



2020 Fund for Children, Youth, and Families

REQUEST FOR PROPOSALS

Release Date: February 3, 2020

Amount Available: Grants of up to \$50,000 are available.

To Apply: Qualified applicants are invited to apply no later than 4 p.m. EST Monday, March 9, 2020. All applicants are strongly encouraged to participate in an FAQ webinar for prospective applicants to be held on Tuesday, February 18 at 10 a.m. Registration information will be provided at a later date.

Questions? Please email jlouis@thecommunityfoundation.org with any questions you may have. No phone calls, please.

Fund for Children, Youth, and Families

The Fund for the Children, Youth and Families (FFCYF) was established to invest in the betterment of underserved children, youth, and families across the greater Washington region. Funding is available for eligible nonprofit organizations providing programs and activities that are directly related to the following priorities:

1. **Stable Homes Stable Families:** Stabilizing families in crisis and moving them to self-sufficiency is critical to developing homes that can nurture and support children to their fullest potential. There are an overwhelming number of homeless families in the Washington Metropolitan Area that need housing and services. Due to the challenges these families face, a wide array of supportive services is necessary to help them achieve lasting stability. The Fund for Children, Youth, and Families invests in organizations that will target families who are homeless and those who are participating in housing-based service programs.
2. **Foster Care and Adoption:** There are more than 500,000 children in the foster care system across the United States and over one fifth of these children will never return home. Over 5,000 children are in foster care systems in the Washington Metropolitan Area. The Fund for Children, Youth, and Families invests in organizations that will support children in the foster care system in two critical areas: promoting permanency and helping youth leaving the system to achieve self-sufficiency.
3. **Academic and Career Success:** The Fund for Children, Youth, and Families will support the closing of academic achievement gaps that exist between students of color, low-income students and their peers through investments in early childhood education, academic achievement for school-age children, and college preparation and career training. The Fund for Children, Youth, and Families invests in organizations that supports programming preparing young people to become self-sufficient, to contribute to a changing world, and work for the betterment of the larger community.

Fund for Children, Youth, and Families Outcomes

The Fund for Children, Youth, and Families' grantmaking efforts are implemented using the Outcomes Funding Framework. The Framework includes eight outcomes across the three program areas. Below is a list of outcomes, as broken down by program area, and examples of programs/projects that would align with these outcomes.

Stable Homes Stable Families

- Outcome #1: Homeless families achieve stability and transition to permanent housing with the assistance of support services.
 - Programming placing homeless families in housing that lead to stabilization and producing positive outcomes.
- Outcome #2: Vulnerable families who are living in permanent housing and participating in resident services improve their personal and financial stability.
 - Programming helping low-income families achieve stability and overcome barriers to success, by providing housing based and resident services.
- Outcome #3: Low-income families at risk of losing their homes maintain their rental housing and improve their personal and financial stability.
 - Programming enabling low-income families experiencing personal and financial stress, to maintain rental housing and prevent homelessness. Particularly programming also helping families to resolve the problems resulting in their financial crisis.

Foster Care and Adoption

- Outcome #4: Foster children grow up in permanent, stable, loving families.
 - Programming working intensively to reunify families; recruit foster and adoptive parents; and place special needs children in adoptive homes.
 - Programming providing training, support, and respite care services for foster and adoptive parents.
 - Programming improving child welfare policy and practice via public awareness, education efforts, and training and development of child welfare professionals.
- Outcome #5: Foster youth have the life skills required to live independently, have a connection to a caring adult and are living in stable housing.
 - Programming helping youth leaving the foster care system to locate and sustain housing.
 - Programming connecting youth leaving the foster care system to caring adults providing the supports necessary for a successful transition from foster care to independent living.

Academic and Career Success

- Outcome #6: Preschool children in low-income communities are prepared to be successful in school.
 - Programming preparing children to enter school ready to learn. Specifically, programming inclusive of the following components:
 - High quality early childhood education.
 - A comprehensive approach.
 - A stimulating, age-appropriate learning environment and curriculum.
 - Documented growth and development of each child.
 - Demonstrated ability to identify and address developmental challenges.
 - Parental engagement and support.
- Outcome #7: Children and youth in low-income communities demonstrate improved academic success.
 - Out-of-school time programming committed to improving the academic performance.
 - Out-of-school time programming offering: an engaging, research-based curriculum, monitoring student progress, including social and developmental activities, working in partnership with schools and parents, and are supported by caring adults committed children's confidence in their capacity to excel academically will be successful in helping to improve academic performance.

- Programming increasing student achievement by creating a pipeline of highly effective teachers and principals.
- Outcome #8: Young people from low-income communities enter college or career training programs.
 - Programming helping youth see college as a goal. Programming providing guidance, and support through the admissions process to ensure youth are prepared and supported through the admissions process.
 - Programming supporting students through college graduation.
 - Programming training youth for careers that will enable them to become independent and productive adults.

Outcome measurement is a process for determining whether an organization's activities are truly making a positive change in the "behavior" or the "condition" of the people they serve. Ultimately, a key component of the grant investment decision must be the organization's ability to establish measurable targets that address one of the outcomes and are reasonable and verifiable, such as the examples below:

- *"Of the 59 families entering ABC's rapid re-housing program during the next 12 months, 56 families will remain housed."* (Outcome #1)
- *"Of the 80 children who complete the afterschool program, 60 students will either increase their math and/or reading grade by one level or maintain an A or B in reading and/or math."* (Outcome #7)
- *"Of the 30 youth aging out of foster care served, at least 8 will achieve permanency through adoption or reunification."* (Outcome #5)

Fund for Children, Youth, and Families Grant Availability

Applicant organizations may request between \$5,000 to \$50,000 for general operating support, or program/project support. The two types of support are defined as follows:

- Program/project support: If your organization is seeking support for a program or project, it must address one or more of the Fund for Children, Youth, and Families' Outcomes. The following programming options are considered eligible: direct service, advocacy, public awareness and education efforts.
- General operating support: If your organization is seeking general operating support, ALL the organization's programs must address one or more of the Fund for Children, Youth, and Families' Outcomes.

Common Eligibility Requirements

To be considered for funding, proposals must meet all the eligibility and program objective requirements. Your organization is eligible to apply if:

- ✓ The organization has a 501(c)(3) designation.
- ✓ The organization's funding request will address the FFCYF Outcomes, which fall across the program areas mentioned above.
- ✓ The organization's funding request supports children, youth, and families ONLY located in the following geographic areas:
 - District of Columbia
 - The Counties of Arlington, Fairfax, Loudon and Prince William, and the Cities of Alexandria, Falls Church, Manassas Park, and Leesburg in the Commonwealth of Virginia
 - The Counties of Charles, Frederick, Howard, Montgomery, and Prince George's in the State of Maryland
 - Statewide efforts in Virginia
 - Statewide efforts in Maryland
- ✓ The organization must not be listed on the Office of Foreign Assets Control Specially Designated Nationals list.

- ✓ Successful track record (at least two years) of relevant work in the field the organization is applying for funds to support.
- ✓ If previous funding has been received from The Community Foundation, the applicant must be current in reporting to The Community Foundation as specified in the grant agreement.
- ✓ Additionally, the Fund for Children, Youth, and Families will not fund organizations that discriminate in the provision of services or in employment practices based on race, color, religion, ethnicity, sex, age, national origin, disability, sexual orientation, marital status, and any other characteristics protected by applicable law. This policy does not prohibit funding of programs that meet specific needs of populations based on gender, age, disability, ethnicity or national origin. By applying, your organization attests to this fact.

How to Submit a Proposal

To be considered for funding, proposals must meet all the eligibility and program objective requirements. Once you have reviewed the eligibility requirements, please follow the guidelines and format on the following pages to submit your request. All required attachments must be submitted as PDF documents via The Community Foundation's online application system. Incomplete, emailed, hard copy, and fax applications will NOT be accepted. The deadline for submission is Monday, March 9 at 4 p.m.

Technical Assistance

A pre-proposal webinar information session will be held to review the RFP guidelines, the Outcomes Funding Framework, and application submission process on February 18, 2020 at 10 a.m. Registration link to be provided separately.

If you have any difficulty with registering for the webinar please contact Jana-Lynn Louis, Program Officer, jlouis@thecommunityfoundation.org. No phone calls, please.

Application Timeline

All requests will be reviewed by The Community Foundation's staff and Grants Committee representatives as applicable. Applicants may receive a telephone call and/or other type of communication from The Community Foundation as part of the proposal review process. Please be advised that communication from The Community Foundation does not guarantee a grant. Likewise, groups that do not receive communication from The Community Foundation are not automatically denied funding. Awards will be announced in Summer 2020.

Proposal Template

I. ORGANIZATION BACKGROUND

Answers to all fields below must be provided in the online application form.

1. Organization name, address, and website
2. Chief Executive/Authorizing Official contact information
3. Primary Lead contact information
4. Tax exempt/EIN Number
5. Current Organization Budget
6. Fiscal Year Start Date and Fiscal Year End Date
7. Fiscal Sponsor Name, Tax ID, Mailing Address, Contact Name, Contact Phone, Contact Email
8. Briefly summarize the organization's history and mission, including previous experience working in the program area for which you are applying.
9. Briefly describe the organization's current programs, activities, and accomplishments.
10. Please describe your core capability as an organization. Your core capability is what you are best at doing and how you stand out as an organization.
11. Previous FFCYF Grantee Status
12. Program/Project Name
13. Type of Support Requested (General Operating Support OR Program/Project Support)
14. FFCYF Program Area
15. FFCYF Outcome(s)
16. Geographic Region
17. Requested Amount

II. NARRATIVE

Answers to all fields below must be provided in PDF document. Please include the Primary Lead's full name in the top-left corner of every page, use single spacing, use half-inch margins, and number each page consecutively. Do not exceed 15 pages.

1. State the need or issue to be addressed through your program. Describe your target population including available data, and how they will benefit from the program. Approximately, how many children and/or families in your geographic area of share the specific condition your proposal is addressing? If your requesting funding for the advocacy, public awareness and education efforts, please describe the system, or condition your work is impacting.
2. Please describe the participants you will serve through your programming and tell us if they are distinct in any way from the full population you defined above. If you are requesting funding for advocacy, public awareness, or education efforts, participants are those who are empowered to create, change, and effect policies and decisions that impact children, youth, and/or families.
3. Describe the program targets and measurable objectives, including specific numbers of individuals who will benefit as a result of your program. DO NOT use percentages, whole numbers only.
4. Outline the specific work plan to accomplish stated goals and measurable objectives, including program implementation, activities, or tasks that will occur on a day-to-day basis, if applicable.
5. Please tell us how you will define success for your participants for each of your stated targets. How will you verify that your target has been achieved? What data/performance measures will you use to evaluate the success of the program?

6. Describe any challenges or barriers you anticipate in meeting your program objectives, including any plans or resources to address these challenges.
7. Please describe any key collaborators or community supporters for your project. What role will they be playing for this proposal? Additionally, provide a description of your strategy for managing your effort across multiple partners. You will be asked to include any letters of support from your collaborators or partners in the attachment section of your application.
8. Please list your organization's financial successes and challenges during the most recent fiscal year. Also, describe how these challenges have or will affect your ability to reach the targets or objectives you've established for this proposal during the 12 month award period.
9. Please create a Target Summary Chart. Set at least one target (no more than 3 targets) for each FFCYF Outcome you've identified for your funding request. Each target should have its own separate row in the chart. The chart should include the following:
 - Target Number
 - FFCYF Outcome: Select the FFCYF Outcome applicable to your funding request.
 - Description: Indicate the number (do not use percentages, whole numbers only) of children and/or families you are committed to help achieve a specific level of gain. Targets should reflect what you think you can achieve, even if everything does not go perfectly. If you are requesting funding for advocacy, public awareness, and/or education efforts, targets can be defined by the anticipated number of children and/or families that will be impacted by your programming. Additionally, targets can be defined by how your work will influence, educate, and empower those who can create, change, and effect policies and decisions that impact children, youth, and/or families during the expected grant period.
 - Verification: How will you verify that your target has been achieved? Please tell us the information or other evidence you will use to define success for your participants for each of your stated targets.

Please use the following example chart as a guide:

Target Number	FFCYF Outcome	Target Description	Verification
Target #1	Outcome #7	<i>Of the 80 children who complete the afterschool program, 60 students will either increase their math and/or reading grade by one level or maintain an A or B in reading and/or math."</i>	<i>Will have evidence of academic success through use of report cards and feedback from school counselors and parents.</i>

10. Please create a Milestone Chart to indicate your project's steps, milestones, and timeline (dates) to achieve the set target(s). Each milestone will have a separate row. Your last milestone should be your set target. Please use the following example chart as a guide:

Project Step	Milestone	Date
Contact Families	Program Coordinator will contact the families referred for housing support services by the District of Columbia Housing Authority.	<i>Complete within one week of referral</i>

IV. ATTACHMENTS

Each attachment must be uploaded separately as a PDF document into the online application system. Attachments are **required** for your application to be considered complete.

Organizational Information

1. A one-page organizational chart. Indicate number of full-time and part-time employees.
2. Personnel Chart, including name, role, years of experience, and qualifications for key staff and/or volunteers supporting this proposal.
3. Short biographies (no more than 1/2 page per staffing personnel; not resumes) of key staff and volunteers who are essential to the success of this request. Please provide a brief profile of the person who has the direct responsibility for meeting your targets.
4. List of board members with terms, occupations, places of employment and related racial/ethnic and gender demographic information.

Organization Financial Information

If the organization is utilizing a fiscal sponsor, please provide the following from the fiscal sponsor.

1. Organization Budget Worksheet including Budget vs. Actuals for current and past fiscal years. Please [Click Here](#) to access the template suggested.
2. List of major funders or contributors for current fiscal year including amount of support requested vs. received.
3. If your organizational budget is greater than \$250,000 you are required to submit the most recent audited financial statements (including auditor's management letter). For organizations with an operating budget less than \$250,000 you can submit pages 1-6 of your most recent IRS Form-990, Form 990-EZ or 990-N. (PLEASE PROVIDE A NON-PASSWORD PROTECTED COPY OF THE AUDIT or 990 as we will not be able to open a password-protected or secured document.)
4. Organizations utilizing a fiscal sponsor must provide a separate document signed by the executive director or board chair of the fiscal sponsor confirming the sponsor accepts financial, programmatic and legal liability for the charitable work being done by the organization and includes the required fee for service (if applicable).

Program Information Required for all organizations applying including organizations utilizing a fiscal sponsor.

1. A detailed program budget that summarizes revenue and expenses for the grant period. Provide specifics on how the Fund for Children, Youth, and Families grant will be allocated within the program/project budget. Create a separate column and provide the dollar amount for the applicable items. If applicable, please include information on other resources (cash or in-kind) that will be leveraged to provide the services described in your proposal.
2. A one-page budget narrative that summarizes the revenue and expenses for the program. This narrative should "match" the story told in the program budget.



How to Use the Community Foundation's Online Grant Application System

System Requirements

Applicants must have a functioning Internet connection and one of the following browsers, with cookies enabled: Internet Explorer v7 or higher Firefox v3 or higher.

PLEASE NOTE Safari and Google Chrome are not compatible.

1. To begin your application, cut and paste the link below into your web browser:
https://www.GrantRequest.com/SID_5491?SA=SNA&FID=35182
2. If you are new to this grantmaking system, you will be prompted to create an account login with an email and a password. You will need to verify your email in order to continue.
3. Once you have completed creating your account and verified your email, you can access the application form by re-entering the link listed above into your browser.
4. Enter data. As needed, update any organizational information in the fields provided.
5. Upload proposal attachments. The online application system allows you to upload the required proposal attachments.
 - a. Each required attachment must be individually uploaded into the system. Only one document may be uploaded for each required attachment.
 - b. Documents will only be accepted in PDF file format.
 - c. Please do not use special characters (!, @, #, \$, etc.) in the names of these attachments.
6. Save and finish later. At the bottom of any page of the application, you can click Save & Finish Later to save the data entered thus far and return later to complete the application prior to the submission deadline. To access your account and finish your partially completed application click here:
https://www.GrantRequest.com/SID_5491?SA=AM
7. Submit your application. Carefully review your application for completeness. Click the submit button to send your application to The Community Foundation. You will receive an email confirming receipt of your application. If you do not receive a confirmation, please check your spam filter/folder.

Proposals that do not include all required elements will not be considered for funding. Proposals that are incomplete will not be reviewed or considered for funding. If you have any questions about the online grant portal, contact Melen Hagos at mhagos@thecommunityfoundation.org.