City of Madison
Community Development Division
School-Age Child and Youth Development Programs

<u>Application Instructions</u>

All applicants must submit an
<u>INTENT TO APPLY FORM</u> by 4:30 p.m., Thursday, April 27, 2023

Full Applications are due:
4:30 p.m., Monday, May 15, 2023

LATE APPLICATIONS <u>WILL NOT</u> BE ACCEPTED. NO EXCEPTIONS.
All organizations requesting funds **must** submit a completed application.

Applicants wishing to be considered for funding through the RFP process **must submit** a Letter of Intent form by **Thursday, April 27, 2023, 4:30 PM CST**, to CDDapplications@cityofmadison.com

Application Workshop
All agencies applying for <u>any</u> funds within the School-Age Child and Youth Development Program Area should attend a scheduled workshop. Do **not** attend this workshop if you are <u>not</u> applying for funds in these areas.

When:	April 19, 2023 from 10:00 am – 12:00 pm Register for this Workshop
	OR
	April 20, 2023 from 2:00 – 4:00 pm Register for this Workshop
Location:	Workshops will be held via Zoom

If you are unable to attend the workshop, you must contact either Mary O'Donnell modonnell@cityofmadison.com, or Yolanda Shelton-Morris yshelton-morris@cityofmadison.com to discuss other possible arrangements.

Updates: Subscribe to our email list on the website to receive updates about the funding process.

Application Materials: Please visit the Community Development Division Funding Opportunities website to access all application materials.

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Submitting Applications: Submit applications via email to: CDDapplications@cityofmadison.com. Please include "School-Age Child and Youth RFP" in the subject line and attach Parts 1-3, MOUs or MOAs and the Fiscal Agent form if needed. If you submit your application before 3:30 p.m. on May 15, 2023, you will receive a confirmation email prior to the 4:30 p.m. deadline. If you submit your application between 3:30 – 4:30 p.m. on May 15, 2023, you will receive a confirmation the following business day.

> **The following items are found under Step 5 of the Process Overview and should be included as attachments to your email submission:**
>
> - Part 1 – Organization Narrative
> - Part 2 – Program Narrative(s)
>   If you are applying for multiple age groups and/or program types, you **must** complete an application for each program.
> - Part 3 - Budget Workbook
> - Letters of Commitment/MOUs – Agencies that identify key partnerships in their application must provide written documentation of agreement/commitment from each listed partner.
> - Fiscal Agent Form (if applicable)

GENERAL INSTRUCTIONS:

Parts 1 and Part 2: Organization and Program Narrative Forms

Part 1, the Organization Narrative responses should include when and why your organization was founded. Pertinent milestones of the organization, such as obtaining 501c3 status, initiating specific programs, or receiving a significant grant should also be included.

Part 2, the Program Narrative portion of the application, is your opportunity to demonstrate to reviewers that your project meets the requirements outlined in the RFP Guidelines. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program to fit funding priorities and special considerations articulated in the RFP Guidelines.

- Be clear and succinct. Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.

- Avoid circular reasoning; i.e. the need identified should not be defined as the lack of your proposed program.

- Explain how a goal/objective will be achieved. Avoid simply stating that it will be met.

- Don't make assumptions. Even if you have received funding from the Community Development Division in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.

- Respond to each question in the order they are presented and include only information specific to the question. Answer each question, avoid using "see answer submitted in question above/below".

- Complete and submit the application and other required documentation BEFORE the deadline to avoid any technical difficulties or unexpected issues.

Part 3: Budget Workbook

Please complete the Budget Workbook, including all costs for which you are requesting through this RFP. The budget should also include any leveraged resources (as applicable) used to support the program. All costs must be reasonable, allowable, and necessary among the stated cost categories

1. **Do not attempt to unlock the protected worksheets.** If you are struggling with something, call us. We will not give you the password, but we can be helpful.

2. **Fill in yellow areas.** This document is designed to auto fill, particularly the budget information, to provide consistency of reported numbers throughout various sections. White boxes that have auto filled cannot be altered without going in and altering the information you first entered in the yellow cells.

3. **Only use whole numbers.** Round your answer to the nearest dollar. Do not include cents in your answers. If you enter a formula, please convert it to a whole number before submitting your application.

4. **Error Messages.** The word ERROR will appear on App. II and App. III if your dollar amounts do not match or are too high. Fill out App. I, App. II, and App. III completely, then go back and make corrections if you still receive any error messages. *Hover over the red triangle in the right corner of the box for hints on how to get rid of the error message.*

PLEASE NOTE: Recommendations regarding the distribution of funds will be determined not only by the quality of proposals (i.e. application review score) but also with considerations regarding the provision of an array of programs across the school-age child and youth development service continuums, specific demographic groups and geographically across the city in underserved neighborhoods.

Questions: After reading through the RFP documents, if you have any questions **related to the content of the application**, please email Yolanda Shelton-Morris - yshelton-morris@cityofmadison.com or
Mary O'Donnell - modonnell@cityofmadison.com

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please email Jen Stoiber – jstoiber@cityofmadison.com.