

# 2019-10 Request for Proposal (RFP) Application

Funding Priority Area: Success in School and Life -- Youth Development/Academic Support

Focus Areas: Out-of-School Time and School-to-Work/Job Connection programs

## Frequently Asked Questions

### CAN AN ORGANIZATION PROPOSE ONE PROGRAM THAT OFFERS SERVICES UNDER BOTH THE OUT-OF-SCHOOL TIME (OST) AND SCHOOL-TO-WORK / JOB CONNECTION FOCUS AREAS?

Yes, a proposed program can provide services under one or both focus areas.

### IS THERE A TARGET POPULATION AGE LIMIT?

The target population for the purposes of CSCMC funding is limited to Martin County children and youth, prenatal up to 18 years of age or older if still in school, or if developmentally disabled as defined by the Individuals with Disabilities Education Act (IDEA) and under 22 years of age, and the family members of primary caregivers of those children and individuals. (*CSCMC Policy 1.1f*)

### IS THERE A DOLLAR LIMIT FOR FUNDING REQUESTS?

CSCMC does not set a dollar limit for how much funding an organization can request. You should ask for what you believe is needed to run the proposed program effectively, with the understanding that if funding is recommended to Council for approval, the dollar amount recommended may be changed by the RFP Reviewers. CSCMC would communicate this with you prior to our recommendation.

You can also refer to the following documents on the CSCMC website [www.cscmc.org](http://www.cscmc.org): *Program Guide* (see link on the homepage) and the *Annual Report* under the menu headings "About CSCMC / Annual Reports" to see the funding allocations for programs that CSCMC currently funds. CSCMC factors in its funding decisions the numbers of participants served, the required credentials needed for staff, the number of site locations, etc.

CSCMC expects organizations to engage in fiscal capacity building by seeking funds to support their programs. Providers receiving CSCMC funding are expected to diversify their sources of revenue, so as to not be solely reliant upon funding from CSCMC. (*CSCMC Policy 2.7*)

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## **ARE APPLICATIONS FOR PROGRAMS THAT BEGIN PRIOR TO JULY 1 ACCEPTABLE SINCE CSCMC'S RFP FUNDING CYCLE IS JULY 1 - JUNE 30?**

Yes, you may submit an application for programs that begin prior to July 1, but you must provide proof of the other source(s) of funding that will be used to cover the program's expenses prior to July 1.

## **IF AN ORGANIZATION IS SUBMITTING MORE THAN ONE APPLICATION AND BUDGET FOR MORE THAN ONE PROGRAM, CAN THE SAME EMAIL ADDRESS BE USED TO ACCESS THE ON-LINE FORMS?**

The same email address can be used for one on-line application and one on-line budget form; however, you must use a different email address for each additional application and budget you are submitting.

## **HOW AM I ABLE TO MOVE AHEAD TO THE NEXT PAGES ON THE APPLICATION AND BUDGET FORMS IF I DON'T HAVE THE ANSWERS TO ALL OF THE PREVIOUS QUESTIONS AND I RECEIVE AN ERROR MESSAGE WHEN I CLICK ON "NEXT"?**

You can temporarily put a placeholder in the response box, such as one letter of the alphabet. If the missing information is a contact person's email address, you would need to temporarily put in a fake email address as a placeholder such as a@a.com rather than just one letter. Please be sure to remember to go back and complete the answers before submitting because the form will assume that the placeholder text is a complete answer and won't provide an error message again.

## **HOW DO I SAVE MY APPLICATION AND BUDGET RESPONSES IF I AM NOT READY TO SUBMIT THEM?**

The on-line forms will automatically save your responses each time you press "Next" or "Back." When you want to continue completing the application or budget forms, go to the link that was originally sent to you for that form.

## **DO THE ON-LINE APPLICATION AND BUDGET FORMS TIME-OUT AND LOG YOU OFF OF THE FORMS?**

No, the forms do not "time out."

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## DO YOU RECEIVE A NEW LINK TO THE APPLICATION AND BUDGET FORMS EACH TIME YOU EXIT THE FORMS?

No, you will receive one link for the application form and one link for the budget form sent to your email address when you begin your access to each form. Please be sure to save these emails with both links. We also suggest that you save the links to your computer to another location where you will easily find them. If you accidentally lose these links, please contact Jennifer Ahern at jahern@cscmc.org.

## DO THE ON-LINE APPLICATION AND BUDGET FORMS CHECK SPELLING?

There is no spell check feature on the on-line forms. We suggest that you prepare your responses by creating a Word document of the "PDF Blank Application" found on the CSCMC website cscmc.org or just a blank Word document and use the Spell Check feature in Word. Then, copy and paste your responses into the on-line form. If you don't have software to convert the .pdf blank application into a .docx file, you can copy and paste the text directly from the pdf into a Word document.

## DO THE ON-LINE APPLICATION AND BUDGET FORMS SEND YOU A COPY OF THE COMPLETED FORMS ONCE YOU SUBMIT THEM?

No, you will NOT receive a copy of the completed forms once they are submitted. Once you submit the Application and Budget forms, your responses are NOT saved if you click on the links again. Therefore, **we strongly suggest that you print hard copies for your records BEFORE you submit the on-line forms.** The on-line Application and Budget have a "Print" button at the bottom next to the "Submit" button that can be used BEFORE you click submit.

## DO THE ON-LINE APPLICATION AND BUDGET FORMS SEND YOU A RECEIPT CONFIRMING SUBMISSION?

No, you will not receive an email confirmation; however, right after you click "Submit" you will see a pop-up window that reads "Thank You! Your submission has been received." You can print this for your records and/or take a screen shot, which should include the date and time in the screen shot name.