



REQUEST FOR PROPOSALS (RFP)

LEADING GRANT for Fiscal Year 2027

RFP Designation Number: PRO 2026 – 10

Release Date: 01/15/2026

Up to Amount Per Proposal: Between \$50,000 and \$250,000

Total Grant Allocation: \$ 4,113,382

Contract Term if Awarded: 10/01/2026 – 09/30/2027

Contract Period: 10/01/2026 – 09/30/2030

LEADING GRANT

On November 20, 2025, the Children's Board of Hillsborough County (CBHC) approved the release of this competitive Leading Grant Request for Proposals (RFP). A standard contract awarded to an organization that primarily serves a specific geographic area or region in Hillsborough County with a collaborative approach to service delivery that supports at least one strategic CBHC focus area; proposes to meet an emerging direct services need; or serves a priority population. Leading Grants are expected to meet at least three measurable outcomes during each contract term.

CBHC is seeking proposals from:

1. New nonprofit organizations (not currently funded by CBHC);
2. Nonprofit organizations known to CBHC with a new program; and
3. Currently funded nonprofit organizations with a Leading Grant period ending on 9/30/2026 that wish to re-apply (see list on page 1).

Rebecca Bacon, Executive Director
Robin Wright DeLaVergne, Board Chair

Currently funded CBHC Leading Grants ending and eligible to re-apply:

Bay Area Legal Services / Housing Stability Program
Boys & Girls Clubs of Tampa Bay / Brandon Art Masters! (BAM!)
Florida Education Fund / CodeMasters Countywide
Florida Education Fund / CodeMasters Strategic Initiatives
Girl Scouts of West Central Florida / Girl Scout Troop Program
Housing Authority of the City of Tampa / Building Family Financial Skills
Instruments 4 Life / Music Outreach Program Strategic Initiatives
Joshua Way of Hope / Building a Stronger Me Strategic Initiatives
Joshua Way of Hope / Life Skills 360 Training Institute
More Health / Healthy and Safe Kids
One More Child / One More Child Family Support
Parents and Children Advance Together (PCAT) Literacy Ministries / Sulphur Springs Literacy Initiative
Positive Family Partners / Learning Connections
Rooted in Play Corp / Pop Up Adventure Playground Project
St. Joseph's Women's Hospital / Supporting Motherhood and More
Tampa Heights Jr. Civic Association / Garden and Art Wellness Program
Tampa Metropolitan Area YMCA / Operation Strong Families
United Food Bank & Services of Plant City / Food, Education, and Empowerment for Development (FEED)
University Area Community Development Corporation / Get Moving! Water Safety

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ABOUT THE CHILDREN'S BOARD

Upon Board approval the CBHC releases funding opportunities each year based on revenue projections and grant periods ending to align with four 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 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.

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 partners 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).

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?*

2025 investments in programs led to the following community impact highlights:

- 85% of 4,484 children and youth measured by ten programs met the outcome indicators for reduced risk of unintentional injury.
- 95% of 4,600 parents/caregivers measured met the outcome indicators for involvement in their child's development, education or school
- Demographic data was collected for 56,406 children, parent/caregivers and professionals receiving direct services.

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

CBHC seeks to fund Leading Grants for direct services to children (birth to age 18) and their families in Hillsborough County that support a CBHC focus area that aligns with the Proposer's mission. Proposed services must reflect best practices and improve access for children going to school in, families residing in or professionals working in Hillsborough County. Services will address promotion, prevention, and/or early intervention. These strategies are defined as follows:

Promotion: Supports active encouragement, education and resources to further a universal cause, goal or outcome for the well-being of all children and their families.

Prevention: Services and resources that typically support a select group of children and their families of the total population who may be considered at risk for developing adverse circumstances to prevent a condition from happening.

Early Intervention: To address the need of a select group of children and their families of the total population who may have already developed a condition and the services manage, minimize or avoids a worsening condition.

The RFP is open in four CBHC focus areas:

- Children are Healthy and Safe
- Children are Developmentally on Track
- Children are Ready to Learn and Succeed
- Family Support

Priority Populations:

- Children Birth to Age 18 and their Families; and
- Pregnant Individuals

Geographic Focus to address needs:

- Designated region(s) or neighborhood(s) in Hillsborough County; or
- Services provided on Hillsborough County Public School (HCPS) properties may be for enhancements only. Enhancements refers to:
 - Services that do not replace or disrupt what the HCPS already provides during the school day or after school.

- Services that do not require a child to be pulled out of their classroom or school-based after-school program.
- Services delivered inside the child's classroom or before and after school day hours with final SDHC approval.

1.1 NOT SEEKING TO FUND

- Expansions of currently funded CBHC programs with Uniting or Investment Grants;
- Sub-contracted partners for services;
- Services for families with an open dependency case as the priority population;
- Costs for an independent evaluation of agencies or programs;
- Virtual services required for main service delivery;
- Hillsborough County Public, Private or Charter Elementary, Middle or High Schools,
- Hillsborough County Family Child Care Centers or Family Child Care Homes;
- Shelter Occupancy and/or Operating Costs.

1.2 GENERAL REQUIREMENTS

- Refer to Appendix #1: Submissions are only accepted through SurveyMonkey Apply.
- Refer to Appendix #2: Relative Governing Board Policies / Standard Conditions for Procurement
- Refer to Appendix #3: General Terms and Conditions.
- From date of release organizations must be established and active for at least one consecutive year from date filed or last reinstatement with State of Florida Division of Corporations.
- CBHC disperses funds on a cost reimbursement basis, which means that expenses must be paid prior to requesting reimbursement.
- 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.
- Proposers must hit "Submit" in SurveyMonkey Apply for proposal to be considered.
- 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 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.

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 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 ADMINISTRATIVE SERVICES ORGANIZATION (ASO)

The Administrative Services Organization (ASO) is operated by CBHC to manage flexible funds with families. Created in 2003, the ASO supports a wraparound approach in which families identify their strengths, needs, goals, and service providers, through an individualized family support planning process. As payment of last resort, flexible funds managed by the ASO may be used for concrete support and services from approved community providers. Upon award if a Grantee is eligible for ASO funding, the allocation will be determined in collaboration with the CBHC ASO Director based on program needs. Refer to Appendix (#5).

1.6 PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE

DEADLINE / DUE DATE	ACTIVITY
01/21/2026 1:00pm	In-Person Information Session Children's Board 1002 East Palm Ave. Tampa, FL 33605 Registration or attendance not mandatory.
02/05/2026 by 11:59pm	Written Proposer Questions - Only send to: CBHCFundingRelease@ChildrensBoard.org Specify RFP designation number in subject line.
02/11/2026	Final Answers to Questions posted on CBHC website
02/27/2026 by 11:59pm	Proposal Submission

Weeks of 03/30/2026 & 4/6/2026	Community Review Team Session(s)
Week of 04/20/2026	Questions for Recommended Proposer(s) - Optional
05/28/2026	Board Review for Approval of Funding Recommendation(s)
10/01/2026	If awarded: 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 organization name, attendee's name, and contact email.

1.7 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. Administrative Services Organization (ASO)
6. Matrix/Workplan Instructions
7. New Program Funding Budget Instructions
8. Letter of Support from the School District of Hillsborough County
 - 8b. HCPS Template
9. 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. Answers to Cover Sheet questions 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 **3,000 words**.

2.1.1 ORGANIZATIONAL OVERVIEW (10 POINTS)

- a) Indicate years in operation and an overview of programs currently offered in Hillsborough County;
- b) Briefly describe qualifications of the management and finance staff and include if they are paid employees, volunteers, or contracted;
- c) 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;
- d) Disclose any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s); and
- e) 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 and the age focus;
- b) Specify proposed program eligibility for participants to be enrolled; and
- c) How is the Hillsborough County need supported by **local** evidence?

2.1.4 PROPOSED PROGRAM DESCRIPTION AND DESIGN (24 POINTS)

- a) What is the main service intervention strategy being proposed?
- b) Indicate the participant's average length of time in program;
- c) Describe staff and/or volunteer training requirements to sustain quality services;
- d) Describe strategies to enroll **and** retain participants; and
- e) Describe how staff and practices are respectful and responsive to the needs of the people you serve.

2.1.5 COLLABORATION (6 POINTS)

- a) What evidence was obtained from families to support the service delivery model proposed?
- b) List any of the following:
 - o Name and role of informal collaborations,
 - o Name of source and in-kind resource not required to meet outcomes; and/or
 - o Other Vendor Services for delivery of quality services for the proposed program.

SPECIAL NOTES:

- Informal collaborations do not require Sub-Contracts for the purposes of this RFP.
- Other Vendor Services are defined in Appendix (#7) and are included in the budget if applicable.

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 (#6) Matrix/Work Plan Instructions to **complete for the First Year**.

Objective: One sentence with the total number of what population of participants to be enrolled during the First Year with the main service description and service location.

Proposed Program Activities: Brief and specific titles of services provided to participants in the objective with frequency and duration.

Outcomes: Choose three outcomes AS WRITTEN from the Outcomes and Recommended Measures menu in the following link [2026 – 2027 DRAFT OUTCOMES AND RECOMMENDED MEASURES](#). Select outcomes that align with the program model, population to be served, and for which you can collect the best data.

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

SPECIAL NOTES:

- Matrix/WorkPlan activity column is not for staff administrative tasks.
- Keep to one-page for each outcome selected.
- If awarded, the Matrix/Work Plan will be finalized in partnership with the CBHC.

2.2.2 BUDGET – ATTACHMENT (#3) (24 POINTS)

Required Attachment #3 is the Budget in which Proposers should include funds necessary to operate the program and meet outcomes effectively. Refer to the New Program Funding Budget Instructions, Appendix (#7) to develop the Budget.

First Year Budget is the amount for startup and services between **October 1, 2026 and September 30, 2027**.

- First Year Budget amount may not exceed **\$250,000 (amount includes admin/indirect)**.

Second Year Budget is the amount to fully operate the program between **October 1, 2027 and September 30, 2028**.

- Second Year Budget amount may not exceed **\$260,000 (amount includes admin/indirect)**.

Complete and upload the Budget for both First- and Second-Year 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:

- Do not change or alter the Excel form.
- First Year 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 LETTERS OF SUPPORT – ATTACHMENT (#4) (NOT SCORED)

UP TO THREE REQUIRED ONLY FOR:

- Use of space in locations not owned or rented by Proposer.
- Serving populations that require referrals from a specific sources.
- See Appendix 8 and 8b if proposing to serve in School District of Hillsborough County (SDHC) Public Schools.

SPECIAL NOTES:

- Do not upload more than three letters.
- 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 Services Florida 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 Services Florida prior to requesting a Letter of Support.

SCHOOL DISTRICT of HILLSBOROUGH COUNTY – SPECIAL NOTES:

- SDHC reserves the right to provide a Letter of Support and/or redirect proposers to other similar schools.

- SDHC and the 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.
- Grantee must follow school calendars and closures.
- If awarded, grantee will be required to follow Level ONE background screening check.

2.2.4 IMPLEMENTATION PLAN – ATTACHMENT (#5) (NOT SCORED)

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

2.2.5 BOARD OF DIRECTORS – ATTACHMENT (#6) (NOT SCORED)

New Programs Only: Complete and upload template provided.

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

New Programs Only: 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 2025
10/1/2024 - 9/30/2025	Year End for 2024
1/1/2025 – 12/31/2025	Year End for 2024

SPECIAL NOTE: **New Programs Only** means programs re-applying are not required to submit these attachments.

2.3 SUBMISSION INSTRUCTIONS – SURVEY MONKEY APPLY

Required submissions via SurveyMonkey Apply (SMA), available at <https://cbhcgrants.smapply.org/>.

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

SPECIAL NOTES:

- 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/
- Proposals **will not** be accepted by e-mail, mail, courier, or hand delivery.
- Do not include active web links in any responses.
- Only upload required attachments into SurveyMonkey Apply.
- Do not upload unrelated content as attachments or with attachments. (Such as exceeded narrative pages, flyers, quotes, testimonials, etc.)