



University of South Florida Saint Petersburg  
Student Philanthropy Board

## Notice of Funding Opportunity (NOFO) Request for Proposals (RFP)

|                    |  |
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| Issue Date:        | February 26, 2010  |
| Title:             | Educational Success for At-Risk Children   |
| Issuer:            | Spring 2010 Student Philanthropy Board #4, USF St. Petersburg,<br>housed in LDR 2010.602S10:Leadership Fundamentals (Kay-Lynne Taylor) |
| Available Funding: | \$5,000  |

|           |                                 |
|-----------|---------------------------------|
| DUE DATE: | 5:00pm on Friday, 19 March 2010 |
|-----------|---------------------------------|

### I. Problem Statement

This request for proposals is open only to 501(c) (3) nonprofit organizations operating in Pinellas and Hillsborough counties.

The Spring 2010 USF St. Petersburg Student Philanthropy Board # 4 (USFSP SPB) requests proposals that will improve an existing educational development program that will increase the level of independence and academic confidence for economically and environmentally at-risk children, ages three to thirteen.

The grant provided by the USFSP SPB is Federal funds and it carries all Federal restrictions. See Appendix I (Prohibited Program Activities).

In 1965, United States Office of Economic Opportunity introduced Project Head Start as part of the ‘War on Poverty’, which reified the belief in education as the solution to poverty. According to the Head Start website, “Head Start was designed to help break the "cycle of poverty" by providing preschool children of low income families with a comprehensive program to meet

their emotional, social, health, nutritional, and psychological needs.”<sup>1</sup> According to Aaron Pallas, a professor of sociology and education at Teacher’s College, Columbia University, “young people are at-risk, or educationally disadvantaged, if they have been exposed to inadequate or inappropriate educational experiences in the family, school or community.” According to the U.S. Census Bureau, 28.2% of children from ages three to thirteen have personal and family risk factors.<sup>2</sup> USFSP SPB #4 believes that if we enhance an existing program that targets this age group and uses the government funded Head Start program as a model, at risk children will have a better foundation for success. Existing programs should encourage, reinforce and foster the skills necessary to learn, develop and succeed in school. Within these programs, supplies such as computers and books should be implemented to provide at risk children with the opportunities their families are unable to provide for them. We request proposals that focus on enhancing positive community modeling for children ages three to thirteen. Successful applications will augment existing academic success programs for at risk children.

- II. Funding. The USFSP SPB #4 will provide one awardee funds up to the \$5000 maximum as allocated by the Lead Learn Serve Grant to fund a sustainable enhancement to an existing program targeting at risk children ages three to thirteen. The grant funds provided by the USFSP SPB #4 cannot be used for any other purpose or project other than that outlined in the response to the Request for Proposals.

- A. Funding Restrictions:

- 1. Monies from the sub grant can only be used on the following:
      - a. Training
      - b. Equipment (including computers)
      - c. Supplies
      - d. Consultants or independent contractors not exceeding a rate of \$75.00 per hour.
    - 2. Further Restrictions:
      - a. Grant funds may not be used to supplement or replace salary for a currently employed full-time or part-time staff member.
      - b. For restrictions placed on applicants by the Lead Learn Serve Coordinating Committee and the Learn and Serve America, see Appendix II (grant provisions).

- III. Proposal Requirements

- A. Executive Summary of the program
  - B. 1 year plan
    - i. 120 days to implementation of enhancement
    - ii. 365 days to spend all monies
  - C. Program goals linked to critical needs
  - D. Program activities
    - i. Enhancement programs for academic success at risk children
    - ii. How program will be implemented

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<sup>1</sup> What HeadStart does: [http://www.nhsa.org/about\\_nhsa](http://www.nhsa.org/about_nhsa)

<sup>2</sup> At risk children percentage: <http://www.census.gov/population/www/documentation/twps0052/table2.pdf>

- iii. Supplies such as material that will help improve their learning process
  - iv. Enhancing existing program activities
  - v. How children foster a sense of independence and academic confidence
  - vi. Evaluation plan
  - vii. Sustainability plan – longevity of program
  - viii. Budget (for sample budget analysis, see Appendix III). Budget expenditures must focus on these areas:
    - a. Training
    - b. Equipment
    - c. Supplies
    - d. Consultants or Independent Contractors
  - ix. Budget narrative must connect expenditures to critical needs. Grant applications will be evaluated to ensure that proposed budgets are clearly aligned with the activities outlined in the project plan. If there are elements of the budget that do not clearly connect with the project activities, please justify their inclusion in the budget narrative.
- E. Assessment plan and performance measures
- i. Includes criteria for success and how that success will be measured
  - ii. Includes assessment timeline

IV. Qualifications for Applicants. The USFSP SPB #4 will accept proposals from individuals or organizations who are 501(c) (3) tax-exempt organizations. These organizations need either be based in or have primary offices in Pinellas and/or Hillsborough County/Countries. Organizations that have *relative* and *significant* experience in the following areas are especially encouraged to apply:

- A. Enhancing an existing program that establishes a level of independence and academic confidence for economically and environmentally at risk children, ages three to thirteen.
- B. Programs that are clearly sustainable beyond the initial enhancement monies.

V. Grant Application: The submitted proposal should not exceed 4,600 words in length, not including budgets, title pages, and a bibliography/works cited. The proposals should be single spaced with one inch margins. The font should be 12 point in Times New Roman. The proposal must be accompanied by documentation showing 501(c) (3) status.

Proposal Deadline: Proposals will only be accepted until Friday, 19 March 2010 at 5:00p.m.

Electronic and paper copies of submissions are required.

- 1. Please send electronic copies to [justicec@mail.usf.edu](mailto:justicec@mail.usf.edu) with *Response to Student Board NOFO/RFP #4* in addition to the name of the applicant in the subject header.
- 2. Please mail five (5) paper copies of the proposal to the below listed address.

Charlie Justice  
*Response to Student Board NOFO/RFP #4*  
 University of South Florida St. Petersburg

Attn: Student Philanthropy Board  
Campus Activities Center  
140 7<sup>th</sup> Ave South  
Saint Petersburg, FL 33701

Questions regarding proposals and processes should be directed to the USFSP SPB in care of Kay- Lynn Taylor. Subject line should read *Inquiry Regarding Student Board #4 NOFO/RFP*.

VI. Award Process Deadline. To the extent possible, the USFSP SPBs will adhere to the following timelines:

|                         |  |
|-------------------------|--|
| 26 February 2010        | Issuance of request for proposal       |
| 19 March 2010<br>5.00pm | DEADLINE for submittal of applications |
| 5 May 2010 5:00pm       | Award Celebration                      |

VII. Evaluation of Applications.

The USFSP SPB will evaluate received proposals based on the criteria listed below. A proposer may receive points per criteria up to the maximum points available (100 total). The grant will be awarded to the proposal with the highest score, closest to the maximum score of 100 points. If there are two or more proposals that have the highest equal ranking, the board will hold a two-thirds vote upon the issue to make a final decision.

| Mandatory Requirements (Must be addressed in Executive Summary)                             |                  |               |
|---|------------------|---------------|
| 501 ©(3) documentation  |                  |               |
| Hillsborough/Pinellas Counties  |                  |               |
| Enhancement programs for at risk children   |                  |               |
| Children must be ages three to thirteen   |                  |               |
| Sustainability Plan – longevity of program enhancements                                     |                  |               |
| Evaluation Rubric   |                  |               |
|   | Points Available | Points Earned |
| A. Executive Summary of the program   | 0-5              |               |
| B. 1 year plan  | 0-5              |               |
| i. 120 days to implementation of enhancement  |                  |               |
| ii. 365 days to spend all monies  |                  |               |
| C. Program goals linked to critical needs   | 0-10             |               |
| D. Program activities   | 0-75             |               |
| i. Development of program   |                  | 0-10          |
| ii. Implementation of Program   |                  | 0-10          |
| iii. Supplies such as material that will help improve their learning process                |                  | 0-5           |
| iv. Enhancing existing program activities   |                  | 0-5           |
| i. How children foster a sense of independence and academic confidence                      |                  | 0-5           |
| ii. Evaluation plan   |                  | 0-10          |
| iii. Sustainability plan – longevity of program enhancements                                |                  | 0-10          |
| iv. Budget (for sample budget analysis worksheet, see Appendix III)                         |                  | 0-10          |
| e. Budget expenditures must focus on these areas:   |                  |               |
| f. Training   |                  |               |
| g. Equipment  |                  |               |
| h. Supplies   |                  |               |
| i. Consultants/Independent Contractors  |                  |               |
| v. Connection between budget narrative expenditures, critical needs, and program activities |                  | 0-10          |
| B. Assessment plan and performance measures   | 0-5              |               |
| i. Criteria for success and how that success will be measured                               |                  |               |
| ii. Assessment Timeline.  |                  |               |

VIII. Definition of Key Terms.

A. Sustainability

- i. The term sustainability refers to the program's ability to maintain itself beyond that of the initial investment.

B. At Risk

- i. The definition of an at risk child pertained to preschool and school level children is the probability a child will fail academically and are more apt to become educationally unmotivated because of their environment.<sup>3</sup>

C. Supplies

- i. Materials that include: pencils, paper, books, calculators that will help improve their learning process.

D. Head Start Program Model

- i. Head Start utilizes certain programs to instill characteristics such as academic confidence, educational motivation and independence for at risk children which are the necessary tools to succeed in school.

E. Environmentally

- i. The child's surrounding such as their home, school, etc. where a child interacts and learns within their surroundings.

F. Academic Success

- i. Excelling in all subjects and understanding the curriculum.

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<sup>3</sup> At risk definition: [http://www.nhsa.org/about\\_nhsa](http://www.nhsa.org/about_nhsa)

### Appendix III (Example Budget Worksheet)

| Budget Summary              | From SPB | Matching | Totals |
|-----------------------------|----------|----------|--------|
| <a href="#">Training</a>    |          | 400      |        |
| <a href="#">Equipment</a>   |          | 1525     |        |
| <a href="#">Supplies</a>    |          |          |        |
| <a href="#">Consultants</a> |          | 3075     |        |
| Totals                      |          | \$5,000  |        |

Values in the example budget worksheet are for example only and should not suggest priority funding objectives. Agency priorities may vary.

The Example Budget Worksheet is an editable spreadsheet. Word users can <right>-click or <control>-click on the table to open up a modifiable Microsoft-Excel worksheet. Choose to “edit” the “worksheet object”