



## REQUEST FOR PROPOSALS (RFP)

### LEADING GRANT

### YOUTH COUNCIL

**RFP Designation Number:** PRO 2026 – 05

**Release Date:** 09/26/2025

**Amount Per Proposal:** \$100,000

**Total Grant Allocation:** \$100,000

**Contract Term if Awarded:** 02/02/2026 – 09/30/2026

**Contract Period:** 02/02/2026 – 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 specific geographic area or region with a collaborative approach to service delivery that supports at least one strategic focus area; proposes to meet an emerging need; or serves a priority population. Leading Grants are expected to meet at least three measurable outcomes annually.

CBHC is seeking to fund one proposal from a local nonprofit organization to engage youth in an advisory council capacity to collaborate on community success outcomes. This service priority was identified during strategic planning and community engagement activities.

Rebecca Bacon, Executive Director  
Robin Wright DeLaVergne, Board Chair

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## ABOUT THE CHILDREN'S BOARD

### CBHC FOCUS AREAS



In 1988, Hillsborough County residents agreed that improving support 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.

The 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:** Primary funding platforms support the four strategic focus areas:

- 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](http://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 service program that supports prevention efforts to engage youth through an advisory council. Services must reflect best practices and improve youth success in Hillsborough County. The RFP is open in the following Children’s Board focus area: Children are Ready to Learn and Succeed

#### **Priority Populations:**

- High School Students

#### **Geographic Focus to address needs:**

- Hillsborough County

The selected grantee will develop a Council cohort that will intentionally engage youth to:

- use their skills to complete community service projects,
- facilitate ideas through local partnerships, and
- provide the CBHC with perspectives on emerging youth needs and programming.

The design, operating principles and eligibility proposed will be reviewed in consideration of how the model addresses the following:

- incorporated youth voice in the proposal submission,
- youth consultation for council decision making,
- meets the needs of youth schedules, and
- acknowledgement of youth time and efforts in meaningful ways.

### 1.1 CBHC IS NOT SEEKING TO FUND

- Sub-contracted services;
- Service delivery locations in Hillsborough County School District properties; Charter or Private Schools;
- Expansions of currently funded CBHC programs; and
- Mentoring or life coaching services.

## 1.2 GENERAL REQUIREMENTS

- Submissions are only accepted through 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 Liability Insurances throughout the contract term. Refer to Appendix (#3).
- There is an expectation that all Proposers are informed and comply with:
  - Americans with Disabilities Act. Refer to <https://adata.org/factsheet/ADA-overview>
  - Federal, state, and local requirements for Level Two background screening. Refer to [www.myflfamilies.com](http://www.myflfamilies.com).

## 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 youth enrolled. 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><b>DEADLINE / DUE DATE</b></i> | <i><b>ACTIVITY</b></i>   |
|-----------------------------------|--|
| <b>10/8/2025<br/>1:00pm</b>       | <b>Information Session</b><br><i>In-Person</i><br>Children’s Board 1002 East Palm Ave. Tampa, FL 33605   |
| <b>10/15/2025 by 11:59pm</b>      | <b>Written Proposer Questions</b><br>Only send to:<br><a href="mailto:CBHCFundingRelease@ChildrensBoard.org">CBHCFundingRelease@ChildrensBoard.org</a><br><b>Specify RFP designation number in subject line.</b> |
| <b>10/20/2025</b>                 | Final Answers to Questions posted on CBHC website  |
| <b>10/28/2025 by 11:59 pm</b>     | Proposal Submission  |
| <b>Week of 11/10/2025</b>         | Community Review Team Session(s)   |
| <b>Week of 11/17/2025</b>         | Questions for Recommended Proposer(s) - Optional   |
| <b>11/20/2025</b>                 | Board Review for Approval of Funding Recommendation(s)   |
| <b>02/02/2026</b>                 | 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’s 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. Community Review Team Scoring Criteria/Checklist

**END OF SECTION ONE**

## SECTION TWO – PROPOSAL CONTENT AND SUBMISSION

### 2. COVER SHEET AND SIGNATURE PAGE – ATTACHMENT (#1) (5 POINTS)

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

1. Answers to Cover Sheet questions about the Applicant Organization and Program are completed within SurveyMonkey Apply.
2. Download Attachment #1 to print the Signature Page from [www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/](http://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).
- 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.
- 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 youth you propose to serve.
- b) Specify program eligibility for participants to be enrolled in proposed program.

#### **2.1.4 PROPOSED PROGRAM DESCRIPTION AND DESIGN (20 POINTS)**

- a) What are the main services to be provided for which funding is needed?
- b) Specify location, duration, and frequency of main services.
- c) Indicate the participant's average length of time in program.
- d) Explain the type of proposed program model based on research or best practices for implementation.
- e) How will model fidelity be sustained?
- f) Describe staff and/or volunteer training requirements for the model.
- g) Describe strategies to enroll and retain participants.
- h) Describe how staff and practices are respectful and responsive to the needs of the youth served.
- i) Describe software or tools utilized to collect, track, and report both demographic information and measurable performance outcomes.

#### **2.1.5 PARTNERSHIP AND COLLABORATION (6 POINTS)**

- a) Detail evidence from youth/families that address best practices for service delivery to include accommodations for school schedules.
- b) Describe how youth will be involved in council decision making.
- 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:**

- Informal partnerships do not require Sub-Contracts for the purposes of this RFP.
- Other Vendor Services may be used and are defined in Appendix (#6).

**END OF PROPOSER NARRATIVE**

## 2.2 ADDITIONAL ATTACHMENTS

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

Required 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 target population, main service and location of service.

**Proposed Program Activities:** Brief and specific titles of services provided to priority population with frequency and duration. Indicate method of service delivery as in person and/or virtual.

**Outcomes:** Select outcomes that align with the program model, priority population, and for which you can collect the best data.

Effective performance will be measured through Outcomes or Deliverables. Please select **three** from the following list to include in Matrix/WorkPlan:

1. Youth have Improved Self-Esteem
2. Youth demonstrate Increased School Connection/Engagement
3. Youth demonstrate Improved Positive Social Behaviors
4. Youth have Increased Educational Aspirations
5. Youth achieve Improved Skills (such as: leadership, civic engagement, communication and public speaking, teamwork, decision-making, and/or project planning)
6. Youth with Increased Knowledge (such as: grant-making, local government, advocacy and/or policy making)
7. Youth demonstrate Improved Youth – Adult Partnerships
8. Youth demonstrate Increased Community Involvement (such as: service projects).

**Data Source:** Name a proposed measurement tool for each outcome if available and/or where the data collected will be stored.

#### **SPECIAL NOTE:**

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

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

Required Attachment #3 is the Budget 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 program between **February 2, 2026 and September 30, 2026**.

- First Year Operating Budget amount may not exceed **\$100,000**.
- 8-month contract term.

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

- Second Year Operating Budget amount may not exceed **\$150,000**.
- Annualized 12-month contract term.

Complete and submit 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.
- Proposers encouraged to pay fair market wage for all employees in the Salary Detail.
- 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.

### 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 and upload 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)

**Required ONLY IF Proposer intends to:**

- Use space in locations not owned or rented by Proposer.
- Receive in kind goods or services for the proposed program.

#### **SPECIAL NOTES:**

- Up to three current letters may be uploaded.
- Letters include what will be provided for the proposed program.
- Letters should be on the agency's letterhead and signed by an agency representative.
- Lutheran Family Services reserves the right to provide a Letter of Support for collaboration with the Children's Board Family Resource Centers. Appointments must be made with Lutheran Family Services prior to requesting a Letter of Support.

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

Upload the agency's most recent Audit, Review or Unaudited Annual Financial Statements defined as:

- **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 SUBMISSION INSTRUCTIONS – SURVEY MONKEY APPLY

Required submissions 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) as a guide on how to use the online grant application system, contact information for SurveyMonkey Apply support staff, and links to frequently asked questions.
- Templates provided can be found on the CBHC website located at:  
[www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/](http://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.**