

Master Grant Submission Document

This document will be referenced as information is added directly to the Children's Trust application. Files are referenced when necessary.

Blue - narrative drafted

Red-needed items

Introduction

-nothing needed, mark complete

Program Overview

Populations to be Served (dropdown)

Service Timeframes(dropdown)

Program Description (300 Words):

Populations to be Served

Populations to be Served (dropdown)

Factor Impacting Service Population (word limit: 300):

- Describe the cultural and social factors that impact the children and youth expected to attend the program, including gender, age/grade, race/ethnicity, culture, language, exceptional learner status, disability status, child literacy levels, family economic stability, immigration status, family education levels, and social supports.
- If serving a particular neighborhood or geographic area of the county, describe any relevant neighborhood factors that may impact children and youth, such as poverty, crime, unemployment and/or community violence and trauma.
- Describe the needs of the population the program intends to address, and how the program will be responsive to these needs and the diversity of those being served.
- If proposing a specialty program exclusively for children and youth with disabilities, justify why the specialty programming is preferable to inclusion programming and how the program will deliver needed specialized and/or therapeutic supports.

Outreach and Marketing Strategy (word limit: 300):

- Describe the marketing plan and strategies for reaching the intended population(s) for initial program referral, recruitment and enrollment into the program. What have been the most effective strategies used in the past?
- Include any planned connections to obtain program enrollment referrals from key gatekeepers that determine enrollment decisions for children and youth, such as parents and caregivers, schools, other systems partners, as well as the children and youth themselves. Be sure to list any formal organizations in the implementation partners section that follows, with any related letters of support or memoranda of understanding (MOU), if applicable.
- Be sure to address how the program will recruit and enroll children and youth with disabilities, as required.
- If proposing to serve multiple populations, be clear which strategies relate to each proposed group.

Retention and Engagement Strategy (word limit: 300)

- Describe the retention and engagement plan and strategies for keeping the enrolled children and youth participating regularly in the program. What have been the most effective strategies used in the past?
- Be sure to address how the program will engage and retain children and youth with disabilities, as required.
- If proposing to serve multiple populations, be clear which strategies relate to each proposed group.
- Identify any anticipated challenges for the populations to be served and strategies for how these challenges will be addressed, including potential engagement or retention challenges.

Transportation Logistics (word limit: 200)

- For after-school proposals to use sites that are not the participants' school, explain how children and youth will get to the program after school is dismissed.
- If it is anticipated that the intended service population will have challenges getting to the program location and/or getting home from the program, explain how these challenges will be overcome within this proposal.
- If late program hours (past 6 p.m.) are proposed, clarify how the program will ensure that participants will get home safely.

Service Sites

-see tab sites in master dropdown responses

Population and Sites - Summary

Review but information here populates from the Service Sites table; mark complete when ready

Program Activities

-see tab activities in master dropdown responses

-see K to 5th activities here

-see 6 to 8th activities here

-see 9th to 12th activities here

Cross-cutting strategies and schedules

Social and Emotional Wellness (SEW) within Program Staff and Environment (word limit: 300):

- Describe the applicant's efforts and actions that will ensure a healthy and supportive environment for both program participants and program staff.

Youth Voice and Choice (word limit: 300)

- Describe how the overall program design, schedule and activities will incorporate youth voice and choice to increase participant engagement. Be sure to address all proposed grade-level groups. What methods will be used to ensure that proposed activities are delivered in a way to meet the interest and needs of participants? Word limit: 300 words

Sample Schedule After-school Program (upload):

Upload a single document that includes a sample schedule of a full week of after-school services for each proposed population (SIY, ES, MS, HS, FC). Activity frequency and intensity should reflect what is proposed in the Activities Table. Note: Although the system will allow for multiple file uploads, combining all sample after-school schedules across the proposed populations into one file will make it easier for reviewers.

Sample Schedule Summer Camp (upload):

Upload a single document that includes a sample schedule of a full week of summer services for each proposed population (SIY, ES, MS, HS, FC). Activity frequency and intensity should reflect what is proposed in the Activities Table. Note: Although the system will allow for multiple file uploads, combining all sample summer schedules across the proposed populations into one file will make it easier for reviewers.

Implementation Partners

-see tab partners in master dropdown responses

-see the file for letters/MOUs here

Participant Outcomes

Do not enter anything; mark as complete

Staffing Description

Staffing Plan Description: Describe the staffing plan for the proposed program while addressing the following points.
(Word Limit: 600)

- Describe the overall staffing plan proposed to deliver youth development services in alignment with this solicitation, including a summary of the positions and roles.
- Describe the plan to hire and retain the necessary staff for a successful program implementation, including whether staff need to be recruited and hired or are already available within the applicant agency. In particular, what are the recruitment strategies for certified teachers or the equivalent who will deliver DLI if serving ES children.
- How will the applicant ensure racial equity, diversity and inclusion principles are met and that staff are attuned to minimize implicit bias and express cultural humility through service delivery?
- What is the staff's demonstrated expertise carrying out similar activities and working with similar children and youth, including children and youth with disabilities?
- Description of roles and responsibilities for direct service or supervisory staff, including when not directly serving children and youth.
- Describe the approach to staff supervision and management, including of volunteers and subcontractors, if applicable. Include the expected frequency, duration and content of supervision activities.
- Describe typical staff training and professional development practices that support program quality and continuous learning.

Staffing Organizational Chart Upload

Upload a current organizational chart for the proposed program to illustrate the purpose staffing plan. Please ensure that position titles match those listed elsewhere in the application. Make it clear on the chart which positions are dedicated to direct participant services.

[See here for the final file](#)

Staffing Table

-see tab staffing in master dropdown responses

Subcontractor Budget Detail

-see tab subcontractor in master dropdown responses

Lead Agency Budget Summary

-see tab budget in master dropdown responses

Continuous Learning & Quality Improvement Supports (CLQI)

Data Management Practices(Word Limit: 400)

Describe the program's data management practices and include methods/protocols for ensuring data integrity, accuracy and timely reporting. Describe how the applicant will leverage technology to collect and manage data efficiently, including to meet the requirement of reporting attendance daily.

Quality Assurance Approaches and Data Reflection (Word Limit: 300)

Describe how the applicant uses data to improve program quality and ensure fidelity (i.e, that supports are implemented as intended), including those delivered by staff, subcontractors, and professional services partners.

Program Quality and Fidelity Attachments Upload

If applicable, attach any documents that will be used to track and measure program fidelity and quality improvement.

Organizational Capacity

Agency Mission, Leadership, and Past Performance (Word Limit:600)

- Brief agency mission statement.
- Describe the agency's capacity, history, and past performance in providing services like those being proposed.
- Agency leadership background and qualifications, including executive management and board of directors: How many executives and board members lead the agency; what is their role in management and governance decisions related to the proposed program? Describe leadership representation, knowledge of, and/or experience with the populations/neighborhoods proposed to be served.

Supporting Documents

- Documents that demonstrate a history of the successful past performance of similar activities or services to those being proposed with similar populations/neighborhoods
- List of current board members (including name, professional or community affiliation, number of years on the board, another relevant background)

Organizational Capacity (New Applicants Only)

-not applicable

Application Review Process

Authorized Official First Name

Authorized Official Last Name

Authorized Official Title

Internal Grant Writing Support

Does applicant agency have dedicated staffing position(s) to support grant writing, fundraising and/or other resource development?

External Grant Writing Support

Did applicant agency utilize external grant writing support in the preparation of this application?

Consultant Name (first and last):V

Please provide the name and contact information for the grant writing consultant.

Consultant Company (if applicable):

Consultant EmailValidation Placeholder Required Image Indicator

Conflict of InterestValidation Placeholder Required Image Indicator

Does anyone on the board of directors or staff of the applicant agency have a conflict of interest with The Children's Trust's Board of Directors or staff?

Conflict of Interest Details:

Unpaid Taxes

Does the applicant owe any money to the Internal Revenue Service (IRS) or other taxing authority (e.g., Florida Department of Revenue) for unpaid, past due, payroll or other taxes?

Unpaid Taxes

Pending Investigations

Is applicant under investigation by the Office of the Inspector General or any other federal, state or local authorities?

Pending Investigation Please explain the nature of the investigation.

Application Certification

I do hereby certify to the following statements.

All work contained within this application is the unique and original product of the agency I represent and has not been plagiarized or duplicated in any way from another's work. All facts, figures and representations made in this application and supporting documents are true and correct.

I have reviewed and understood all general grant-related information on The Children's Trust Grants dropdown menu at www.TheChildrensTrust.org/Content/Grants, inclusive of eligible applicants, general programmatic funding requirements, core contract and requirements, legal requirements, and competitive procurement appeals process.

All applicable statutes, regulations and procedures for program compliance and fiscal control, including but not limited to those contained in the application and contract, will be implemented to ensure proper accountability of funds. I certify that the funds requested in this application will not duplicate or replace funds that would otherwise be used for the purposes set forth in this proposal, and that the funds requested are a true estimate of the amount needed to operate the proposed program.

I have been duly authorized to act as the representative of the agency in connection with filing this application. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

This bid process is subject to the Cone of Silence and Florida's conflict of interest laws (§112.311, et. seg). I further state that to the best of my knowledge, submission of this proposal is in compliance with the state and county conflict of interest laws.