



# Children's Services Council

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## O F M A R T I N C O U N T Y

### **LETTER OF INQUIRY**

Children's Services Council of Martin County's (CSCMC) Applications for Funding are accepted in the annual funding cycle by invitation only. If an organization is interested in providing services to children and their families in Martin County but has not been invited to apply for funding, a Letter of Inquiry can be submitted to CSCMC at any time throughout the year.

If the inquirer is requesting consideration for an invitation to apply during CSCMC's annual funding cycle, the Letter of Inquiry must be submitted to CSCMC by the second Friday of each January. The submission of a Letter of Inquiry is not a guarantee of eligibility to apply for CSCMC funding.

The annual application cycle begins in December of each year. All invited applications are due by the following February and are subject to an extensive review. Funding allocations are typically approved by the Council in April, and funds are officially available to programs July 1 through June 30 of each year.

Letters of Inquiry will be reviewed by CSCMC Staff to determine if the proposed program: 1) Is consistent with CSCMC Funding Priorities (see below); 2) Is in direct alignment with the goals of the CSCMC Strategic Plan (located at [www.cscmc.org](http://www.cscmc.org)); 3) Addresses a community need; 4) Is not duplicative of existing services; and 5) Involves collaborations with other community partners in the public and private sector. CSCMC will contact the inquirer regarding the outcome of the initial review.

The Letter of Inquiry should be no more than three pages and should be addressed to Ms. Elizabeth Barbella, Director of Policy and Operations, Children's Services Council of Martin County, 2030 S.E. Ocean Boulevard, Stuart, Florida 34996.

The Letter of Inquiry should include the following information:

1. The name of the organization, the name of the program, and contact information (i.e., contact person's name, mailing address, telephone number, facsimile number, and E-mail address).
2. The total program annual budget.
3. The funding amount to be requested from CSCMC.

4. Other current or proposed funding sources.
5. The CSCMC Funding Priorities' area that correlates with the program.
6. How the program aligns with the goals of the CSCMC Strategic Plan.
7. A statement of need (i.e., What issue in the community does the program address?).
8. A brief description of the program including the target population served and the geographical service delivery locations.

### **CSCMC Funding Priorities**

#### **Maternal and Child Health:**

CSCMC promotes maternal and child health by supporting services that focus on:

- **Healthy Birth Outcomes** including services to promote family reproductive health, early entry into prenatal care and its regular use, healthy birthweight, and the prevention of fetal/infant mortality.
- **Healthy Child Development** with a priority placed on programs that promote healthy child development and are guided by a recognized theory of child development or supported by sound scientific research. The goal of these services is to give each child the opportunity for a healthy birth and positive physical, social, and emotional development.

#### **After-School Care:**

CSCMC promotes after-school care by supporting programs that provide year-round services that encourage a combination of:

- Learning/Academic Achievement
- Physical Activity
- Acquisition of Drug/Alcohol Resistance Skills

Services should be provided in a safe environment during the after-school hours under adult supervision. All programs should strive to promote character, increase protective factors/assets, and minimize high-risk behaviors in children.

#### **Mental Health:**

Mental health services provided to families and children by licensed clinical mental health providers.

#### **Child Abuse Prevention:**

Child abuse and neglect prevention programs for families at risk for involvement or further involvement with the Department of Children and Families.