



## REQUEST FOR APPLICATIONS (RFA)

### SMALL NONPROFIT GRANT

**RFA Designation Number:** PRO 2026 – 09

**Release Date:** 01/06/2026

**Addendum 1:** 01/12/2026

**Addendum 2:** 1/15/2026

**Up to Amount Per Application:** \$50,000

**Total Grant Allocation:** \$400,000

**Year One Contract Term if Awarded:** 4/1/2026 – 9/30/2026

The Children's Board of Hillsborough County (CBHC) seeks to fund **New Agencies with Small Nonprofit grants** to support direct services for children (birth to age 18) and their families in Hillsborough County that works collaboratively with CBHC to support focus area that align with the Applicant's mission.

Rebecca Bacon, Executive Director  
Robin Wright DeLaVergne, Board Chair

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## ABOUT THE CHILDREN'S BOARD

### CBHC FOCUS AREAS



#### CHILDREN ARE HEALTHY AND SAFE

Early preventative health and education help families build nurturing and healthy habits



#### CHILDREN ARE DEVELOPMENTALLY ON TRACK

Early identification of developmental needs from birth to age five is essential for supporting a child's potential.

These habits are strengthened through coordination with community partners, including healthcare systems and primary care providers.

It gives caregivers a chance to better understand their child's developmental functioning and progress.



#### CHILDREN ARE READY TO LEARN AND SUCCEED

Culturally competent school readiness services for young children ages birth to five, to foster a nurturing, safe, and healthy environment.



#### FAMILY SUPPORT

Support for the whole family is essential to strengthening stability and overall well-being and plays a key role in a young child's brain development.

Quality early learning and later school success works best in collaboration with teachers, administrators, and families and provide support and professional development consistent with developmental and grade level benchmarks.

Positive early experiences and nurturing relationships help build secure attachments and lay the foundation for healthy physical, cognitive, and social-emotional development.

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

Children's Board 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.

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.

Additional information may be accessed on the website at [www.childrensboard.org](http://www.childrensboard.org).

## SECTION ONE – BACKGROUND INFORMATION ABOUT THE RFA

### 1.1 PURPOSE

- One-time, time-limited grants based on performance through 9/30/2027 which fund:
  - an existing program that needs to improve or expand direct services or
  - a new program
- Contract period is not subject to extension.

### 1.2 ELIGIBILITY REQUIREMENTS

- Seeking New Agencies.
  - New Agency refers to agencies that are not currently funded by a CBHC Leading, Uniting, or Investment continuation contract for direct services.
  - This excludes 2026 Technical Assistance, Match and Emerging Grant only recipients.
- Florida Not-For-Profit Corporations legally operating in the state of Florida and verifiable at [www.sunbiz.org](http://www.sunbiz.org).
- From date of release, agencies must be established and active for at least one consecutive year from date filed or last reinstatement with State of Florida Division of Corporations.
- Applicants have an overall Agency budget of **\$750,000** or less.
- CBHC accepts no responsibility for any expense incurred by the Applicant in the preparation and presentation of such Application.
- Applications will not be accepted by e-mail, mail, courier, or hand delivery.
- Applicant Expectations:
  - will have active Liability Insurances during the contract term, refer to **Attachment Appendix 3**.
  - has capability for cost reimbursement which means that if awarded expenses must be paid prior to requesting reimbursement from the Children's Board.

### **CBHC is not seeking to fund:**

- Agencies with an currently active Leading, Uniting, or Investment Grant with the CBHC (this information is on the first page of the Standard Agreement Cover Sheet);
- Construction, renovations or vehicles;
- New agency start-up costs(Such as incorporation or filing fees, major equipment purchases, and/or office/space build out or set up);
- Services located in Private, Public, or Charter elementary, middle or high schools;
- Entities that are Child Care Centers or Family Child Care Homes; or
- More than one application from the same Agency.

### **1.3 RESTRICTED COMMUNICATIONS**

Communication with Children's Board personnel, Community Review Team members, and/or CBHC Governing Board members regarding this Request for Applications, from date of release through Board review or approval may result in disqualification of the application

### **1.4 DATA COLLECTION**

If awarded, Grantees will be required to collect and submit demographic data located in Appendix (#4) for participants served. Outcome data is also collected and entered based on the tools determined in partnership with CBHC to measure impact. If awarded, CBHC will train Grantees in utilizing the Children's Board Analytical Tracking System to enter information.

### **1.5 PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE**

<i><b>DATES</b></i>	<i><b>ACTIVITY</b></i>
<b>1/13/2026 1:00pm or 6:00pm</b>	In-Person Information Session Children's Board 1002 East Palm Ave. Tampa, FL 33605 Registration or Attendance is not mandatory.
<b>2/1/2026 by 11:59pm</b>	Written Applicant Questions - Submit only to: <a href="mailto:CBHCFundingRelease@ChildrensBoard.org">CBHCFundingRelease@ChildrensBoard.org</a> <b>Use RFA Designation number in subject line:</b> PRO 2026-09 Small Nonprofit
<b>1/21/2026</b>	Initial Answers to Questions posted on CBHC website under Funding Opportunities
<b>2/5/2026</b>	Final Answers to Questions posted on CBHC website under Funding Opportunities
<b>2/15/2026 by 11:59pm</b>	Submission Link: <a href="https://cbhcgrants.smapply.org/">https://cbhcgrants.smapply.org/</a>
<b>Week of 2/23/2026</b>	Community Review Team

<b>3/2/2026 – 3/6/2026</b>	Questions for Applicants
<b>Week of 3/9/2026</b>	Grant awards are announced.
<b>4/1/2026</b>	<b>If awarded:</b> Contract Start Date

#### **SPECIAL NOTES:**

- The information session will be recorded and available on the CBHC website under Funding Opportunities as long as there are no technical difficulties.
- All information session attendees must sign in with the Agency name, attendee's name, and contact email.
- Questions for Applicants: After the completeness check or Community Review Team, CBHC may schedule time for questions and/or request additional information.

#### **IF AWARDED:**

- CBHC and Grantee will work together to obtain or complete documentation required before entering a Standard Contract Agreement. These documents include:
  - W-9 and Electronic Fund Transfer forms
  - Certificate of Insurance
  - Scope of Services
  - Budget Forms – Summary of revenues and expenditures, Salary detail, and Narrative.
  - Matrix/Workplan - Activities provided and outcomes that will be achieved
  - Attachment 5 – Contacts List and Full list of Board of Directors
  - Signed General Terms and Conditions
- Declarations must be signed pertaining to:
  - E-Verify System – Used to verify the work authorization status of all employees paid for with Children's Board of Hillsborough County funding as referenced in Florida Statutes. 448.095.
  - Human Trafficking – No Coercion for Labor to certify that it does not and will not use coercion for labor or services as defined in s. 787.06(2)(a), Florida Statutes.
  - Foreign Countries of Concern Prohibited - attests that it is not owned by the government of a foreign country of concern as identified in s. 287.138(1)(c), Florida Statutes; does not have a controlling interest in the Grantee and is not organized under the laws of or has its principal place of business in a foreign country of concern.
- If a Grantee program is a case management model and eligible for **Administrative Services Organization (ASO)** funding, the allocation will be determined in collaboration with the CBHC ASO Director based on identified program needs.

**END OF SECTION ONE**

## SECTION TWO – GUIDELINES AND SUBMISSION

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

Required Cover Sheet and Signature Page has two components:

1. Complete Cover Sheet form within SurveyMonkey Apply.
2. Download Attachment #1 to print Signature Page:  
[www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/](http://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/)
  - An Authorized Agency Official (CEO, President, Executive Director, or Board Chair) must sign Signature Page.
  - Scan and upload Signature Page in SurveyMonkey Apply.

### 2.1 OVERVIEW AND PROGRAM DESIGN (SURVEYMONKEY APPLY FORM)

#### 2.1.1 AGENCY OVERVIEW AND CAPABILITY (MAXIMUM 1,000 WORDS) 15 POINTS

- a) List of management staff to include names and titles (indicate if paid or volunteer);
- b) How will funds strengthen the ability of the Agency to operate effectively;
- c) How does the Agency ensure equal opportunity to employ staff, and recruit Board members or volunteers based on community and agency needs;
- d) Disclose any history of contract cancellation, filing of bankruptcy, lawsuits against the Agency or its predecessor Agency;
- e) Indicate which accounting system is used by the Agency;
- f) Provide an example of how an Agency's written financial policy and procedure is used in daily operations for managing grants; and
- g) Describe quality assurance procedures for managing grant funding for:
  - Contract compliance;
  - Meeting reporting deadlines; and
  - Fiscal accountability.

#### 2.1.2 PROGRAM SUMMARY (MAXIMUM 1,000 WORDS) 15 POINTS

- a) Describe the **local** need and the area proposed to be served in Hillsborough County;
- b) Specify proposed program eligibility for participants to be enrolled;
- c) What main services will be provided to address the need?
  - Also, specify location, duration, and frequency of main services;
- d) List at least three outcomes from the following link that the proposed services will achieve; [2025 - 2026 OUTCOMES AND RECOMMENDED MEASURES](#)
- e) What staff and/or volunteer training is required to sustain quality service delivery;
- f) Describe strategies to enroll participants;
- g) Describe strategies to retain participants; and
- h) How will staff and practices be respectful and responsive to the needs of people served?

## 2.2 BUDGET (ATTACHMENT #2) 15 POINTS

The Budget summarizes the revenues and expenditures for the Program proposed in the Application. Refer to Small Nonprofit Budget Instructions in Appendix (#5).

- Year One maximum award is up to \$50,000
- Year Two annualized amount may be up to \$100,000

Download the Budget from [www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/](http://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/) and upload in SurveyMonkey Apply.

## 2.3 ANNUAL FINANCIAL STATEMENTS (ATTACHMENT #3) NOT SCORED

Upload the agency's Annual Financial Statements for the most recently completed fiscal year. The statements should consist of:

- Income Statement
- Statement of Cash Flows
- Statement of Changes in Equity

**SPECIAL NOTE:** By March 31, 2027, the agency will be required to submit either audited or reviewed financial statements for the completed fiscal year during which CBHC funding is received. An audit or review must be conducted by a licensed Certified Public Accountant. Use the following criteria to determine if the agency should have an audit or review completed:

- An audit is required if the agency's total expenses are greater than or equal to \$300,000.
- A review may be completed if the agency's total expenses are less than \$300,000.

## 2.4 SUBMISSION PROCESS

Complete via SurveyMonkey Apply, accessed at <https://cbhcgrants.smapply.org/>

- **Cover Sheet** (*Form in SurveyMonkey Apply*)
- **Signature Page** (*Attachment 1 template provided, upload in SurveyMonkey Apply*)
- **Overview and Program Design** (*Form in SurveyMonkey Apply*)
- **Budget** (*Attachment 2 template provided, upload Excel file in SurveyMonkey Apply*)
- **Annual Financial Statements** (*Attachment 3 template not provided, upload in SurveyMonkey Apply*)

**Failure to comply with the submission instructions may result in disqualification.**  
Applicants must hit "Submit" in SurveyMonkey Apply Application to be considered.

**Incomplete applications and failure to submit required attachments or to comply with the submission instructions may result in disqualification.**

## 2.5 APPENDIX DOCUMENTS ARE FOR INFORMATION ONLY

1. **Relevant Governing Board Policies/Standards for Procurement** - Information about application eligibility and process.
2. **SurveyMonkey Apply Applicant Guide** - A “how to” about the online application system, contact for SurveyMonkey Apply support staff, and links to frequently asked questions.
3. **General Terms and Conditions** - Requirements of a Standard Agreement if awarded.
4. **Required Demographic Data** - Collected from participants served if awarded.
5. **Small Nonprofit Budget Instructions** - Instructions for completing the budget.
6. **Community Review Team Scoring Criteria/Checklist** - Used for scoring applications and a checklist for Applicants.

~~Incomplete submissions may be disqualified.~~