



REQUEST FOR PROPOSALS (RFP)

UNITING GRANT

MENTAL HEALTH WELLNESS

RFP Designation Number: PRO 2026 – 06

Release Date: 10/24/2025

Amount Per Proposal: \$400,000

Total Grant Allocation: \$1,200,000

Contract Term if Awarded: 4/06/2026 – 09/30/2026

Contract Period: 04/06/2026– 09/30/2027

UNITING GRANT

On September 25, 2025 the Children's Board of Hillsborough County (CBHC) approved the release of this competitive Uniting Grant Request for Proposals (RFP). A contract awarded to an organization that primarily serves a geographic area or offers services countywide with a collaborative approach to service delivery that supports one or more strategic focus areas. Uniting Grants are expected to meet four to six measurable outcomes annually.

CBHC is seeking proposals from nonprofit organizations with trained expertise in supporting family and youth mental health wellness in Hillsborough County. This service priority was identified during strategic planning with the governing Board and intends to fund more than one grantee. Services will build upon existing community resources or address gaps to support mental health wellness without supplanting services already paid for by other funding.

Rebecca Bacon, Executive Director
Robin Wright DeLaVergne, Board Chair

TABLE OF CONTENTS

	Page
ABOUT THE CHILDREN'S BOARD	2
ABOUT HILLSBOROUGH COUNTY	3
Section 1 BACKGROUND INFORMATION	
1. STATEMENT OF PURPOSE	4
1.1 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	6
2.1 PROPOSAL NARRATIVE GUIDELINES	7-8
2.2 ADDITIONAL ATTACHMENTS	9-11
2.3 SUBMISSION INSTRUCTIONS	11-12

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.

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 to support its 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 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 direct service programs that address promotion, prevention, and/or early intervention. Services must reflect best practices based on ages for families residing in Hillsborough County to positively impact behavioral support, resource navigation, stress relief, social connection or parenting. The RFP is open in two CBHC focus areas:

- Family Support
- Children are Ready to Learn and Succeed

Priority Populations:

- Parents/Caregivers with Children birth to age 18;
- Youth ages 11 - 18; and/or
- Pregnant Individuals

Geographic Focus to address needs:

- Countywide; Designated region(s) or neighborhood(s) in Hillsborough County

1.1 NOT SEEKING TO FUND

- Currently funded CBHC programs seeking to expand;
- Virtual Services;
- Service delivery locations within Hillsborough County licensed Family Child Care Centers or Family Child Care Homes; and
- Service delivery locations on School District properties; Charter or Private Schools.

SPECIAL NOTE:

- Therapeutic services billable through insurance cannot be reimbursed by CBHC.

1.2 GENERAL REQUIREMENTS

- Refer to Appendix #1: Submissions are only accepted through SurveyMonkey Apply.
- Refer to Appendix #2: Governing Board Policies.
- Refer to Appendix #3: General Terms and Conditions.
- 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 Proposer (currently or formerly funded by CBHC) deemed out of compliance with contractual obligations may be ineligible.
- There is the expectation that a Grantee will procure, pay for, and maintain Liability Insurances during the contract term per General Terms and Conditions.
- 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.

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>
11/3/2025 1:00pm	Information Session <i>In-Person</i> Children's Board 1002 East Palm Ave. Tampa, FL 33605
11/14/2025 by 11:59pm	Written Proposer Questions Only send to: CBHCFundingRelease@ChildrensBoard.org Specify RFP designation number in subject line.
11/21/2025	Final Answers to Questions posted on CBHC website
12/10/2025 by 11:59pm	Proposal Submission
Week of 1/5/2026	Community Review Team Session(s)
Week of 01/12/2026	Questions for Recommended Proposer(s) - Optional

02/26/2026	Board Review for Approval of Funding Recommendation(s)
04/06/2026	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 (in-person) must sign in with the organization's name, attendee's name, and contact email.
- Pre-registration or attendance at the information session is not required.

2.4 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/.
 - **Two distinct individuals** (Authorized Official and Board Chair) must date and sign the Signature Page.
 - Scan and upload the document to SurveyMonkey Apply.

SPECIAL NOTE:

- Digital signatures are acceptable.

2.1 PROPOSAL NARRATIVE GUIDELINES

The Narrative must include the following information and cannot exceed **4,000 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:
 - o Contract compliance;
 - o Meeting reporting deadlines; and
 - o 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 **local** need and barriers that will be solved;
- b) Provide a clear description of the populations to be served, including age focus; and
- c) Specify proposed program eligibility for participants to be enrolled.

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 average length of time in program;
- d) Select and explain the type of proposed program model from the following:

Evidence-Based (name source indicating the model successfully passed the standards of rigorous scientific research and evaluation which integrate the best available practices with practitioner expertise and other resources),

Promising Practice (name source with some degree of research evidence on the model for achieving the intended outcomes when implemented with fidelity but require additional research to conclude their effectiveness),

Evidence-Informed (name source indicating that model practices build upon the best available information but recognize implementations within specific contexts, and/or

Curriculum-Based (indicate who created or plans to develop the measurement tool based on a specific program model, coursework, or instruction).

- e) Based on interventions how will model fidelity be sustained for parents/caregivers and youth?
- f) Describe staff and/or volunteer training requirements for the model;
- g) Describe strategies to enroll and retain participants;
- h) Describe how you ensure staff and practices are respectful and responsive to the needs of the people you serve; and
- 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 families that address best practices for service delivery model.
- b) Specify **Informal** Partnerships, in-kind resources or Other Vendor Services necessary for agencies to deliver quality services and describe their role in the proposed program.
- c) If Sub-contract(s) will be used to deliver services to meet outcomes, this means a portion of the funding request will be shared with each Sub-contract used. Summarize sub-contracted service(s) and what qualifies them to meet the outcomes. In addition, upload the following documents for each sub-contract:
 - **Sub-Contract Budget;**
 - **Sub-Contract Board of Directors List; and**
 - **Sub-Contract Audit.**

SPECIAL NOTE:

- Informal Partnerships do not require Sub-contracts for the purposes of this RFP.
- See Appendix (#6) for definition of Sub-contract and Other Vendor Services.

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 naming the target population and the total number of participants that will be enrolled during the contract term with the main service description and location of service.

Proposed Program Activities: Brief and specific titles of services provided to participants to include frequency and duration.

Outcomes according to target population: Choose the one required outcome and select four additional outcomes as written from list below to complete the Matrix/Work Plan required Attachment.

Required Outcome for Pregnant Individuals; Parents/Caregivers; and/or Youth 11 – 18 years of age

At least 80% of a minimum of # have improved mental well-being.

Optional Outcomes for Pregnant Individuals and/or Parents/Caregivers

At least 80% of a minimum of # have increased parenting skills.

At least 70% of a minimum of # have reduced stress.

At least 85% of a minimum of # have increased knowledge of community resources.

Optional Outcomes for Youth 11 - 18 years of age

At least 75% of a minimum of # demonstrate improved positive social behavior.

At least 85% of a minimum of # demonstrate increased school connection/engagement.

At least 75% of a minimum of # have improved self-esteem.

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

SPECIAL NOTE:

- The Matrix/Work Plan activity column is not for staff administrative tasks or duties.
- The Matrix/Work Plan will be finalized in partnership with CBHC during contract development if an award is granted. The link will take you to recommended measures for the outcomes above. [2025 - 2026 RFP Uniting Grant - Mental Health Wellness](#)

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 a year-round program between **April 06, 2026 and September 30, 2026**.

- First Year Operating Budget amount may not exceed **\$400,000**.

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 amount may not exceed **\$800,000**.

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 encouraged to pay fair market wage for employees on 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 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.
- Serve populations that require referrals from specific sources.
- Use Sub-contract(s).

SPECIAL NOTES:

- Up to 3 current letters may be uploaded in SurveyMonkey Apply.
- Letters include what will be provided to 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 the Director of the Children's Board Family Resource Center prior to requesting a Letter of Support.

2.2.6 AUDIT– ATTACHMENT #7 (NOT SCORED)

Upload the most current Agency Audit based on Agency Fiscal Year according to 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

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** (*Attachment #7*) (*No Template provided, 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 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.