

LITTLE ROCK COMMISSION ON CHILDREN, YOUTH AND FAMILIES SMALL CONTRACT APPLICATION COVER SHEET

Submit completed proposals to:
Community Programs Department
City Hall, Room 220 West
500 West Markham • Little Rock AR 72201
Attn: Barbara Osborne, Programs Manager

SUBMITTED BY:

Organization _____

Contact Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email Address _____

Federal nonprofit 501(c)(3) identification number _____

OR: Other type of federal non-profit status _____

If applying the using non-profit status of another organization, include an official, signed letter from that agency's board authorizing the use of their 501(c)(3) and provide the following information about that organization:

Organization _____

Director/Administrator _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

PROPOSAL

Amount Requested: \$ _____ Total Budget: \$ _____

Total Number to be served _____; Age Range _____; # Males _____; #Females _____; #Families _____

African American _____; # Asian _____; # Caucasian _____; # Hispanic _____; # Other _____

Start Up/Event Date _____ Response Needed _____ Citywide Project: [] Yes [] No*

*If not Citywide, what is the Neighborhood/Community impacted _____

Brief description of project to be funded: _____

Note – The Department of Community Programs does not provide direct services to program participants nor “grants” to program providers. Instead, we contract with local non-profit and community-based organizations as well as various government agencies to provide programs and services to Little Rock citizens.

The Commission on Children, Youth & Families reserves the right to reject any and all proposals.

LITTLE ROCK COMMISSION ON CHILDREN, YOUTH AND FAMILIES

SMALL CONTRACT APPLICATION (\$1,500 LIMIT)

APPLICATION GUIDELINES

BACKGROUND: The establishment of the Department of Community Programs was the culmination of efforts that started in 1988 with a \$10 million grant from the Annie E. Casey Foundation. That was followed in 1991 with a Fighting Back Grant of \$5 million from the Robert Wood Johnson Foundation. Then, in 1993, Little Rock voters passed a 1/2 cent City sales tax to permanently designate City funds to sustain and administer Prevention, Intervention, and Treatment (PIT) funding*. In 2011, voters overwhelmingly approved an additional 5/8 cent sales tax for PIT operations* in order to meet the increased needs of the city. (*in addition to other major city initiatives)

The Little Rock Commission on Children, Youth, and Families (CYF) was formed in May 2002. In its advisory role to the City of Little Rock Board of Directors, the Commission provides policy leadership, recommendations, and advocates to promote healthy children, youth, and families in Little Rock.

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.

CONTRACT 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 recreation, family development, academic enrichment (with emphasis on academic support for promoting literacy and STEM, and extended school day programming) youth development, employability programs, substance abuse prevention, intervention and treatment services, and other projects for children, youth, and families.

GENERAL PROGRAM APPLICATION GUIDELINES: The City of Little Rock Department of Community Programs 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.**
- **Give-away/promotional items** – t-shirts or any other type of ad specialties.
- **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 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). This small contract cannot be the only source of support for the program or project.

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: Community Programs Department, City Hall, Room 220 West, 500 West Markham, Little Rock AR 72201. ATTN: Barbara Osborne, Programs Manager

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.

LITTLE ROCK CHILDREN, YOUTH, AND FAMILIES SMALL CONTRACTS BUDGET FORM

ORGANIZATION:						
DATE:						
Code	SUB	Description	Proposed City Budget	Other Sources	Other Sources	Total Budget
		Temporary Salaries & Fees				
50200		Part-Time & Temp Salaries				
63390		Contracts (consultants, tutors, etc.)				
		Supplies				
60010		Office Supplies				
60150		Printed materials				
		Travel/Transportation Expenses				
64111		Airfare				
64130		Car Mileage; bus/van rental				
64113		Lodging				
64020		Registration				
64119		Other Travel Costs (<i>meals, etc.</i>)				
63640		Other Insurance (<i>Travel</i>)				
		Meals / Refreshments				
63020		Meals / Refreshments				
		TOTAL BUDGET				