

# RICHMOND FUND FOR CHILDREN AND YOUTH FY 2021-24 REQUEST FOR PROPOSALS (RFP) – AT A GLANCE

This Request for Proposal is issued by the City of Richmond's [Department of Children and Youth](#) (RDCY) for the Richmond Fund for Children and Youth (RFCY). This RFP aims to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth from birth to 24 years old in Richmond and North Richmond, California.

This RFP represents a three-year grant cycle. The initial contract is for a one-year period (July 1, 2021, through June 30, 2022) with the option to renew for two additional one-year periods based on available grant funds, satisfactory evaluation, grant monitoring reports, and overall grant performance. For further details regarding the grants, eligibility, and application process, please review the [RFP](#) or visit [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants). Staff is available for questions.

EVENTS & DEADLINES	DATE
Request for Proposal (RFP) Issued	January 1, 2021
<b>Proposal Submittal Deadline</b>	<b>February 22, 2021 at 11:59 P.M.</b>
Oversight Board / City Council Review Applications for Funding	May – June 2021
Contracting and Negotiation Begins	June 2021
FY 2021-2022 Program Year	July 1, 2021 – June 30, 2022

## FY 2021-24 PRIORITY AREAS & ESTIMATED FUNDING ALLOCATION

TOTAL ESTIMATED FUNDING IN FY 2021-2022: \$1.5 MILLION

<ul style="list-style-type: none"> <li>• Behavioral Health: Mental Health</li> <li>• for Children and Youth</li> <li>• <b>20% (\$300,000)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Education Support, and Employment/Training</li> <li>• <b>20% (\$300,000)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Access to Basic Needs</li> <li>• <b>10% (\$150,000)</b></li> </ul>
<ul style="list-style-type: none"> <li>• Youth Violence Prevention</li> <li>• <b>20% (\$300,000)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Out-Of-School, After-School, Sports, and Enrichment</li> <li>• <b>20% (\$300,000)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Information, Guidance, and Case Management</li> <li>• <b>10% (\$150,000)</b></li> </ul>

## WHO CAN APPLY

- **Public agencies\*** that serve children, youth and disconnected transitional-aged young adults
- **Non-profit organizations** that are tax-exempt under section 501(c)(3) of the Internal Revenue Code, including those with a non-profit fiscal agent that serve children, youth, and disconnected transitional-aged young adults
- **Fiscally sponsored organizations** that do not have 501(c)(3) status with a fiscal sponsor that has 501(c)(3) status

\*Article 15, Section 5b of the Charter states that the Fund shall not fund the following services or expenditures: services provided by the West Contra Costa Unified School District, Richmond libraries, Office of Neighborhood Safety, Richmond Promise College Scholarship Program, Richmond Housing Authority and Youth Works, **except** for collaborations between the above-mentioned entities and community-based organizations that meet the goals and eligible uses of the Fund.

## LOCATION ELIGIBILITY

Entities eligible to receive funding include those (1) located outside but in close proximity to Richmond and (2) located in Richmond or unincorporated North Richmond that serve children, youth, and disconnected transitional-aged young adults in Richmond or unincorporated North Richmond, regardless of the residence of the children or youth.

**Collaborations:** If your organization is not eligible due to location eligibility, your organization may still apply and receive funds as part of a Collaborative. A Collaborative applicant must consist of two or more agencies where at least two of the agencies are proposing to receive funds and at least the lead agency meets location eligibility. For more information, please review the RFP and Frequently Asked Questions available on [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants).

## TYPES OF APPLICANTS

Types of Applicants and Funding Parameters			
Agency Type	Small and Emerging	Single Agency	Collaborative
Organizational Budget	Under \$250,000	Under \$250,000	Any Amount
Funding Request Range	\$30,000 - \$100,000	\$40,000 - \$150,000	\$50,000 - \$200,000
Indirect Costs	No more than 20% of grant request	No more than 20% of grant request	No more than 20% of grant request
Minimum Match Request	15% of grant request	15% of grant request	15% of grant request

Please note that it is STRONGLY recommended that organizations do not submit grant requests that equate to more than 40% of their overall organizational budget.

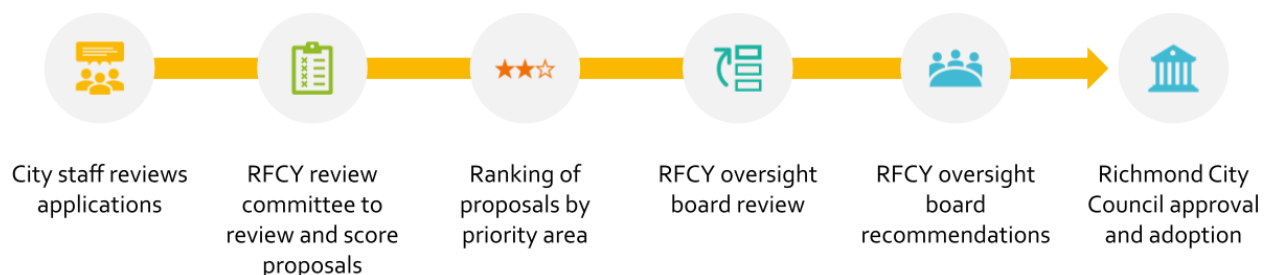
## THE APPLICATION AND DOCUMENT CHECKLIST

The application process must be submitted through the online application system at [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants) to be considered for funding and include the following documents in order to be considered for funding.

<ul style="list-style-type: none"> <li>✓ Completed Application</li> <li>✓ Copy of IRS Letter Certifying Tax Exempt Status</li> <li>✓ Organizational Budget</li> <li>✓ Current (filed) 990/990N or audited/reviewed Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public Agency Partnership or Collaborative Letter of Agreement (LOA), if applicable</li> <li>✓ Fiscal Sponsorship Letter of Agreement (LOA), if applicable</li> <li>✓ List of Board of Directors</li> </ul>
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## PROPOSAL EVALUATIONS

The City has allocated approximately eight weeks for review of the proposals after the RFP deadline. City staff will conduct a preliminary review of the applications prior to the RFCY Review Committee ranking proposals by priority area. Reviewers will score the Proposal according to the following point system: Agency History and Capacity (20 points), Program Design (35 points), Outcomes and Impact (25 points), and Required Resources and Budget Request (20 points). The RFCY Oversight Board will then review and finalize proposal recommendations to present to the Richmond City Council.



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