



## REQUEST FOR PROPOSALS (RFP)

## ONE-TIME LEADING GRANT

## SUMMER SLOTS

**RFP Designation Number:** PRO 2026 – 11

**Release Date:** 01/22/2026

**Total Grant Allocation:** \$570,000

**Contract Start Date if Awarded:** 6 /1 /2026

### Overview

On November 20, 2025, the Children's Board of Hillsborough County (CBHC) approved the release of this competitive Leading Grant Request for Proposals (RFP) which was updated January 22, 2026. CBHC is seeking proposals from nonprofit organizations for one-time grants to increase capacity for children and youth to participate in summer camps with no other source of funding to pay for a child's camp slot. The intent is to award multiple grants where children and youth will benefit from programs with embedded daily routines that include project learning, safety education, health, and literacy activities.

Rebecca Bacon, Executive Director  
Robin Wright DeLaVergne, Board Chair

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## ABOUT THE CHILDREN'S BOARD

Upon Board approval, CBHC releases funding opportunities each year based on revenue projections and contract terms ending to align with the following focus areas:



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

## **2025 SUMMER REPORT**

The Children’s Board of Hillsborough County supported six community partners through the 2025 Summer Slots Initiative to expand access to safe, structured, and enriching summer opportunities for local children and youth. These programs received funding to provide a total of 860 camp slots across multiple sites throughout Hillsborough County.

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-time (non-renewable) summer camp slots through standard contract with experienced organizations operating in Hillsborough County that offer safety, literacy, STEAM (science, technology, engineering, arts, math), character development, and health/fitness. Services must reflect best practices in camp programming. The RFP is open in three CBHC focus areas:

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

#### **Priority Populations:**

- Families with children entering Kindergarten through High school and inclusive of children with varying abilities living in Hillsborough County.

#### **Geographic Focus:**

- Neighborhood; Region: or throughout Hillsborough County

#### **Budget:**

- Audit requirement is waived for contract terms that are less than 6 months.
- Summer Slots are reimbursed at the base price of what it costs to offer a slot per child.

### 1.1 NOT SEEKING TO FUND

- Currently funded Leading, Uniting or Investment Grants that include a summer component in their contract;
- Virtual Camps;
- Overnight Camps;
- Camps that have revenue to operate; Slot funding can only be used when there is no other source of revenue for those slots and families are unable to pay.
- Service delivery locations on School District properties; Charter or Private Schools.
- Summer Services Enhancement Grants renewed for 2026:
  - Family Enrichment Center – 2026 Summer STEAM-sational
  - Gentlemen’s Quest of Tampa – 2026 Youth Wellness Camp
  - Housing Authority of the City of Tampa – 2026 Summer at the Oaks
  - Tampa Heights Jr. Civic Association – 2026 THJCA Summer on Lamar
  - Tampa Metropolitan Area Young Men’s Christian Association – 2026 Teen Summer Experience

## 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 in Appendix 3.
- Proposers must hit **"Submit"** in SurveyMonkey Apply for proposal to be considered.
- 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 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.
- CBHC disperses funds on a cost reimbursement basis, which means that expenses must be paid prior to requesting reimbursement.
- 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](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 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>DEADLINE / DUE DATE</b></i>	<i><b>ACTIVITY</b></i>
<b>02/02/2026 1:00pm</b>	<b>Information Session</b> <i>In-Person</i> Children’s Board 1002 East Palm Ave. Tampa, FL 33605 Registration or attendance not mandatory.
<b>02/09/2026 by 11:59pm</b>	<b>Written Proposer Questions</b> Only send to: <a href="mailto:CBHCFundingRelease@ChildrensBoard.org">CBHCFundingRelease@ChildrensBoard.org</a> <b>Specify RFP designation number in subject line.</b>
<b>02/13/2026</b>	Final Answers to Questions posted on CBHC website
<b>02/26/2026 by 11:59pm</b>	Proposal Submission
<b>Week of 03/16/2026</b>	Community Review Team Session(s)
<b>Week of 03/23/2026</b>	Questions for Recommended Proposer(s) - Optional
<b>03/26/2026</b>	Board Review for Approval of Funding Recommendation(s)
<b>6/1/2026</b>	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.

## 1.6 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 (\*Section 12-Required Audits will be waived)
4. Required Summer Program Demographic Form
5. Matrix/Workplan Instructions
6. Community Review Team Scoring Criteria/Checklist

### END OF SECTION ONE

## SECTION TWO – PROPOSAL CONTENT AND SUBMISSION

### 2. COVER SHEET AND SIGNATURE PAGE – ATTACHMENT (#1) (10 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 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.
  - Scan and upload the document to SurveyMonkey Apply.

#### SPECIAL NOTES:

- 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 (16 POINTS)

- a) Brief summary of organizational expertise or best practices used in providing Summer Camp Services.
- b) Briefly describe qualifications and background 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 and age focus; and
- b) Specify proposed program eligibility for participants to be enrolled.

### 2.1.4 PROPOSED PROGRAM DESCRIPTION AND DESIGN (25 POINTS)

- a) Provide a camp schedule overview of typical day.
- b) Describe how the program will accommodate children with varying abilities;
- c) Describe staff and/or volunteer training requirements;
- d) Describe strategies to enroll and retain children and families; and
- e) Describe how you ensure staff and practices are respectful and responsive to the needs of the people you serve.

### 2.1.5 PARTNERSHIP AND COLLABORATION (6 POINTS)

- a) How is the need supported by **local** evidence from community partners, families and/or assessments.
- b) Provide a list of:
  - informal partnerships and their role,
  - in-kind sources and their resources, and/or
  - vendors necessary to deliver quality services.

## END OF PROPOSER NARRATIVE

### 2.2 ADDITIONAL ATTACHMENTS

#### 2.2.1 MATRIX/WORK PLAN OUTCOMES – ATTACHMENT #2 – (15 POINTS)

Required Attachment #2 is the Matrix/Work Plan which outlines how the Proposer will meet summer outcomes, refer to Appendix (#5) Matrix/Work Plan Instructions.

**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 service provided to priority population with frequency and duration.

**Outcomes:** Complete the Matrix/Workplan by including the **four outcomes** as written below. Select outcomes that align with the program model, priority population, and for which you can collect the best data.

1. Demographic data collection for children/youth attending at least 3 days each week camp is offered.
2. Completed a weekly project related to Safety, STEAM, Literacy, or Character Development.
3. Report total number of hours per week children/youth participated in physical fitness and/or healthy nutrition education/activities.
4. Send a Parents/Caregivers survey and include the following question during the period/week the child attended:
  - Would you recommend the program your child attended to someone else?

**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.
- If awarded, the Matrix/Work Plan will be finalized in partnership with the CBHC.
- Do not include in-kind resources or activities in the matrix, only what is paid with CBHC funding.
- Keep to one-page per outcome.

**2.2.2 BOARD OF DIRECTORS – ATTACHMENT (#3) (3 POINTS)**

Complete and upload template provided.

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

**2.2.3 PARENT/CAREGIVER SURVEY – ATTACHMENT (#4) (5 POINTS)**

The utilization of a parent/caregiver survey is required for all children enrolled in summer camp. Upload a draft of the survey you are proposing to use with the submission. No template has been provided.

**2.2.4 LETTERS OF SUPPORT – ATTACHMENT (#5) (NOT SCORED)**

**Required IF services are provided 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.

**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.
- Children's Board Family Resource Centers managed by Lutheran Family Services cannot provide space for summer camp services.

## 2.3 SUBMISSION INSTRUCTIONS – SURVEY MONKEY APPLY

Required submissions via SurveyMonkey Apply (SMA), available at

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

- Cover Sheet** (Form in SMA)
- Signature Page** (Attachment #1 template provided, upload PDF file to SMA)
- Narrative** (Form in SMA)
- Matrix** (Attachment #2 template provided, upload PDF or Word file to SMA)
- Board of Directors** (Attachment #3 template provided, upload PDF or Word file to SMA)
- Parent/Caregiver Survey** (Attachment #4) (No template provided; upload PDF file to SMA)
- Letters of Support** (Attachment #5) (No template provided; upload PDF file to SMA)

### 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/](http://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/)
- Proposals **will not** be accepted by e-mail, mail, courier, or hand delivery.

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