

**City of Bridgeport
Application for Funding
Youth Service Bureau – Direct Services
July 1, 2021 – June 30, 2023**



Funding Announcement Released on July 19, 2021

One original and three (3) copies of the application must be received by 4:00 p.m. on Wednesday, August 11, 2021. No late, emailed or faxed copies will be accepted. Submit applications in person with two additional copies to:

**Department of Youth Services
45 Lyon Terrace – Room 301
Bridgeport, Ct. 06604**

For additional information, contact Tammy Papa at (203) 576-7252 or tammy.papa@bridgeportct.gov.

Technical Assistance: Please email Tammy Papa directly with any questions on completing the application.
tammy.papa@bridgeportct.gov

***City Hall is located at 45 Lyon Terrace, Bridgeport, CT.
Visitor Parking is now located across the street from the Main Entrance***

Request for Proposal

I. Announcement

The City of Bridgeport is soliciting proposals for funding under the 2021 – 2023 Youth Service Bureau Grant and municipal match. YSB Enhancement funding support is earmarked to support the work of the Juvenile Review Board. Approximately \$100,000/year will be allocated for programs serving Bridgeport youth, up to age 18. Applicants can apply for a maximum of \$10,000/year. **Successful applicants will be funded for year 1 provided the city receives grant funding. Continued funding for year two will be based on 1) the agency's ability to carry out initiatives and activities as outlined in their proposals and 2) receipt of funds from YSB state and federal match funding sources.**

Programs must address one or more of the following categories:

Juvenile Justice

- Services that respond to youth who are, or could potentially be, in contact with the juvenile-justice system.

Examples include juvenile-review boards, alternative programs, court ordered community service, detention/suspension/expulsion programs, truancy and diversion programs.

Counseling Services

Examples include mental-health counseling for individuals, families, or groups, & parent training.

After School Programs

- Services that support elementary, middle school and/or high school

Birth-Five Parent/Child Programs

- Services that promote positive parenting skills and support families in their efforts to raise healthy children through playgroups and support groups.

Positive Youth Development

- Programs and services that promote the personal well-being of youth for the purposes of (1) meeting basic needs, (2) building skills and competencies that allow youth to function and contribute in their daily lives, and (3) connecting youth with their families, peers, school, and community.

Examples include peer-to-peer programs, employment training, mentoring, after-school programming, teen centers, dances, adventure-based activities, youth-adult partnership programs, information dissemination, prevention programs that address issues such as truancy, violence, and substance abuse, and drug-free alternative activities.

Community Outreach

- Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.

Examples include intergenerational activities, family events, annual events/holiday festivals, sports, dances, family day celebrations, trips, theatrical productions, and cultural activities.

II. Introduction

The Bridgeport Youth Service Bureau (YSB) receives two annual grants from the State Department of Education to fund direct service programs which address the above mentioned categories. The direct service programs are matched with City of Bridgeport Community Development Block Grant and Lighthouse After School Program general fund allocations. Programs selected for funding may receive a combination of these funds and will be expected to complete all program reports required by individual funding sources.

III. Program and Financial Requirements

Agencies will be responsible for maintaining accurate financial and program records. Monthly, quarterly and/or annual reports may be required. All programs may be subject to monitoring by the Department of Youth Service staff and/or the Community Development Block Grant Office.

All payments of contractual funds will be made through the Operating Agency's financial system. Funds will be paid on a reimbursement basis provide proof of expense and payments for expenses are included for each invoice submitted. Reimbursements can take up to six (6) months due to release of state and federal funds. The Operating Agency must have the capacity to cover program expenses during the six (6) month waiting period.

All requests for payment must be submitted in appropriate invoice fashion inclusive of a unique invoice number for each reimbursement request and contain all required documentation. Payments will be made only for expenditures listed in the approved budget and directly related to the scope of services. The City of Bridgeport reserves the right to reject improper charges and to refuse reimbursement should the documentation be incomplete or without merit.

IV. Time Frame

Year 1 funding will begin on July 1, 2021 and continue through June 30, 2022. Year 2 funding will begin on July 1, 2022 and continue through June 30, 2023 pending satisfactory review and ongoing state and federal financial commitment.

V. Form and Contents of Proposals

Agencies interested in being considered for YSB funding should respond to the format below:

1. A cover letter signed by the Executive Director
2. Completed application
3. Completed budget itemization and narrative

Programs selected for funding may be required to provide additional documentation including: organization's bylaws, financial statement and audit, insurance bond/worker's compensation, non-profit determination, list of board of directors and organizational chart.

Application for Funding

Youth Service Bureau – Direct Services
July 1, 2021 – June 30, 2023

TITLE PAGE

Agency Name and Address: _____

Executive Director: _____

Contact person and phone number : _____

Program Name: _____

Address where program will take place: _____

Brief description of intended program: _____

(See RFP Announcement for description of categories – Please choose the one that best reflects your proposed initiative using the examples for each category noted above)

____ Juvenile Justice
____ After School Programs
____ Birth-Five Parent/Child Programs

____ Counseling Services
____ Community Outreach
____ Other Youth Development

YSB Funds requested: \$ _____ (maximum \$10,000)

Applicant Signature

Typed name/title

Part I. Project Narrative

In eight (8) or fewer typed pages – 8 ½” x 11” paper, please describe the proposed project clearly and concisely. Organize your proposal in the format set below.

1. **(5 points) Describe your agency including a brief history, current mission/vision statement and services presently offered.**
2. **(30 points) Please describe the initiative(s) in which you are seeking funds, What will this initiative accomplish for your organization. *(should revert back to intended result of your organization’s work)* Include in your description what strategy you are seeking funding for and all activities offered including dates, times, days of the week and location. **You must use the attached chart to guide your response and include it in your proposal as part of your response to this question.****
3. **(5 points) How will you advertise the above initiative to youth/families?**
4. **(15 points) Please discuss your agency’s past experience in administering grant funds and include the following in your response.**
 - Name of the individual who will be tasked with completing required program reports and relevant experience in doing so.
 - How financial records are kept and who will be responsible for submitting regular invoices.
 - Whether or not the agency has adequate cash reserves to carry grant activities while waiting for reimbursement. Please describe the source of these funds.
5. **(15 points) What is your method for collecting data and measuring progress toward initiatives and activities described in question 2 above? Describe how you will measure the success of each initiative and activity listed. *To respond, consider what types of documents will be used to address quantity of those reached, quality of activities/services offered, ability to accomplish goals and client satisfaction.***
6. **(10 points) List all partners in this effort and their role in helping your organization carry out your goals.**
7. **(20 points) Budget – please complete attached budget itemization forms. Please include only those expenses you are requesting this grant cover under the YSB request column. If the initiative you are supporting with this request exceeds the maximum funding allowed under this grant, please use the leveraged funds column to indicate how much additional funding will support this initiative. The total budget should only reflect this request and leveraged funds specific to the proposed initiative.**

Youth Service Bureau
 Direct Service Program
 2021 - 2023

Budget Itemization

Line #	Category	YSB Request	Leveraged Funds	Total Budget
1	Salaries			
2	Fringe Benefits			
3	Travel/Mileage Reimbursement			
4	Materials & Supplies			
5	**Other (describe)			
	TOTAL			

***No administrative fees or capital expenditures are allowed under this grant.**

**** Please list all applicable “other” expenses in the spaces provided. i.e. trips, transportation, food, consultants, etc.**

Youth Service Bureau
Direct Service Program
2019 - 2021

Budget Narrative

For each line identified in the YSB Request, please provide a detailed explanation of the proposed expense below.

If personnel expenses are being requested, please identify the name of the staff person, hourly rate, and hours to be worked on the project. If YSB is covering a percentage of this individual's time, please indicated what that percentage is.

If travel/mileage reimbursement is being requested, please identify the purpose and rate per mile.

If supplies are to be purchased, please identify the specific item(s), quantity and cost per unit.

If other costs are proposed, please provide an itemized description with associated costs.

<u>Line #</u>	<u>Cost Justification</u>	<u>Total Cost</u>
	TOTAL YSB Request	

Please note, the budget justification tells the funder how you arrived at the number listed for each category on the budget itemization.

Table 1

Strategy <i>(refers to the category you are seeking funding for, ie after school programs, community outreach, etc.)</i>	Activities <i>(Please include specifics around days, times, locations, etc.)</i>	Measures <i>(Please identify what the intended results of your work will be and the method for measuring how well you achieved this)</i>