



REQUEST FOR PROPOSALS (RFP)

LEADING GRANT

MENTORING

RFP Designation Number: PRO 2026 – 03

Release Date: 09/05/2025

Amount Per Proposal: \$200,000

Total Grant Allocation: \$200,000

Contract Term if Awarded: 01/12/2026 – 09/30/2026

Contract Period: 01/12/2026 – 09/30/2030

LEADING GRANT

On August 28, 2025, the Children's Board of Hillsborough County (CBHC) approved the release of this competitive Leading Grant Request for Proposals (RFP). A contract awarded to an organization that primarily serves a priority population with a collaborative approach to service delivery that supports at least one strategic focus area. Leading Grants are expected to meet at least three measurable outcomes annually.

Rebecca Bacon, Executive Director
Robin Wright DeLaVergne, Board Chair

TABLE OF CONTENTS

	Page
ABOUT THE CHILDREN'S BOARD	2-3
ABOUT HILLSBOROUGH COUNTY	3
Section 1 BACKGROUND INFORMATION	
1. STATEMENT OF PURPOSE	4
1.1 CBHC IS NOT SEEKING TO FUND	4
1.2 GENERAL REQUIREMENTS	4-5
1.3 RESTRICTED COMMUNICATIONS	5
1.4 DEMOGRAPHIC DATA COLLECTION	5
1.5 PROCESS TIMELINE	5-6
1.6 APPENDIX DOCUMENTS	6
Section 2 PROPOSAL CONTENT AND SUBMISSION	
2. COVER SHEET AND SIGNATURE PAGE	7
2.1 PROPOSAL NARRATIVE GUIDELINES	7-8
2.2 ADDITIONAL ATTACHMENTS	9-11
2.3 SUBMISSION INSTRUCTIONS	12

CBHC is seeking proposals from nonprofit organizations to offer mentoring services on site at identified Hillsborough County Public Elementary Schools. This service priority was identified in collaboration with the School District of Hillsborough County.

CBHC FOCUS AREAS



ABOUT THE CHILDREN'S BOARD

In 1988, Hillsborough County residents agreed that improving supports and services to our county's children and families was a major priority for our community's future. Thus, the CBHC was established in 1989 as a Special Taxing District allowing a levy not to exceed 50 cents per \$1,000 of the assessed property tax. CBHC is committed to funding opportunities through strategic grant development principles, leveraging strategies and research with community perspectives in mind to promote wellness, learning, professional development, and enhance service delivery systems. CBHC releases funding opportunities each year based on revenue projections, contract terms ending, and Board approval.

Our **VISION** is for Hillsborough County to be recognized as one of the top places in the nation to raise children.

We work toward this vision by *investing in partnerships and quality programs to support the success of all children and families in Hillsborough County* – that’s our **MISSION**.

As we partner with community providers, we live by our **CORE VALUES** of Integrity, Excellence, Teamwork and Respect.

FUNDING PLATFORMS:

- Investment Grants (more than \$1,000,000);
- Uniting Grants (between \$300,000 and \$999,999);
- Leading Grants (up to \$299,999); and
- Technical Assistance Grants (under \$10,000).

2024 COMMUNITY IMPACT

CBHC has invested more than \$49 million in one hundred and fifty-two programs to address the needs of our community. Contracted programs served 163,068 children and their families with an additional 4,008 professionals who received support services. CBHC works in partnership with funded programs to evaluate the impact of services provided to children and families. We assess the overall effectiveness of the investments within a Results-Based Accountability framework by measuring:

- *How much did we do;*
- *How well did we do it; and*
- *Is anyone better off?*

Additional information may be accessed on the website at www.childrensboard.org.

ABOUT HILLSBOROUGH COUNTY

Our funded programs support children and families in **Hillsborough County, Florida**.

According to the most current American Community Survey, the total population in Hillsborough County, Florida is 1,581,426, of which almost 5.6% are children under five years of age, and 21.5% are children under eighteen. In addition, 45.8% of the population is white alone (not Hispanic or Latino), 30.4% is Hispanic, and 18.6% is Black or African American alone.

SECTION ONE – BACKGROUND INFORMATION

1 STATEMENT OF PURPOSE

To fund one direct services program that offers mentoring services to address prevention, and/or early intervention. Services must reflect best practices and improve outcomes for children in Hillsborough County Public Schools (HCPS). The RFP is open in the following CBHC focus area: **Children are Ready to Learn and Succeed.**

The selected grantee will collect data and support the following **HCPS framework** to deliver mentoring services at school sites which do not interfere with school expectations for students:

Tier 2	Tier 3
Mentor Advocate (during school day)	Mentor Partner (during school day)
Biweekly or monthly touch points	Weekly or biweekly touch points
Minimum 30 minutes per touch point	Minimum 30 minutes per touch point
Group size 4-20	Group size 1-3

Priority Populations:

- Children attending James, Potter, Foster, and/or Burney elementary schools.

1.1 CBHC IS NOT SEEKING TO FUND

- Sub-contracted services;
- Virtual Mentor Services;
- Tutoring or Life Coach Services;
- Mentoring services that occur before school, after school, or on the weekends; and
- An expansion of a program currently funded by CBHC.

1.2 GENERAL REQUIREMENTS

- Submissions are only accepted in SurveyMonkey Apply, refer to guide in Appendix (#1).
- Read Governing Board Policies in Appendix (#2).
- Read General Terms and Conditions in Appendix (#3).
- CBHC funding or resources shall not be used to supplant funding for activities which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to support.
- CBHC accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of such Proposal.

- Services and resources funded by the CBHC are available to all families and children who are eligible for services and resources, as determined by the funded agency's program eligibility and admission criteria.
- Any CBHC Grantee (current or former) deemed out of compliance with contractual obligations may be ineligible for CBHC funding.
- There is the expectation that a Grantee will procure, pay for, and maintain Commercial General Liability and Automobile Liability Insurance throughout the period of the awarded contract.
- There is an expectation that Proposers are informed and comply with:
 - Americans with Disabilities Act. Refer to <https://adata.org/factsheet/ADA-overview>

1.3 RESTRICTED COMMUNICATIONS

Communication with CBHC personnel, Community Review Team members, and/or CBHC Governing Board members regarding this Request for Proposals, from date of release through Board review or approval may result in disqualification of the proposal.

1.4 DEMOGRAPHIC DATA COLLECTION

If awarded, Grantees will be required to collect and submit demographic data located in Appendix (#4) for all participants and/or professionals served. Outcome data may also be required to be collected and entered based on the tools selected to measure impact. Grantee may need to use the CBHC Analytical Tracking System to enter information.

1.5 PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE

<i>DEADLINE / DUE DATE</i>	<i>ACTIVITY</i>
9/16/2025 4:00pm	Complete and send template "Proposing to Work with Hillsborough County Schools" and Draft Letter of Support to: Amie.Wilbanks@hcps.net
09/12/2025 2:00pm	Information Session is In-Person Children's Board 1002 East Palm Ave. Tampa, FL 33605
09/18/2025 by 11:59pm	Written Proposer Questions - Only send to: CBHCFundingRelease@ChildrensBoard.org Specify RFP designation number in subject line.
09/24/2025	Final Answers to Questions posted on CBHC website
10/01/2025 by 11:59pm	Proposal Submission
Week of 10/13/2025	Community Review Team Session(s)
Week of 10/20/2025	Questions for Recommended Proposer(s) - Optional

10/23/2025	Board Review for Approval of Funding Recommendation(s)
01/12/2026	If awarded: Contract Start Date

SPECIAL NOTES:

- The recorded information session may be available on the CBHC website under Funding/Funding Opportunities.
- All information session attendees must sign in with the organization name, attendee name, and contact email.
- Pre-registration or attendance at the information session is not required.

1.6 APPENDIX DOCUMENTS ARE FOR INFORMATION ONLY

1. Survey Monkey Apply Guide
2. Relative Governing Board Policies/Standard Conditions for Procurement
3. General Terms and Conditions
4. Required Demographic Data
5. Matrix/Workplan Instructions
6. New Program Funding Budget Instructions
7. Hillsborough County Public Schools (HCPS) Letter of Support Instructions and Template
8. Community Review Team Scoring Criteria Checklist

END OF SECTION ONE

SECTION TWO – PROPOSAL CONTENT AND SUBMISSION

2. COVER SHEET AND SIGNATURE PAGE – ATTACHMENT (#1) (6 POINTS)

Required Attachment #1 is the Cover Sheet and Signature Page which has two components:

1. The Cover Sheet is a series of questions about the Applicant Organization and Program to be completed within SurveyMonkey Apply.
2. Download the Attachment #1 to print Signature Page from www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/.
 - **Two distinct individuals** (Authorized Official and Board Chair) must date and sign the Signature Page.
 - Scan and upload the document to SurveyMonkey Apply.

2.1 PROPOSAL NARRATIVE GUIDELINES

The Narrative must include the following information and cannot exceed **3,000 words**.

2.1.1 ORGANIZATIONAL OVERVIEW (10 POINTS)

- a) Organization's Mission Statement;
- b) Indicate years of operation and programs currently offered in Hillsborough County;
- c) Briefly describe qualifications and background of the management and finance staff and include if they are paid employees, volunteers, or contracted;
- d) Provide an example of how the organization ensures equal opportunity to employ staff, recruit volunteers, and recruit Board members based on the needs of the organization and demographic composition of Hillsborough County;
- e) Disclose any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s); and
- f) Describe organization's internal quality assurance procedures for managing grant funding in the following areas:
 - Contract compliance;
 - Meeting reporting deadlines; and
 - Fiscal accountability.

2.1.2 FINANCIAL CAPABILITY (10 POINTS)

- a) Indicate which accounting system is used by the organization;
- b) Indicate if written financial policies and procedures have been established; and
- c) Provide an example of how one is used in daily operations for managing grants.

2.1.3 STATEMENT OF NEED AND POPULATION TO BE SERVED (10 POINTS)

- a) Summarize the need with a clear description of the population you propose to serve, including age focus; and
- b) Specify program eligibility for participants to be enrolled in proposed program.

2.1.4 PROPOSED PROGRAM DESCRIPTION AND DESIGN (20 POINTS)

- a) Describe how the proposed program will implement the HCPS Framework from Page Four of this RFP.
- b) Specify locations, duration, and frequency of main service activities;
- c) Indicate average length of time in program;
- d) Describe how model fidelity for services will be sustained for students and schools;
- e) Describe staff and/or volunteer training requirements for the model;
- f) Describe strategies to enroll and retain participants;
- g) Describe how you ensure staff and practices are respectful and responsive to the needs of the people and schools you serve; and
- h) Describe software or tools utilized to collect, track, and report both demographic information and measurable performance outcomes.

2.1.5 PARTNERSHIP AND COLLABORATION (5 POINTS)

- a) Explain how the proposed model is supported by **local** evidence from the School District of Hillsborough County, families and/or assessments to support the need in Hillsborough County.
- b) Detail evidence from families that address best practices for service delivery.
- c) Specify Informal Partnerships, in-kind resources or Other Vendor Services necessary to deliver quality services and describe their role in the proposed program.

SPECIAL NOTES:

- Selected grantee will be required to follow School District procedures for Level ONE Background screening, attending mentoring training and complete a mentoring impact report to be submitted at the end of the school year.
- Informal Partnerships do not require Sub-contract for the purposes of this RFP. Other Vendor Services is defined in Appendix (#6).

END OF PROPOSER NARRATIVE

2.2 ADDITIONAL ATTACHMENTS

2.2.1 MATRIX/WORK PLAN – ATTACHMENT #2 – (10 POINTS)

Required to complete Attachment #2 is the Matrix/Work Plan which outlines how the Proposer will meet outcomes, refer to Appendix (#5) Matrix/Work Plan Instructions. **Complete only for Year One** and keep to one page for each outcome selected.

Objective: One sentence with the total number of participants that will be enrolled with a description of priority population, main service and location of service.

Proposed Program Activities: Brief and specific service titles provided to priority population with frequency and duration.

Outcomes: Choose three outcomes as written from the list below. Select three outcomes which best reflect the impact of the model proposed and for which the best data can be collected:

1. 85% of Children with Increased School Connection/Engagement
2. 90% of Children Regularly Attend School
3. 75% of Children with Improved Positive Social Behaviors
4. 80% of Children with Improved Progress Towards Academic Success
5. 95% of Children with On-Time Grade Promotion

Data Source: Name a proposed measurement tool to be used if available and/or where the data will be stored.

SPECIAL NOTES:

- The Matrix/Work Plan will be finalized in partnership with CBHC during contract development if an award is granted.
- Matrix/Work Plan activities are not for staff administrative tasks or duties.

2.2.2 BUDGET – ATTACHMENT (#3) (20 POINTS)

Required to complete the Budget using Attachment #3 in which Proposers should include necessary funds to operate the program effectively according to the service delivery model to meet outcomes. Refer to the New Program Funding Budget Instructions, Appendix (#6) to develop the budget summary, salary detail, and budget narrative for First Year and Second Year Operating Budget.

First Year Operating Budget is the amount deemed necessary for startup and services or to fully operate a year-round program between **January 12, 2026 through June 30, 2026** and **August 1, 2026 through September 30, 2026**.

- First Year Operating Budget may not exceed **\$200,000**
- Do not include expenses for the month of July.

Second Year Operating Budget is the amount deemed necessary to fully operate the program between **October 1, 2026 and September 30, 2027**.

- Second Year Operating Budget may not exceed **\$260,000**.
- An 11-month contract, do not include expenses for the month of July.

Complete and upload the required budget for both First- and Second-Year funding using the Excel file posted with the release which includes four tabs:

- Tab (1) – New Program Funding Budget Summary,
- Tab (2) – Salary Detail,
- Tab (3) – First Year Budget Narrative, and
- Tab (4) – Second Year Budget Narrative.

SPECIAL NOTES:

- CBHC disperses funds on a cost reimbursement basis, which means that expenses must be paid prior to requesting reimbursement.
- Do not change or alter the Excel form.
- First Year budget may include one-time expenses that may not be necessary in Second Year.
- Unallowable expenses included in the budget are subject to removal and the overall budget may be reduced if Proposer is recommended for funding.
- If the program charges fees for services, they must be included in the “other funding sources” line of the budget under the revenue section.
- Proposers are encouraged to pay fair market wage for employees in the Salary Detail.

2.2.3 IMPLEMENTATION PLAN – ATTACHMENT (#4) (6 POINTS)

Complete template provided to upload a one-page Implementation Plan based on the **First Year Activities** which includes anticipated **start date** for services.

2.2.4 BOARD OF DIRECTORS – ATTACHMENT (#5) (3 POINTS)

Complete the template provided.

SPECIAL NOTE: This list will not be shared or used to solicit donations.

2.2.5 LETTERS OF SUPPORT – ATTACHMENT (#6) (NOT SCORED)

Upload the required, current Letter of Support from the School District of Hillsborough County, refer to Appendix #7. Two additional letters may be uploaded ONLY if the proposed program will:

- Receive in kind goods or services to support the proposed program. Letters must be current, on the agency's letterhead, including what will be provided, and signed by an agency representative.

SCHOOL DISTRICT NOTES:

- Hillsborough County Public Schools reserves the right to provide a Letter of Support and redirect Proposers to other similar schools.
- HCPS and CBHC reserve the right to deny a letter of support or not grant an award if there is a duplication of services; conflict with existing initiatives; or as a result of other federal, state, or local requirement/circumstance.
- If awarded, Grantee must follow HCPS or elementary school calendar and closures.

2.2.6 AUDIT, REVIEW, OR UNAUDITED ANNUAL FINANCIAL STATEMENTS - ATTACHMENT #7 (NOT SCORED)

Please upload one copy of the agency's most recent Audit, Review or Unaudited Annual Financial Statements. Definitions are as follows:

- **Audit** is required if the agency's total expenses are greater than or equal to \$300,000.
- **Review** is allowed if the agency's total expenses are less than \$300,000.
- **Unaudited Annual Financial Statements** allowed if the agency's total expenses are less than \$300,000, there is no current Audit or Review and the agency is not currently funded by CBHC. Unaudited Annual Financial Statements are:
 - Income Statement
 - Statement of Cash Flow
 - Statement of Changes in Equity

Audit or Review submission based on Agency Fiscal Year please refer to the table below:

Agency's Fiscal Year:	Audit / Review to be uploaded:
4/1/2024 - 3/31/2025	Year End for 2025
7/1/2024 – 6/30/2025	Year End for 2024
10/1/2024 - 9/30/2025	Year End for 2024
1/1/2025 – 12/31/2025	Year End for 2024

2.3 SURVEY MONKEY APPLY SUBMISSION INSTRUCTIONS

Requirements via SurveyMonkey Apply (SMA) available at

<https://cbhcgrants.smapply.org/> .

- a) **Cover Sheet** (Form in SMA)
- b) **Signature Page** (Attachment #1 template provided, upload PDF file to SMA)
- c) **Narrative** (Form in SMA)
- d) **Matrix** (Attachment #2 template provided, upload PDF or Word file to SMA)
- e) **Budget** (Attachment #3 template provided, upload Excel file to SMA)
- f) **Implementation Plan** (Attachment #4 template provided, upload PDF or Word file to SMA)
- g) **Board of Directors** (Attachment #5 template provided, upload PDF or Word file to SMA)
- h) **Letters of Support** (Attachment #6) (No template provided; upload PDF file to SMA)
- i) **Audit, Review, Financial Statements** (Attachment #7) (No Template, upload PDF file to SMA)

SPECIAL NOTES:

- Proposers must hit **"Submit"** in SurveyMonkey Apply for proposal to be considered.
- Use Appendix (#1) for directions on how to use the online grant application system, contact information for SurveyMonkey Apply support staff, and links to frequently asked Applicant questions.
- Templates provided can be found on the CBHC website located at:
www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/
- Proposals **will not** be accepted by e-mail, mail, courier, or hand delivery.
- Do not include active web links in any responses.

Incomplete submissions may be disqualified.