

**City of Bridgeport  
Application for Funding  
Youth Service Bureau – Direct Services  
July 1, 2019 – June 30, 2021**



**Funding Announcement Released on April 11, 2019**

**One original and three (3) copies of the application must be received by 4:00 p.m. on Wednesday, May 1, 2019. No late, emailed or faxed copies will be accepted. Submit applications 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](mailto:tammy.papa@bridgeportct.gov).**

**Technical Assistance:      Monday, April 15 – 5:30PM  
   City Hall – Wheeler Rooms A & B – 1<sup>st</sup> Floor  
   Wednesday, April 17, 2017 – 10:00AM  
   City Hall – Wheeler Rooms A & B – 1<sup>st</sup> Floor**

***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 2017 – 2019 Youth Service Bureau Grant, YSB Enhancement Grant and municipal match. Approximately \$105,000/year will be allocated for programs serving Bridgeport youth, up to age 18. Applicants can apply for a maximum of \$10,000/year with the exception of the JRB which can apply for up to \$15,000/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 in a timely manner as specified in their proposals and 2) receipt of funds from YSB state and federal 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-sanction programs, detention/suspension/expulsion programs, court advocacy, court-ordered community-service programs, truancy programs, and diversion programs.

#### **Mental Health Services**

- Services that respond to youth and families who are experiencing emotional distress.
  - A. Sessions for youth up to age 18
  - B. Parent/Guardian sessions

Examples include mental-health counseling for individuals, families, or groups, as well as crisis intervention, host homes, information and referral services, and case management.

#### **Child Welfare**

- Services that respond to identified youth and families who are having difficulty in maintaining a supportive family environment.

Examples include programs that help reduce abuse and neglect, such as information and referral services, therapeutic playgroups, supervised visitation, family-reunification programs, social-service activities, and holiday-giving programs.

#### **Teen Pregnancy Prevention**

- Programs that promote pregnancy prevention among young people.

#### **Parent Education**

- Services that promote positive parenting skills and support families in their efforts to raise healthy children.
  - A. Teens/Adults

Examples include parent-child interactive playgroups, parent education, and parent-support groups.

## **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 municipal funds. Programs selected for funding may receive a combination of these funds and will be required to complete all required 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 will be monitored and evaluated by Department of Youth Service staff and the Community Development Office.

**All payments of contractual funds will be made through the Operating Agency's financial system. Funds will be paid on a reimbursement basis only with proof of payment required 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 on the appropriate forms (which will be provided) 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 questionable.

#### **IV. Time Frame**

Year 1 funding will begin on July 1, 2019 and continue through June 30, 2020. Year 2 funding will begin on July 1, 2020 and continue through June 30, 2021 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, 2019 – June 30, 2021

## TITLE PAGE

Agency Name and Address: \_\_\_\_\_

\_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact Person and Phone Number : \_\_\_\_\_

Program Name: \_\_\_\_\_

Brief description of intended program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(See RFP Announcement for description of categories)

Juvenile Justice

Child Welfare

Parent Education

Community Outreach

Mental Health Services

Teen Pregnancy Prevention

Youth Development

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

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Typed name/title**

## Part I. Project Narrative

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

1. **(5 points) Describe your agency including a brief history, current mission/vision statement and services offered.**
2. **(30 points) Please describe the initiative(s) in which you are seeking funds, and what the initiative(s) is/are trying to accomplish for your organization. *(should revert back to intended result of your organization’s work)* Include in your description target audience and all activities offered including dates, times, days of the week and location. *Please use the attached chart to guide your response and embed it into your proposal as part of your response to this question.***
3. **(5 points) How will your market the above initiative to youth?**
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 keeping in mind you will be asked to address the following at the end of the program.**
  - How much did you do? (how many youth were served and how often did they participate in the services/activities you provided)
  - How well did you do it? (were your activities carried out as planned; were youth satisfied, was staff hired in a timely manner)
  - Is anyone better off? (for each initiative, what knowledge or skills were gained, what attitudes or beliefs were impacted, what behavior or change in status was reflected)
6. **(10 points) List relevant partners for the above initiative(s) and their role in helping your organization accomplish it’s goals.**
7. **(20 points) Budget – please complete attached budget itemization forms only for the initiative you are requesting funding for. Please do not include your agencies total budget.**

Youth Service Bureau  
Direct Service Program  
2019 - 2021

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)			
	<b>TOTAL</b>			

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

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>
	Complete explanation including all detail goes HERE	
	<b>TOTAL YSB Request</b>	



**Proposed Initiative:** \_\_\_\_\_

**Target Population:** \_\_\_\_\_

Activity	Start/End Date	Days/Times	# of youth	Activity Location

**Proposed Initiative:** \_\_\_\_\_

**Target Population:** \_\_\_\_\_

Activity	Start/End Date	Days/Times	# of youth	Activity Location

