any questions arise or additional support be needed, please contact [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us) or (510) 620-6523.

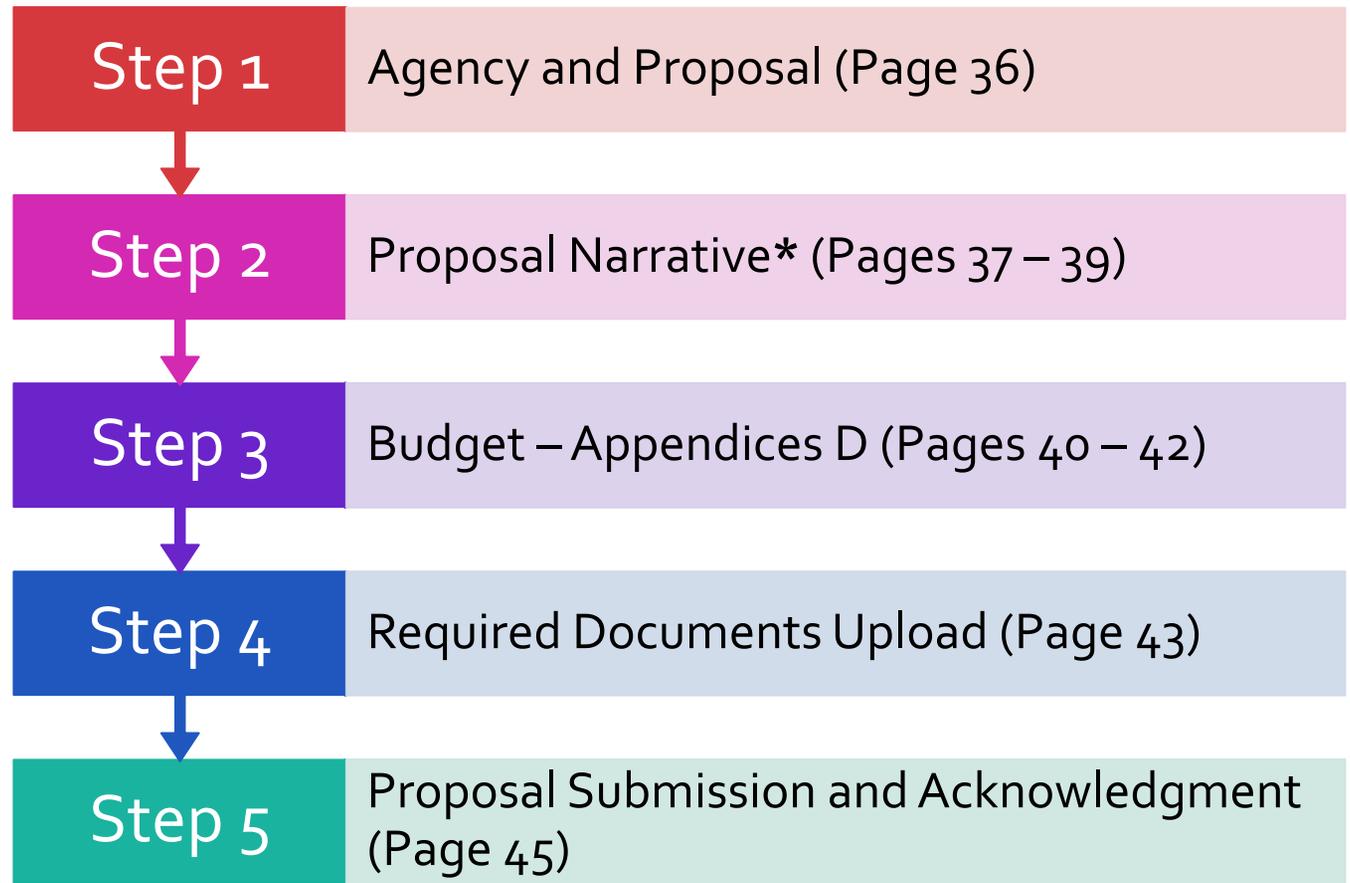
On June 5, 2018, Richmond voters approved Measures E and K, known as the Richmond Kids First Initiative, which approved a City of Richmond charter amendment (Article 15) to create a Department of Children and Youth and require that a portion of the General Fund be set aside to fund youth programs and services. The total projected amount available for FY 2021-2022 grant awards is approximately \$1.5 million in the initial year. Grants awarded through this process will be for an initial one-year period, July 1, 2021, to June 30, 2022 (FY 2021-2022), which can be renewed up to two additional one-year periods between July 1, 2022 to June 30, 2024, contingent on past year's grant performance and availability of funds.

**Access and submit the Online Grant Application Form below**

Online Grant  
Application Form

CLICK HERE

**PROPOSAL  
INSTRUCTIONS  
(PAGE 35)**



*\*Also includes: Proposal Template, Demographic Table – Appendices B, and Activity and Operations Project Table – Appendices C*

# STEP 1

## AGENCY AND PROPOSAL INFORMATION (PAGE 36)

- Provide basic organization and project manager contact information
- Select the Type of Applicant your organizations(s) is applying under: Small and Emerging, Single Agency, or Collaborative
- Select RFCY Priority Area (Pages 21- 34)

**Note:** Organizations may submit up to 3 applications however, organizations submitting multiple applications **must** submit each application to a different priority area.

# STEP 2

## PROPOSAL NARRATIVE (PAGE 37)

- Proposal Template shall be limited to **ten (10) pages**
- Completed grant proposal (include budgets and résumés and/or descriptions of work experience with the application) and a set of all additional required documents and Appendices B, C, D
- Submittal Deadline is Monday, February 7, 2022, at 2:00 pm

<u>Narrative Element</u>	<u>Points</u>
Program Summary	(no points)
Agency History and Capacity	20
Program Design	35
Outcomes and Impact	25
<u>Required Resources and Budget Request</u>	<u>20</u>
<b>TOTAL</b>	<b>100</b>

# STEP 3

## BUDGET (PAGE 40 - 42)

- Clearly linked to proposed program
- Appropriate/accurate projection for one program year: FY 2022-23
- Show cost effectiveness of the program
- Reflective of information written in Proposal Narrative and Activities

**Reminder:** Matching Requirement of 15%

# STEP 4

## REQUIRED DOCUMENTATION (PAGE 44)

- Copy of IRS Letter Certifying Tax Exempt Status
- Financial Statements Organizational Budget
- List of Board of Directors and Affiliations
- Fiscal Sponsorship Letter of Agreement (LOA), if needed
- Public Agency Partnership of Collaborative Letter of Agreement(LOA), if needed

*See Appendix E for sample LOA*

# STEP 5

## PROPOSAL SUBMISSION AND ACKNOWLEDGEMENT (PAGE 43)

- Officer on the Board of Directors or authorized staff submitting the proposal
- Review and understand the guidelines and all requirements
- Proposal is complete and all documents included
- Obtain background checks/fingerprinting for all employees/volunteers that work with youth
- Information is true and accurate
- Complete Electronic Signature
- Receipt of Submission via e-mail



# FY 2021-24 Proposal



**2021-2024 RICHMOND FUND FOR CHILDREN AND YOUTH PROPOSAL NARRATIVE TEMPLATE**



**SECTION 1 – AGENCY AND PROPOSAL INFORMATION**

**Community-Based Organization Information (Applicant Information):**

Name of Organization or Lead Agency/Organization: Kids Space	
Organization Address: 123 Civic Center Plaza Richmond, CA 94804	Executive Director Name: John Doe
	Project Manager Name (primary contact for the grant): Jane Doe
Project Manager Phone Number: 123-456-7890	Project Manager Email Address: janedoe@gmail.com
Program Summary: <b>Kids Space offers quality care and tutoring services to young children with an emphasis on providing LGBTQ+ and/or non-binary youth with safe spaces to learn.</b>	

**GRANT APPLICATION -SECTION I**

**Fiscal Sponsor Information (Organization with 501(c)(3) tax status):**

Name of Organization: Click here to enter text.	Executive Director Name: Click here to enter text.
Organization Address: Click here to enter text.	Project Manager Name (primary contact for the grant): Click here to enter text.
	Project Manager Phone Number: Click here to enter text.
	Project Manager Email Address: Click here to enter text.

**Program/Project Budget:**

Program/Project Budget: \$ Click here to enter text.	Amount of Grant Funds Requested: \$ Click here to enter text.
Annual Organizational Budget: \$ Click here to enter text.	Fiscal-Sponsor Budget (if applicable): \$ Click here to enter text.

**Type of Applicant:**

Choose whether the organization is applying as a Small and Emerging, Single Agency, or Collaborative applicant.

**GRANT  
APPLICATION  
-SECTION I**



**2021-2024 RICHMOND FUND FOR CHILDREN AND YOUTH  
PROPOSAL NARRATIVE TEMPLATE**



<b>Agency Name</b>	<b>Contact Name</b>	<b>Major Responsibilities</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

**RFCY Priority Area:**

Choose one (1) appropriate strategy under which the proposal is being submitted for funding consideration and enter that information below:

Priority Area 1: Behavioral Health: Mental Health & Wellness

Priority Area 2: Education Support and Employment/Training Support

Priority Area 3: Out-of-School Time, After-School, Sports, and Enrichment

Priority Area 4: Youth violence Prevention

Priority Area 5: Access to Basic Needs

Priority Area 6: Information, Guidance and Case Management

Enter the application Priority Area.

**SECTION 2 –PROPOSAL NARRATIVE**

The Proposal Narrative must include the following elements, presented in the order listed below. The responses to the application questions shall be limited to **ten (10) pages**.

**PROGRAM SUMMARY (NOT SCORED)**

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. ***There is a 100 word limit to this response.***

[Click here to enter text.](#)

**AGENCY HISTORY AND CAPACITY (15 POINTS)**

- 1) Briefly describe your agency.
  
- 2) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served, experience working with diverse communities and youth, and any partnerships or collaboration with other organizations or systems of care.

[Click here to enter text.](#)

**PROGRAM DESIGN (50 POINTS)**

- 4) Identify the population that will be served in your program. How do you plan to recruit, engage, and retain children, youth, and/or caregivers in your services to reach your program’s goals?
- a. In addition to responding to the prompt(s), also complete the Demographics Table found on [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants).

Click here to enter text.

- 5) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, location of services (include the defined boundaries for each targeted neighborhood/geographical area), and how services will be delivered.
- a. In addition to responding to the prompt(s), also complete the Activity and Operations Table found on [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants).

Click here to enter text.

- 6) What role will youth have in program design, implementation and/or evaluation, if any? For example, how will they inform, consult, or collaborate with staff?

Click here to enter text.

- 7) Who are the other partners that will support the program? Identify the roles, responsibilities and functions of each partnership.

Click here to enter text.

- 8) Please discuss how your proposed program that you are requesting funding for through this RFP has been impacted by COVID-19. What have been the implications for the services you provide? How has or will your organization address those issues so that the program can continue to be offered?

[Click here to enter text.](#)

**OUTCOMES AND IMPACT (15 POINTS)**

- 9) What are the needs that your program is designed to address (provide data)? How will your program's target population directly benefit from the proposed services?

[Click here to enter text.](#)

- 10) Describe how your program will measure its performance impact and achievement of outcomes. What are the short-term outcomes, and what do you anticipate as the long-term impacts? What are the performance targets that will be met? How will you know that your program is successful?

[Click here to enter text.](#)

- 11) List your program's annual outcomes and performances for the past one to three years.

[Explain any fluctuations in outcome and performance year to year.](#)

**REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)**

- 12) What are the total proposed annual program expenses for the 2021-2022 fiscal year? What were the total program expenses in the most recently completed calendar or fiscal year? What is changing?

[Click here to enter text.](#)

- 13) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design.

[Click here to enter text.](#)

- 14) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. State whether your program will collect fees for participation or if it will be free of charge to all participants. If collecting fees, describe your fee structure, estimated annual revenue, and estimated percent of students participating for free compared to students paying a fee.

[Click here to enter text.](#)

**GRANT APPLICATION -SECTION 3**



**RICHMOND FUND FOR CHILDREN AND YOUTH (RFCY) BUDGET TEMPLATE**



**Section 3 – Budget (Reference Appendix D and Budget Section of the RFP)**

- a. Total organization budget (based on 990s, audited/reviewed financials, or income statement): **\$ 200,000**
- b. Complete the budget template below for your proposed program. If needed, add rows and provide as much detail as possible in the revenue and expenditure sections.

**Program Budget Table**

<b>REVENUE</b>			
<b>Category (List Funding Sources)</b>	<b>RFCY Request (FY 21-22)</b>	<b>Total Project Budget</b>	<b>Revenue Status (Approved/Pending)</b>
<i>Annual Membership fees</i>		4,000	<i>Processed</i>
<i>Donations</i>		1,000	<i>Processed</i>
<i>In-Kind Donations</i>		5,000	<i>Processed</i>
<i>Pretend Foundation</i>		10,000	<i>Pending</i>
<i>RFCY</i>		30,000	<i>Pending</i>
<b>Revenue Total</b>	<b>\$30,000</b>	<b>\$50,000</b>	
<b>EXPENDITURES</b>			
<b>Funding Category</b>	<b>RFCY Request (FY 21-22)</b>	<b>Total Project Budget</b>	<b>Budget Narrative (if applicable)</b>
<i>Program Supplies</i>	5,000	10,000	<i>sports equipment, school/art supplies, books, technology and hot spot devices</i>
<i>Facility Rental</i>	10,000	10,000	<i>Go Kart Racing Facility rental over four days at ~3,000/per day</i>
<i>Educational Field Trip(s)</i>	5,000	10,000	<i>Virtual or in-person Field Trips to regional aquariums, college tours, and day camps for 25 of 50 youth at \$200/youth</i>
<i>Salaries</i>	10,000	20,000	<i>1 Executive Director and 2 Program Managers</i>
<b>Expenditure Total</b>	<b>\$30,000</b>	<b>\$50,000</b>	

**GRANT APPLICATION -SECTION 4**

**Appendix B: Demographics Table**

**ESTIMATE OF TOTAL NUMBER OF UNDUPLICATED PARTICIPANTS: 50**

Race/Ethnicity	Ages				TOTALS
	Birth-5	6-12	13-17	18-24	
Asian		10			10
Black/African American		10			10
Latinx			10		10
White			10		10
Native American/Indigenous					
Pacific Islander					
Mixed Race		10			
Prefer not to state					
Other					
<b>TOTALS</b>		<b>30</b>	<b>20</b>		

Gender	Number of Participants	TOTALS
Male		10
Female		10
Non-Binary		30
Other Gender Not Listed		
<b>TOTALS</b>		<b>50</b>

Residential Zip Codes	Number of Participants	TOTALS
94801		20
94803		20
94804		10
94805		
94806		
<b>TOTALS</b>		<b>50</b>

**Narrative and Explanation:**

Kids Space offers quality care and tutoring services to young children in Richmond and serves about 50 young adults annually with an emphasis on providing LGBTQ+ and non-binary youth with services.

**GRANT APPLICATION -SECTION 5**

**Appendix C: Activity and Operations Projections Table**

**ACTIVITY PROJECTIONS:**

Name of Program Activities	Category (select from menu below)	No. Sessions per Quarter	Avg. No. Participants	Avg. Length per Session (hours)	Activity Description
<b>Individual Tutoring</b>	Individual	5	50	1 hour	Staff tutors and helps youth with homework and subjects like math.
<b>Educational Field Trips</b>	Group	1	50	3 hours	Students go to museums, planetariums, and more for outside the classroom learning.
█	Choose an item.	█	█	█ hours	█
█	Choose an item.	█	█	█ hours	█
█	Choose an item.	█	█	█ hours	█
█	Choose an item.	█	█	█ hours	█
█	Choose an item.	█	█	█ hours	█
█	Choose an item.	█	█	█ hours	█
█	Choose an item.	█	█	█ hours	█
█	Choose an item.	█	█	█ hours	█



NEXT STEPS



City staff reviews applications

RFCY review committee to review and score proposals

Ranking of proposals by priority area

RFCY oversight board review

RFCY oversight board recommendations

Richmond City Council approval and adoption



# REVIEW PROCESS (PAGE 47-48)

## GRANTEE REQUIREMENTS

- ✓ City contract (grant agreement)
- ✓ W-9 and Supplemental Vendor Application
- ✓ Richmond Business License
- ✓ Insurance requirements
- ✓ Program evaluations and site visits
- ✓ Reference City as a grantor on applicable material
- ✓ Submit timely reports/invoices

# CONTRACT AWARD (PAGE 51)

## Grant payments

- Awarded on reimbursement basis
- Quarterly basis

## Advance Payments

- Initial advance of 25% of total award
- Additional 25% advance
- Final advance of 25%
- Remaining 25% reimbursement pending successful completion of work

# TIMELINE

	Date
Request for Proposals (RFP) Released	December 27, 2021
Pre-Proposal Meetings Virtual/Video Conferencing	Monday, January 10, 2022 6:00 p.m. to 7:30 a.m.  Tuesday, January 11, 2022 2:00 p.m. to 3:30 p.m.
Questions Due by E-mail	January 21, 2022, 5:00 p.m.
Frequently Asked Questions Published	January 31, 2022, 5:00 p.m.
<b>Online Proposals Due</b>	<b>Monday, February 7, 2022, by 2:00 p.m.</b> An online receipt will be produced in the form of an email upon submission. Proposals submitted after the deadline will not be considered for review.
Oversight Board and City Council Approves Recommendations for Funding	May 2022
Contracting and Negotiations Begins	June 2022
Program Year	July 1, 2022 – June 30, 2023



# Richmond Department of Children and Youth



THANK YOU &  
ANY QUESTIONS?



@richmondcayouth



[www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants)



/richmondcayouth