



**FY2008-2009 REQUEST FOR PROPOSALS
LAKE COUNTY DEPARTMENT OF COMMUNITY SERVICES
GRANT FUNDING**

The Lake County Department of Community Services is requesting proposals for grant funding for FY2008-09.

- **CHILDREN'S SERVICES COUNCIL** - Youth intervention and prevention programs emphasizing one or more of the following needs: at-risk children of incarcerated parents, physical and inner fitness, nutritional education and reduction of childhood obesity, academic success, school dropout reduction and positive life choices.
- **HUMAN SERVICES** - Assisting individuals or families and identify one or more of the following needs: Maintaining a healthy and safe living environment, achieving economic self-sufficiency, prevention or intervention services, reducing barriers to service acquisition and emerging and/or urgent community needs.
- **COMMUNITY ENHANCEMENT AREA** - Partnerships that will enable eligible unincorporated communities to improve quality of life in their neighborhoods by addressing infrastructure and public facilities deficiencies and to leverage funds to address underlying socioeconomic issues.

**SUBMISSION DEADLINE
Friday, February 22, 2008, 5:00 PM**

Submit CEA proposals to:

Lake County Community Services, Attn: CDBG/Bill Gearing
P.O. Box 7800
Tavares, FL 32778-7800

Contacts:

Children's Services Council Grants	Rebecca Foley-Kearney	352-742-6520
Human Services Grants	Brenda Quattlebaum	352-742-6503
Community Enhancement Area Partnership	Bill Gearing	352-742-6515

**LAKE COUNTY
CHILDREN'S SERVICES COUNCIL (CSC)
HUMAN SERVICES (HS) and
COMMUNITY ENHANCEMENT AREA (CEA)
2008-2009 REQUEST FOR PROPOSALS**

Schedule of Events

1. **Release of RFP (Request For Proposals)** November 15, 2007.
2. **Bidder's Conference for the CEA Program: Saturday**, January 12, 2007, at the Ingraham Center, 305 S. Ingraham Ave., Tavares, Florida.

* Conference: 1:00 PM – 3:00 PM

3. **Grant Writing Workshops:** Two free grant writing workshops designed to assist applicants in writing effective grant applications will be offered.

Grant Workshop #1 is designed for beginner to intermediate grant writers and will be held Saturday, January 12, 2008 8:00 a.m. to 12:00 p.m., Ingraham Center, 305 S. Ingraham Ave., Tavares, Florida.

Grant Workshop #2, Writing Goals and Objectives is designed to assist grant writers in developing goals and objectives for their proposals. This workshop will be held on Friday, January 25, 2008, 8:00 a.m. to 12:00 p.m., Lake County Agriculture Center Auditorium, 1951 Woodlea Rd., Tavares, Florida.

* The Bidder's Conference and Grant Writing Workshops are strongly recommended for all bidders.

4. **Proposal Submission Deadline: 5:00 PM, Friday, February 22, 2008.** Mail one original CEA application to:

Lake County Community Services, Attn: CDBG/Bill Gearing
P.O. Box 7800
Tavares, FL 32778

Use the address listed below to hand-deliver only. Do not mail to this address:

Lake County Community Services
1300 S Duncan Drive Building "E" , Room 112
Tavares, FL 32778
Phone: 352-742-6515

Late proposals **will not** be considered for funding.

5. **Selection of Proposals:** CEA To Be Determined

➔ **ANY PROPOSALS SUBMITTED AFTER THE DEADLINE OF FRIDAY, FEBRUARY 22, 2008 AT 5:00 PM WILL NOT BE CONSIDERED FOR FUNDING.**

LAKE COUNTY COMMUNITY SERVICES
APPLICATION FOR GRANT FUNDS

Application Instructions and Required Format

I. Fund Availability

The availability of grant funds is being announced on Thursday, November 15, 2007. CSC and HS proposals are available through electronic copy or written document by contacting Rebecca Foley-Kearney at 352-742-6520. CEA proposals are available by contacting Bill Gearing at 352-742-6515. Human Service proposals are available by contacting Brenda Quattlebaum 742-6503.

Funds will be available through categories as follows:

<u>Category</u>	<u>Max funds per application</u>
Children's Services Council Grants	\$25,000
Human Services Grants	\$10,000
Community Enhancement Areas	\$75,000

Funds will be available on a competitive basis to organizations that meet certain criteria established by each of the specific program areas identified above. These criteria will be specifically defined in each RFP. In general, applicants may apply to only one program for funds. The exception will be for applicants in an already designated Community Enhancement Area who may be considered for funding in multiple categories (i.e. CEA and either CSC or HS, but not all three programs in the same year).

Organizations that are awarded funding shall demonstrate the ability and capacity to deliver services through identified goals and objectives.

II. Eligibility for CEA Funds

Community organizations or groups representing low to moderate income constituents in a particular geographic area are eligible for CEA funding.

Applicants must demonstrate a sufficient level of administrative capacity to effectively manage funds received. All proposals selected for funding will service Lake County residents.

III. Grant Period

The grant period will be the County's Fiscal Year from October 1, 2008 through September 30, 2009. Funding agreements/contracts with selected agencies will be in place on or shortly after October 1, 2008. Funds awarded must be expended by September 30, 2009.

IV. Bidder's Conference

Proposers/applicants are encouraged to attend the CEA Program Bidder's Conference on January 12, 2008. Workshop begins at 1 PM and will end by 3 PM. Attendance is recommended in order that questions may be answered so that all prospective bidders may have the same information. There will be a general grant writing workshop immediately prior to this conference.

V. Grant Writing Assistance Workshops

In order to encourage the best possible proposal development, the Children's Services Council, Human Services and the Community Enhancement Area will sponsor free Grant Writing Assistance Workshops for proposers/applicants in all funding categories.

Grant Writing Workshops: Two free grant writing workshops designed to assist applicants in writing effective grant applications will be offered.

Grant Workshop #1 is designed for beginner to intermediate grant writers and will be held Saturday, January 12, 2008, 8:00 a.m. to 12:00 p.m., Ingraham Center., Tavares, Florida.

Grant Workshop #2, Writing Goals and Objectives is designed to assist grant writers in developing goals and objectives for their proposals. This workshop will be held on Friday, January 25, 2008, 8:00 a.m. to 12:00 p.m., Lake County Agriculture Center Auditorium, 1951 Woodlea Rd., Tavares, Florida.

VI. Administrative Requirements

In order to evaluate the impact of projects selected for funding, and to insure accountability for the funds disbursed, organizations will be required to provide periodic progress and financial reports. These are not envisioned as lengthy, cumbersome documents, but rather will be used to evaluate both the merits of the project and the ability of the organization to deliver the specified services and activities.

- 1. Progress Reports** - Will be in narrative form submitted in a format prescribed in the award agreement/contract.
- 2. Uses and Prohibitions on Use of Funds**

CEA grants may be used for activities that could include:

- parks
- community center renovations
- street lighting
- demolition
- lot clearing
- beautification

Grants may not be used:

- to supplement the annual operating budget of an organization
- for any costs of administration
- for activities to serve people living outside of Lake County
- to benefit for-profit individuals or entities
- to purchase goods or services that provide no benefit to the focus of the project
- to limit public access
- for the cost of food or entertainment expenses that do not directly benefit service recipients identified in the proposal
- equipment

VII. Submission Requirements

- 1. Deadline and Address** - Proposals **must be received** on or before Friday, February 22, 2008 at 5:00 PM. **Faxed or e-mailed proposals will not be accepted. Late proposals will not be considered for funding.**

***Please note that the mailing address and the hand-delivery address are different.**

Proposals may be mailed to:

Lake County Community Services, Attn: CDBG/Bill Gearing
P.O. Box 7800
Tavares, FL 32778

Hand-deliver to the address below only. Do not mail to this address:

Lake County Community Services
1300 S Duncan Drive Building "E" Room 112
Tavares, FL 32778

- 2. Format** - Proposals must be submitted following the attached proposal format. The proposal narrative may not exceed ten (10) pages, **excluding** the cover sheet and budget.
- 3. Copies** - One original proposal (with original signatures signed **IN BLUE INK**) is required for funding consideration. All documents must be stapled or clipped together.

4. **Submission Details** - Proposals may be submitted with a cover letter. Proposals must not be in binders or covers, but should be secured in the upper left corner with a staple or binder clip.
5. **Attachments** - Required attachments are listed in Attachment H.
6. **Signature** - The authorized signature on the proposal should be the person or persons who have the authority to contractually bind the organization.
7. **Alterations/Modifications/Withdrawal** - Once a proposal is received no modifications or alterations will be permitted. A proposal may be withdrawn by the submitting organization upon written request of the Director or authorized representative of the organization.

VIII. Fatal Flaws

Listed below are items that will be considered as “**fatal flaws**” to this application process. Any item missing from this list will be considered a fatal flaw. Proposals with "fatal flaws" defined in the following criteria will not be reviewed.

1. Proposals **must be received** on or before Friday, February 22, 2008 at 5:00 PM.
2. Proposals must follow the format prescribed including the coversheet, the required outline narrative topics and budget page.
3. Proposers/applicants must submit a signed original proposal **IN BLUE INK**. All documents must be stapled or clipped together.
4. Attachments must be submitted as required by the individual grant programs. Be certain to check the specific proposal requirements on pages 8-10 for any required attachments.
5. Funding requests may not exceed the maximum amounts specified by the individual grant program as follows:

Children’s Services Council	\$25,000
Human Services	\$10,000
Community Enhancement Area Program	\$75,000

IX. Review and Award Notification

Proposal review committees will be established to review each category of proposals received and will have sole responsibility for making recommendations for funding to the Board of County Commissioners. The Board of County Commissioners has the final decision in selecting or rejecting of proposals. Each applicant/proposer will be notified of the County Commission's decision in writing.

X. Agreement/Contract

Organizations selected for funding should expect to enter into a written agreement/contract for the provision of services or activities as outlined in the proposal or negotiated as alterations to the proposal. The agreement/contract will specify the expectations of both parties, define financial and progress report requirements, and establish payment parameters. The person or persons who can legally bind the organization will be the required signator(s) on the agreement/contract.

Proposal Cover Sheet

- 1. Lead agency name:** *(who will operate the program?)* _____
- a. Contact executive's name and title _____
- b. Agency's Federal ID number _____
- c. Mailing address *(with zip code)* _____
- d. Phone No. _____ Fax No. _____
- E-mail address if applicable (if none, write N/A) _____

2. OPERATIONS ADDRESS of project **(if different)** _____

3. Proposed program/project name: _____

4. Dollar amount being requested. _____

5. Collaborative partners. List all partners in this project. Is there a written agreement?
Please check Yes or No.

- | | | |
|---------|--------|-------|
| ___ Yes | ___ No | _____ |
| ___ Yes | ___ No | _____ |
| ___ Yes | ___ No | _____ |
| ___ Yes | ___ No | _____ |
| ___ Yes | ___ No | _____ |
| ___ Yes | ___ No | _____ |

6. Authorized LEAD AGENCY signature **7. Date** **8. Typed/Printed Name and Title**

PROPOSAL NARRATIVE FORMAT

- I. Proposal Summary** - Please summarize the proposed project/program/activity using one page only. **This should be page number one.**

Items II. through VI. should be no more than nine pages.

- II. Administrative and Operational Capacity** - (This should start at page number two.) Describe the organization's history and previous experience in project design, development and delivery, including, if applicable, administrative capacity. List similar projects that were successfully operated
- III. Description of Target Population or Community and Need for the Program** - Describe how your project will benefit your target population or community. If applicable, list the number of individuals to be served by the project. Describe why the project is needed. How will the creation or expansion benefit the target population? If applicable, what purpose does the project serve in the community?
- IV. Project Narrative** - Describe the project, and implementation process; who will be responsible for the project, collaborative partnerships, when and where the activity will occur, and why this is significant to your target population and the community. Provide a timeline for tasks to be accomplished.
- V. Outcomes and Evaluation** - Describe the specific outcomes expected as a result of the program and how they will be measured.
- VI. Project Sustainability/Maintenance** - Describe how your project will be continued/maintained or sustained in the absence of grant funds.

Completing this section should result in no more than ten pages, sequentially numbered, including the Proposal Summary,

Section I. (page one) Proposal Summary (Page 1)

Sections II. - VI. (begin page two not to exceed 9 pages) (example 2-10)

- VII. Budget** - Complete a line-item budget using the "Budget" form attached.

Please itemize projected revenues and expenses below. If your total project costs exceed the amount of grant funds requested, list other sources of funding support for your project. This will be the last page of your proposal except for required attachments.

REVENUE: (How project is financed)

Grant Amount Requested: \$ _____

Other Funds Supporting Project (Cash and In-Kind-List by Source, Description and Amount):

	Other Cash	In-Kind
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grand Total of Project Revenue: \$ _____ (includes grant, cash and in-kind)

EXPENSES: Cost of the Project

(Define expense line-staff, supplies, etc.)

	<u>Grant</u>	<u>Cash</u>	<u>In-Kind</u>
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Totals	\$ _____	\$ _____	\$ _____

Grand Total of Project Expenses: \$ _____ (includes grant, other cash and in-kind)

Note: Project expenditures and revenue should equal.

VIII. Budget Narrative:

Attach a narrative justification of how all budget figures (line items) were derived, a simple justification of expenses and how the budget relates back to the program/project.

PROPOSAL CONTENT REQUIREMENTS - Important note: The cost of developing a proposal is entirely the responsibility of the bidders and **cannot be charged to the grantors** or included in the cost elements of the proposal budget.

A. Proposal Format Requirements

1. Proposal is limited to no more than **ten (10) pages** in length **exclusive** of the required cover sheets, budget forms and attachments.
2. Narrative is to be completed using the following formatting: 8 1/2 x 11 inch paper, typewritten or computer generated using a size **12 or larger font**, one inch margins and single line spacing.
3. **ALL** pages should be numbered, including **any/all attachments**, for quick page/section access. Hand written numbering is acceptable.
4. All the required pages/attachments as listed in each of the specific proposal requirements for each grant area must be included. Proposers/applicants must carefully review the attachment requirements for each grant category because they differ significantly from one to the other.
5. Submit one original proposal, signed **IN BLUE INK**. All documents must be stapled . Proposals should be stapled in the top left corner and should not be placed in binders or folders. **Do not** submit any other information not requested by the RFP. A single page cover letter or memo from the lead agency is acceptable, submitted **separate from the proposals**.