

**LITTLE ROCK COMMISSION ON CHILDREN, YOUTH, AND FAMILIES
SMALL CONTRACT (\$1,500 LIMIT)
APPLICATION GUIDELINES**

BACKGROUND: In December 1993, residents of the City of Little Rock passed a one-half cent sales tax for public safety related programs including prevention, intervention, and treatment services. The use of these tax dollars reflects the City Board's commitment to prevention planning, youth development, and treatment services that support children, youth, and families.

INTRODUCTION: The Little Rock Commission on Children, Youth, and Families (CYF) was formed in May 2002 and serves in an advisory capacity to the Little Rock Board of Directors to make recommendations for the implementation of FUTURE-Little Rock goals and strategies. This includes before and after school and summer programs for school-aged youth and programs for pre-school aged children.

MISSION STATEMENT: The Commission shall provide policy leadership and advocacy that improves the health, safety, education and quality of life of children, youth and families in Little Rock.

ELIGIBILITY: Established 501(C)(3) organizations (or partnership with a 501(c)(3) organization) with a mission consistent with goals of the Commission, current PIT contractors are ineligible to apply. The Commission solicits proposals for programs, projects and events, conducted by nonprofit organizations that provide enhanced educational, recreational, family development opportunities for Little Rock residents.

To apply for funding, organizations must submit a proposal, which contains the components enumerated below. A proposal will be considered on the basis of how it fits with the Commission's annual Funding Priorities; which include recreational, family development, and academic enrichment (with emphasis on academic support for promoting literacy and mathematics, and extended school day programming) youth development, and employability programs, substance abuse prevention, intervention and treatment services programs, and projects for children, youth, and families.

GENERAL PROGRAM APPLICATION GUIDELINES: The City of Little Rock Department of Community must receive applications at least fifteen (15) days prior to the next regularly scheduled Commission meeting; or, at least 60 days prior to the event or start-up of activities to be funded. The Commission meets on the first Wednesday of each month. The time period covered for proposals should be no longer than twelve (12) months. The Commission has allocated up to \$1,500 per year for each proposal received from an outside entity and approved by a majority vote of the Commission. If approved, applicants are limited to one contract per year. Leveraging of funds is encouraged. The Commission reserves the right to initiate specific projects for which bids may be solicited.

The **Finance Committee** of the Commission reviews proposals monthly, and makes contracting recommendations to the Commission. The Commission will take action on these recommendations at its' next monthly meeting. Final approval is required by the City Manager's Office.

Allowable Expenditures:

The Commission may provide funds for the following types of expenditures:

- **Temporary Salaries and Fees** – temporary salaries and fees for consultants, tutors, instructors and monitors for the direct delivery of the proposed service.
- **Supplies** – purchases of supplies; printed materials, other supplies and materials directly related to the proposed service.
- **Transportation** – bus or van travel required for the delivery of service.
- **Travel** – conference travel, group travel, accommodations, trip insurance.
- **Meals/refreshments** – as long as 50% of total contract is for other program, project services.

Non-allowable expenditures:

The Commission will not provide funds for the following types of expenditures:

- **Start-up funds.**
- **Matching funds.**
- **Permanent Salaries** – salaries, wages and benefits for permanent, full-time or part-time, administrative or support staff.
- **Administrative and Indirect Costs** – utilities, printing, telephone, postage, rent, insurance, etc.
- **Travel** – administrative travel.
- **Lobbying.**
- **Religious materials.**
- **Facility maintenance.**
- **Capital equipment purchases;** e.g., computers, computer supplies, televisions, VCR's, DVD's, etc.

Application Components:

In addition to the Application Cover sheet (Attachment 1), proposals should be brief and include the following components:

- **Introduction:** Describe the applicant's/organization's qualifications and credibility.
- **Program Design:** Describe program, event, or services to be provided, planned number individuals, program/event start date and end date.
- **Problem Statement:** Document the problems to be addressed by the proposal.

- **Objectives:** Establish the benefits expected of the funded program services, component/events the contract would fund.
- **Experience/Transferable Skills:** Describe the applicant agency's experience, and experience of staff (attach resumes of temporary employees).
- **Statement of Compliance:** Describe how the program fits the Commission's mission statement indicated above.
- **Methods:** Describe the activities to be employed to achieve the desired results.
- **501(c)(3):** Provide copy of agency 501(c)(3), and letter from agency board authorizing application. If applying under another agency's 501(c)(3), provide copy of other agency's 501(c)(3), and letter from other agency's board authorizing use of agency's non-profit. The 501(c)(3) agency is the contractor.
- **Sustainability:** Describe other resources, funding sources, and future plans for funding.
- **Collaboration:** Describe plans to collaborate or link services with other agencies or organizations.
- **Budget:** Clearly delineate total cost of the program, project or services. The budget should indicate all sources of funding and the expenses covered by each, including the funding requested from the Commission (Attachment 2).

The Commission meets the first Wednesday of every month. Proposals must be received by City of Little Rock Department of Community Programs at least;

1. 15 days prior to the next regularly scheduled Commission meeting; or
2. 60 days prior to the event or start-up of activities to be funded.

Submit proposals to: Little Rock Children, Youth, and Families Commission, Community Programs Department, City Hall, Room 220 West, 500 West Markham, Little Rock, AR 72201.

Contract funds are not distributed until the City of Little Rock and the service provider (agency) have signed a contract.

The Commission reserves the right to reject any and all proposals.