



## **Merrimack County Specialized Infant Care RFP – October 2015**

### **Introduction and Conditions**

The mission of Granite United Way is to improve the quality of people's lives by bringing together the caring power of communities. This mission is carried out by:

- Creating partnerships with individuals and groups that share our desire to make a real impact in the community,
- Focusing on accountability in everything we do; through high-quality, cost-effective, results-based functions that benefit the community,
- Working together and building collaborations with individuals and groups to accomplish what none of us can accomplish alone and to avoid duplication of resources.

Granite United Way – Merrimack County Region is pleased to announce the availability of funding for this specialized RFP as a result of a generous bequest and in response to community members feedback on this need in the community. Last fall, Merrimack County held Community Conversations, had discussions with local child care providers and other business professionals, which highlighted the need for increased capacity for infant care. These reasons led G UW to deem this topic of importance in the Merrimack County area. Availability of high quality infant care leads to better health, economic stability and better education opportunities – all three areas that are top priorities for G UW. Grants will be awarded to the best applicants for a two-year period. The region is looking for multiple solutions to this critical need as well as geographical response to those areas within Merrimack County that have a higher need. Year one of this funding will be to build needed infrastructure and Year two will be to help with sustainability. Applications will be accepted through the Granite United Way online application system.

### **Selection**

All applications are reviewed by local volunteers in a structure defined by local volunteer leadership. The merits of each proposal will be evaluated individually. Please be concise when writing your narrative, logic model and budgets as they are being read by volunteers.

Grant funding decisions will be based on the following criteria:

- Funding will be provided for NEW infant care slots only – funding will not be awarded through this process for infant care slots that your program already has in existence
- Proposal must include a staff training component (plan) – include line item in budget as well
- Organizations must meet state licensing requirements (in good standing)

- Proposals must include a plan for long-term sustainability (beyond the 2 year funding period)
- Proposals must include a component for serving some low-income families

Merit will be given to those applications that include a collective/collaborative approach, either between public entities or as a private/public collaboration

The reviewing volunteers will make funding recommendations to the local Community Impact Committee (CIC).

Granite United Way reserves the right to accept or reject any proposal, and to waive any minor irregularities in the proposals.

Applicants will be notified as to whether, and to what extent, their proposals were approved or not approved in mid-January.

### **Appropriate Use of Funds**

Funds may be used to pay for costs and expenses directly attributable to the program for which funding is requested. Continued funding is contingent upon satisfactory progress in program outcomes measurement and compliance with all Granite United Way guidelines, including the long-term requirements. A payment schedule will be created once awards have been given.

### **Long Term Requirements**

Funded programs must:

- Keep records of their activities and expenditures related to Granite United Way funded programs and services.
- Organizations are expected to meet programmatic goals. Those who experience challenges should proactively contact their regions' community impact staff, as this could affect an organization's funding. If appropriate, the agency may be asked to revise projections. Remember this when completing the logic model..
- Carry out the work as submitted in the proposal to the fullest and most effective extent feasible.
- Submit on-line bi-annual reports as outlined in a funded program-reporting schedule.

Any questions regarding this RFP may be directed to Val Guy, Senior Director of Regional Impact at [val.guy@graniteuw.org](mailto:val.guy@graniteuw.org)

Any questions about the online application system should be directed to Jennifer Sabin at [jennifer.sabin@graniteuw.org](mailto:jennifer.sabin@graniteuw.org)

**Merrimack County Region includes the towns of:** Allenstown, Andover, Boscawen, Bow, Bradford, Canterbury, Chichester, Concord, Contocook, Penacook, Danbury, Dunbarton, Epsom, Franklin, Henniker, Hill, Hooksett, South Hooksett, Hopkinton, Loudon, New London, Newbury, Northfield, Pembroke, Suncook, Pittsfield, Salisbury, Sutton, Warner, Webster and Wilmot.

## **Timetable**

October 5, 2015 - Online application will be available organizations in the Merrimack County Region.

November 13, 2015 - Deadline for completion of all proposals by 4:00 pm to Granite United Way.

January, 2016 - Applicants will be notified of funding decisions.

## Application Structure

The following components make up the funding application. The components listed below are required for each program seeking funding.

### Program Narrative

- Program Summary
  - Please provide a 2-3 sentence summary of your program funding request. Please include a description of your target population, including age, gender and geographic location. (800 characters or fewer)
- Statement of Community Need
  - Describe the community need this program addresses. (1500 characters or fewer)
  - Please describe why the need is important and the prevalence of the issue in the community. This statement should include relevant, current data outlining the specific needs of the population targeted by this intervention. (2500 characters or fewer)
- Program Approach
  - \*How will the goals/outcomes for your program increase Merrimack County's infant care capacity and create new openings? How will the goals/outcomes of your program serve low income families? Will the program be collective/collaborative between public entities or as a private/ public collaboration? Please describe how.
- Program Implementation
  - Describe your plan for implementation of your program. (2500 characters or fewer)
  - Describe the role that researched interventions and promising practices/evidence-based practices will have in your programming. (2500 characters or fewer)
  - Provide the qualifications of the personnel implementing the program/intervention. (2500 characters or fewer)
- Reporting and Evaluation Process
  - How will data on the program/intervention be collected and monitored? (2000 characters or fewer)
  - How will your progress towards stated goals/outcomes be measured? (2000 characters or fewer)
  - What are the expected deliverables from this program? (2000 characters or fewer)
  - How will data be used to inform and possibly adapt program delivery? (2000 characters or fewer)

**Program Budget<sup>1</sup> and Budget Narrative (2 year budgets must be included)**

**Program Logic Model**

**Program Zip Code**

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<sup>1</sup> Please note that Granite United Way encourages programs to present a budget that reflects a balance of funding streams.