

Request for Proposals

Mayor's Summer Youth Program Initiative

PROPOSALS ARE DUE BY 4:00 P.M. ON FRIDAY, JUNE 1, 2018

**PLEASE SEND COMPLETED APPLICATIONS TO: DEPARTMENT OF YOUTH SERVICES
45 LYON TERRACE, ROOM 301
BRIDGEPORT, CT. 06604
Attention: Tammy Papa**

Interested Applicants should plan to attend one of two technical assistance workshops
Wednesday, May 9, 2018, City Hall, 45 Lyon Terrace, Wheeler Room A& B 11:00 – 12:00 PM
Monday, May 14, 2018, City Hall, 45 Lyon Terrace, Wheeler Room A& B 5:30 PM – 6:30 PM

The City is anticipating approximately \$250,000 to serve youth and young adults between the ages of 14 and 24 this summer with quality programs, activities, and/or services. If you or your organization is interested in being considered for a portion of available funds, please complete the questions on page two. The funds may be used to support program staff, youth training and employment opportunities, volunteer stipends, supplies, memberships, educational trips tied to your summer theme, counseling services, or any combination of the above. If funding is available, and your organization is successful with its application, you or a partner applicant should be prepared to carry program expenses until such time you can be reimbursed. Proper documentation including timesheets, receipts, and proof of payment will be required throughout for all reimbursement requests. Please note, the city will not be responsible for paying staff or vendors associated with your program, activities, and/or services.

To be considered for funding by the City of Bridgeport under this initiative, we kindly ask that you submit the requested information attached to this form. Individuals or organizations submitting proposals are asked to keep the following in mind when responding:

- This funding is to support summer programs only.
- Creativity and innovation is encouraged. We ask agencies applying for funding to consider adding or offering new experiences for youth. Proposals must have an educational and community service component to them.
- All programs, activities, and/or services shall take place between July 1, 2018 and September 30, 2018.
- Hours/days of program activities and/or services should be flexible to meet the needs of the community.
- Applicants must demonstrate they have the facility space and the ability to support opportunities that provide youth with an array of academic, cultural and recreational activities, in addition to life skills, training, employment, career exploration or mentoring needs.
- Applicants must have the financial/managerial capacity to operate the program and demonstrate their ability to account for use of funds explaining how staff and vendors get paid. *Individuals looking to apply, or smaller agencies with minimal cash flow, are encouraged to partner with an agency that can assist in this regard.*

Name of Organization _____ Agency Contact Person _____

Address _____

Phone _____ Cell _____ Email _____

Name of Project or Initiative _____ Project Contact Person _____

Fiscal Partner _____ Contact Person _____ Phone _____

Brief Description including location where project will occur _____

1. Please describe your experience or that of your organization in planning and operating programs that address the needs of **14-24 year olds**. If there is no prior experience serving this population, please explain the steps you have, or your organization has, taken to identify needs of young people in your community.
2. Please provide a description of the proposed program, activities, and/or services you or your organization want to provide and include days they will be offered, proposed times, number of weeks, anticipated number of participants, etc.
3. For the proposed program, activities and/or services, please respond to the following:
 - How are these services and activities supportive of summer learning, social/emotional growth and/or college/career preparedness.
 - What will your participant recruitment and enrollment look like and how will you track attendance?
 - How will you know if your program/services made a difference?
4. With regard to staffing for the proposed program, please respond to the following:
 - Briefly describe staffing for the proposed program, activities, and/or services.
 - Identify ***who at your organization will be responsible for the program*** including their experience and qualifications.
 - In what capacity, if any, will volunteers be used? Please outline examples of the services they will be asked to perform.
5. Please discuss your ***organization's*** fiscal capacity to operate programs using the information on page one to guide your response. Please confirm in your response your organization or your partner organization will have the cash flow necessary to begin program services. Please complete the attached budget form in its entirety. ***We strongly encourage any agency wishing to apply that does not have the cash flow to operate the program while waiting for reimbursement to partner with a community agency that can support your organization in this regard. The City generally funds programs on a reimbursement basis and may not be in a position to fund programs in advance.***

You may type in the space above to respond to each question. It is strongly recommended that proposals submitted for consideration are no more than 3 typed pages in length. Please include two additional pages for a budget and budget narrative that clearly outlines costs associated with implementing your program or a portion thereof. Please limit your entire budget request from the city to no more than \$20,000. Based on need and available funding approved by the City Council, the City reserves the right to put a portion of funding toward its summer youth employment program or to award a different amount than requested.

***Please submit the completed application for committee review to Tammy Papa
by June 1st at 4:00 pm.***

Any questions should be directed to Tammy Papa at 203-576-7252

BUDGET

<i>In the space above, please provide a summary of expenses for each category using the following page as a guide. Please note: no administrative fees or capital expenditures are allowed under this grant.</i>	<i>Requested Amount</i>	<i>Other Sources and In-Kind</i>
<i>Salaries</i>		
<i>Fringe</i>		
<i>Supplies</i>		
<i>Admission Fees</i>		
<i>Transportation</i>		
<i>Food - Refreshments</i>		
<i>Contractual</i>		
<i>Other</i>		
<i>Total</i>		

Please feel free to attach additional pages if needed

Please use this information as a guide to completing the budget form above

Salaries should include name of position, rate of pay, number of hours that individual intends to work and how many weeks. If you plan to pay staff on a contractual basis, please account for them on the contractual line only.

Fringe should be allocated at a percentage of total salary costs that correspond to your agency. Please indicate costs included with fringe. ie...FICA, SUI, Worker's Comp, Benefits, etc.

Supplies should include a description of what is needed including any sports equipment, pens, paper, etc.

Admission Fees should include location, number of admissions and cost per. (please keep in mind while a trip to an amusement park will be allowed, it must be tied to a science/math activity and demonstrated as such within the context of the application. It may also be used as an incentive for youth to complete the program. We encourage youth visit local amusement venues to keep costs down and allow for additional trips and experiences)

Transportation should include number of busses and trip location at corresponding rate.

Food/Refreshments should include costs associated with trips, picnics, family events, etc. A flat dollar allocation per event should be included.

Contractual should include all vendors, trainers, and staff being paid as independent contractors and must include an hourly rate, number of sessions or flat fee per service.

Other category should include anything else that does not fit into a category above but is necessary to program operations.