# RICHMOND FUND FOR CHILDREN AND YOUTH

# REQUEST FOR PROPOSAL OVERVIEW

# 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

# 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

# RFCY FUNDING

- Approximately $18 million in grant awards available for FY 2025 - 2028

- If awarded a grant, organization is guaranteed funding for three years

- Dedicated funding source to help address some of the issues facing Richmond and North Richmond's young people

# FUNDING ALLOCATIONS FOR FY25-28 STRATEGIES

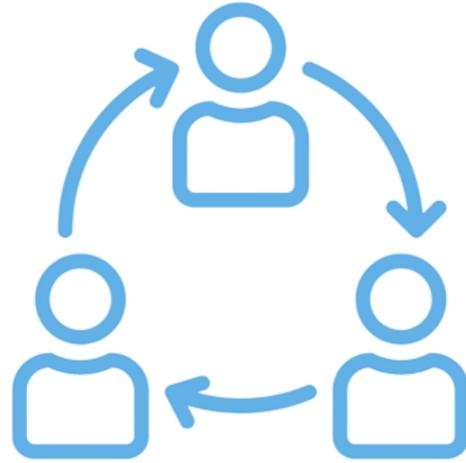| | Estimated % of Total Funds |
|---|---|
| Core Need: Mental & Behavioral Health | 25% ($1,500,000) |
| Core Need: Physical Health, Wellness & Access | 20% ($1,200,000) |
| Core Need: Learning Needs | 25% ($1,500,000) |
| Core Need: Safety, Community & Belonging | 20% ($1,200,000) |
| Core Need: Connective Supportive Services | 10% ($600,000) |
| TOTAL ESTIMATED FUNDING IN 2025: | $6 MILLION |

# 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
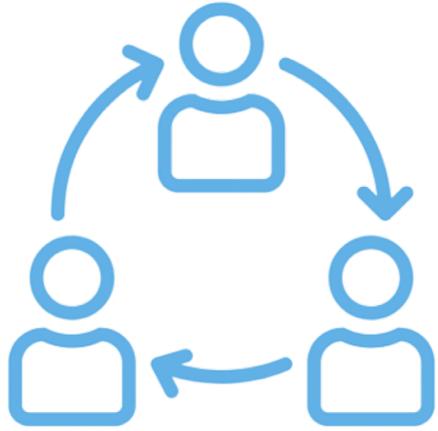
  - Fiscal Sponsor may be used

Location

Collaboration

Youth Voice

ELIGIBILITY

# Location



## ELIGIBILITY

- Located in Richmond or Unincorporated North Richmond

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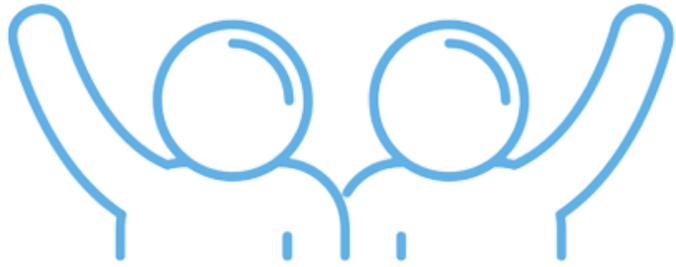  (15 mile radius to City Hall Address)

# Collaboration



## ELIGIBILITY

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

# Youth Voice



# ELIGIBILITY

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

# FISCAL SPONSORSHIP

- 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 sponsored organization and fiscal sponsor
- Fiscal sponsor will enter into a grant service agreement
- An eligible public agency must apply on its own behalf and <u>may not</u> use a fiscal sponsor

# USE OF FUNDS

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

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

# Appropriate Application Types

**Small and Emerging** organizations with an annual operational budget under $250,000
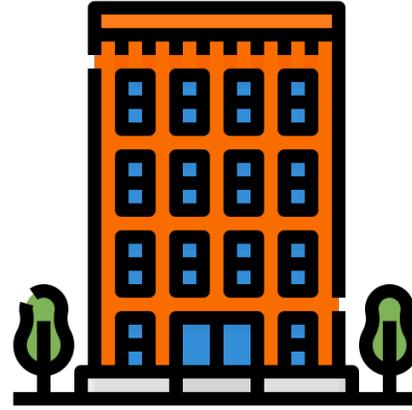
**Single Agency** organizations with an annual operational budget greater than $250,000
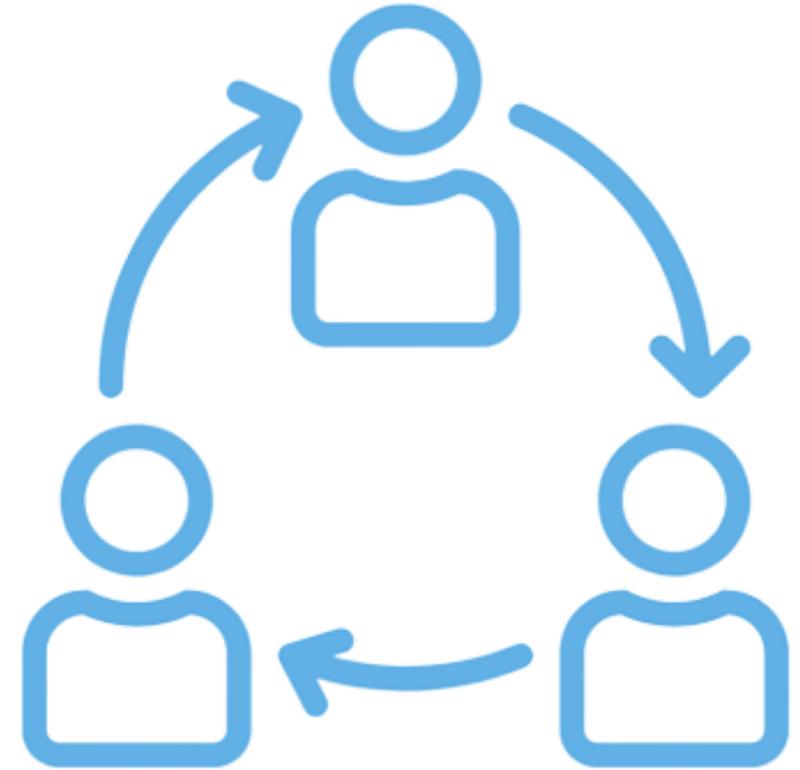
**Collaborative** For <u>at least two</u> organizations, regardless of budget, that want to apply

## COLLABORATIVE APPLICANTS

Collaboration is strongly encouraged across all organizations

**Please review the following sections for more information:**
➢ Collaboration section
➢ Use of Funds section (page 11)
➢ Collaborative Applicants section (page 13)

**NUMBER OF APPLICATIONS**

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

**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**)*

Indirect Cost: Page of 40-42 in Budget Section RFP

**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**)*

Indirect Cost: Page 16 of RFP

## 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 2023-2024!

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

- Tuesday, January 17, 2023: 6:00 p.m. to 7:30 p.m (Join Here).
- Friday, January 27, 2023: 11:00 a.m. to 12:30 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 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 2023-2024 grant awards is approximately $1.86 million in the initial year.

The FY 2021-2024 application is now open and closes on Monday, February 13, 2023 at 2:00 P.M. Access and submit the online grant application form below.

## Online Grant Application Form

**CLICK HERE**

# PROPOSAL INSTRUCTIONS (PAGE 36)

| Step 1 | Agency and Proposal (Page 37) |
|--------|-------------------------------|
| Step 2 | Proposal Narrative* (Pages 38 – 40) |
| Step 3 | Budget – Appendices D (Pages 41 – 43) |
| Step 4 | Required Documents Upload (Page 44) |
| Step 5 | Proposal Submission and Acknowledgment (Page 46) |
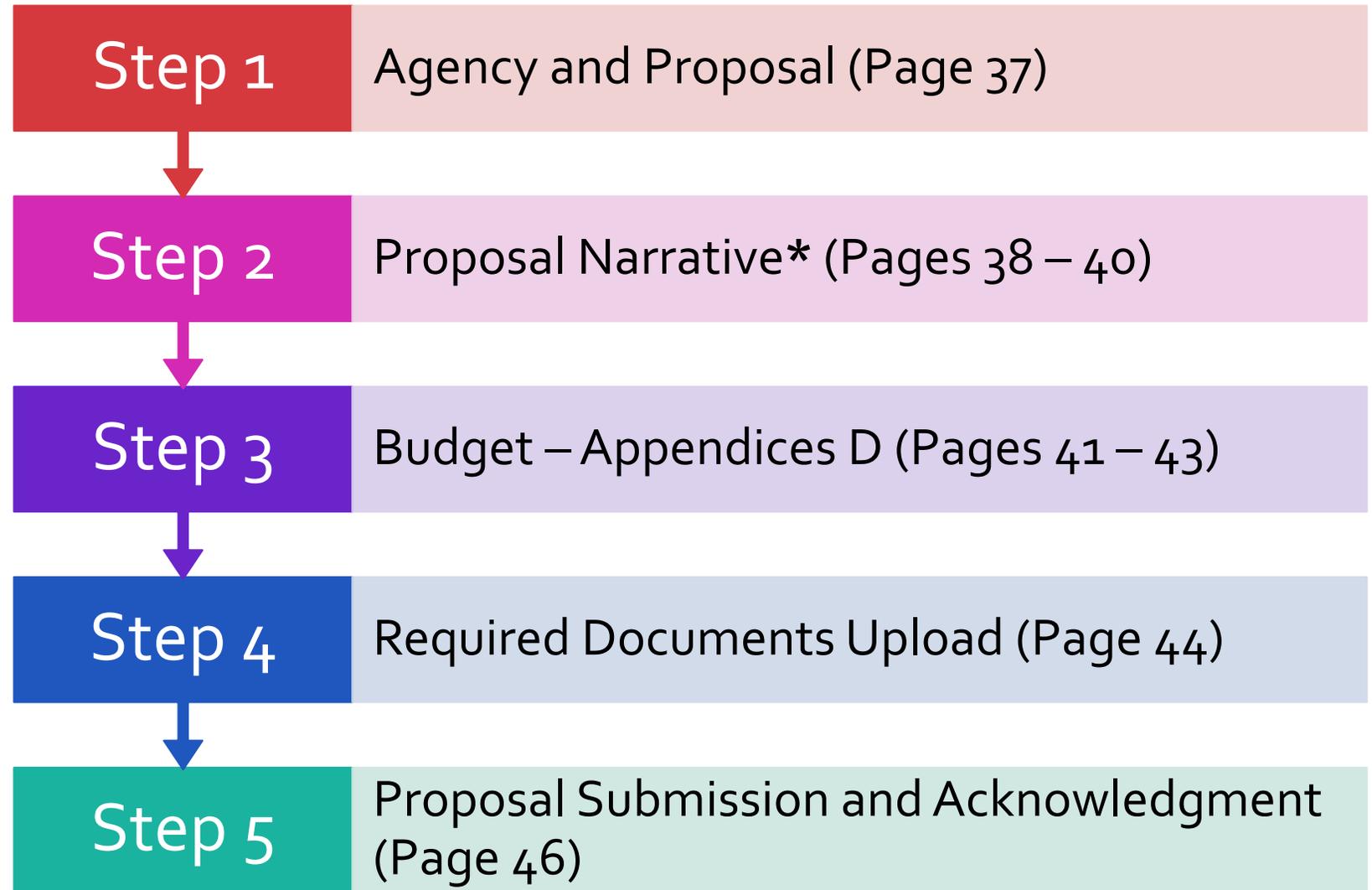
*Also includes: Proposal Template, Demographic Table – Appendices B, and Activity and Operations Project Table – Appendices C

# STEP 1

## AGENCY AND PROPOSAL INFORMATION (PAGE 37)

- 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 38)

- 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 13, 2023, at 2:00 pm**

| Narrative Element | Points |
|---|---|
| Program Summary | (no points) |
| Agency History and Capacity | 20 |
| Program Design | 35 |
| Outcomes and Impact | 25 |
| Required Resources and Budget Request | 20 |
| **TOTAL** | **100** |

# STEP 3

## BUDGET (PAGE 41 - 43)

- 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 46)

- 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:<br>Kids Space | |
| Organization Address:<br>123 Civic Center Plaza<br>Richmond, CA 94804 | Executive Director Name:<br>John Doe |
| | Project Manager Name (primary contact for the grant):<br>Jane Doe |
| Project Manager Phone Number:<br>123-456-7890 | Project Manager Email Address:<br>janedoe@gmail.com |
| Program Summary:<br>**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.** | |

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

| Name of Organization: | Executive Director Name: |
|---|---|
| Click here to enter text. | Click here to enter text. |
| Organization Address: | Project Manager Name (primary contact for the grant): |
| Click here to enter text. | 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: | Amount of Grant Funds Requested: |
|---|---|
| $ Click here to enter text. | $ Click here to enter text. |
| Annual Organizational Budget: | Fiscal-Sponsor Budget (if applicable): |
| $ Click here to enter text. | $ Click here to enter text. |

## Type of Applicant:

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

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

| Agency Name | Contact Name | Major Responsibilities |
|---|---|---|
| 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.

   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.

   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.

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.

**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**

### REVENUE

| Category (List Funding Sources) | RFCY Request (FY 21-22) | Total Project Budget | Revenue Status (Approved/Pending) |
|---|---|---|---|
| Annual Membership fees | | 4,000 | Processed |
| Donations | | 1,000 | Processed |
| In-Kind Donations | | 5,000 | Processed |
| Pretend Foundation | | 10,000 | Pending |
| RFCY | | 30,000 | Pending |
| **Revenue Total** | **$30,000** | **$50,000** | |

### EXPENDITURES

| Funding Category | RFCY Request (FY 21-22) | Total Project Budget | Budget Narrative (if applicable) |
|---|---|---|---|
| Program Supplies | 5,000 | 10,000 | sports equipment, school/art supplies, books, technology and hot spot devices |
| Facility Rental | 10,000 | 10,000 | Go Kart Racing Facility rental over four days at ~ 3,000/per day |
| Educational Field Trip(s) | 5,000 | 10,000 | Virtual or in-person Field Trips to regional aquariums, college tours, and day camps for 25 of 50 youth at $200/youth |
| Salaries | 10,000 | 20,000 | 1 Executive Director and 2 Program Managers |
| | | | |
| **Expenditure Total** | **$30,000** | **$50,000** | |

## Appendix B: Demographics Table

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

| Race/Ethnicity | Ages | | | | |
|---|---|---|---|---|---|
| | Birth-5 | 6-12 | 13-17 | 18-24 | TOTALS |
| 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 | | | | | |
| TOTALS | | 30 | 20 | | |

| Gender | Number of Participants | TOTALS |
|---|---|---|
| Male | | 10 |
| Female | | 10 |
| Non-Binary | | 30 |
| Other Gender Not Listed | | |
| TOTALS | | 50 |

| Residential Zip Codes | Number of Participants | TOTALS |
|---|---|---|
| 94801 | | 20 |
| 94803 | | 20 |
| 94804 | | 10 |
| 94805 | | |
| 94806 | | |
| TOTALS | | 50 |

**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.

## 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 |
|---|---|---|---|---|---|
| Individual Tutoring | Individual | 5 | 50 | 1 hour | Staff tutors and helps youth with homework and subjects like math. |
| Educational Field Trips | 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 | |

**PROGRAM OPERATIONS:**

| | Number of Weeks Operating | Days of Week Operating | Grant Program Hours of Operation |
|---|---|---|---|
| June | 4 | Monday-Friday | 12pm-8pm |
| July | 4 | Monday-Friday | 12pm-8pm |
| August | 4 | Monday-Friday | 12pm-8pm |
| September | 4 | Monday-Friday | 12pm-8pm |
| October | 4 | Monday-Friday | 12pm-8pm |
| November | 4 | Monday-Friday | 12pm-8pm |
| December | 4 | Monday-Friday | 12pm-8pm |
| January | 4 | Monday-Friday | 12pm-8pm |
| February | 4 | Monday-Friday | 12pm-8pm |
| March | 4 | Monday-Friday | 12pm-8pm |
| April | 4 | Monday-Friday | 12pm-8pm |
| May | 4 | Monday-Friday | 12pm-8pm |
| TOTAL | **48** Weeks | **5** Days | **8** Hours |

**LOCATION(S) OF PROGRAM ACTIVITIES:**

| Location Name | Address | Location Type |
|---|---|---|
| **Kids Space** | 123 Civic Center Plaza Richmond, CA 94804 | **Youth Center** |
| | | Choose an item. |
| | | Choose an item. |
| | | Choose an item. |
| | | Choose an item. |
| | | Choose an item. |
| | | Choose an item. |
| | | Choose an item. |

# 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
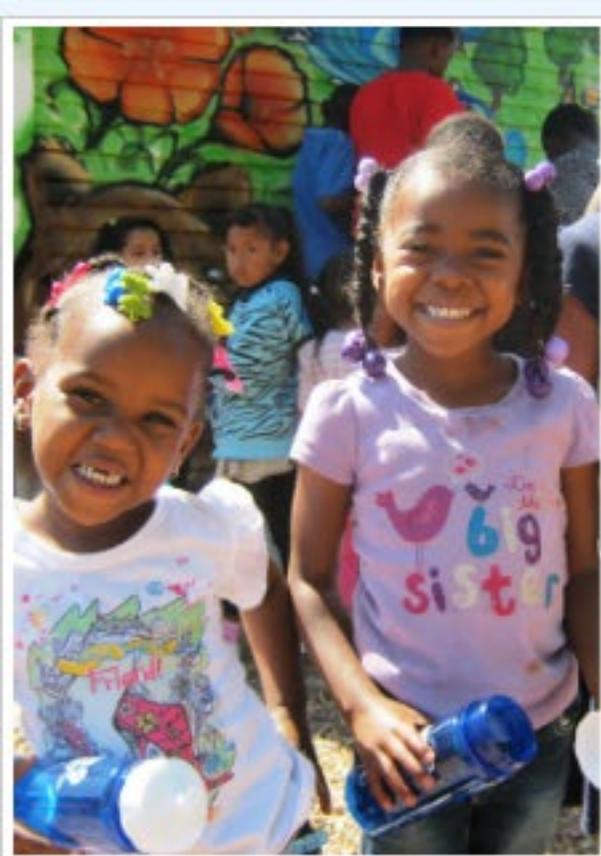
# CONTRACT AWARD (PAGE 51)

## 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 | January 3, 2023 |
| Pre-Proposal Meetings<br>Virtual/Video Conferencing | Tuesday, January 17, 2023<br>6:00 p.m. to 7:30 a.m.<br><br>Friday, January 27, 2023<br>11:00 a.m. to 12:30 p.m. |
| Questions Due by E-mail | January 20, 2023, 5:00 p.m. |
| Frequently Asked Questions Published | January 30, 2023, 5:00 p.m. |
| **Online Proposals Due** | **Monday, February 13, 2023, by 2:00 p.m.** An online receipt will be produced in the formof 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 2023 |
| Contracting and Negotiations Begins | June 2023 |
| Program Year | July 1, 2023 – June 30, 2024 |

**THANK YOU &
ANY QUESTIONS?**

🌐 www.ci.richmond.ca.us/RFCYGrants

📷 @richmondcayouth

f /richmondcayouth