



Oak Park & River Forest Township
Youth and Family Services
Contract Request Form
Fiscal Year 2025

Dear Interested Applicant,

Youth and Family Services of Oak Park and River Forest Townships thank you for your interest in submitting a contract request proposal to provide services to youth during Fiscal Year 2025. Please read this document carefully as changes have been made.

Youth and Family Services, Oak Park River Forest Township FY25:

*Programs serving youth in Oak Park and/or River Forest who are ages 0-18 and/or family programs. **Grants will be awarded up to \$15,000. This year we are also sponsoring an Intergenerational Program grant.***

Contracted programs will be required to collect and submit quantitative and qualitative evaluation data about their funded programs. Funded program costs will be sent *after* an expense has occurred and an invoice is submitted and approved.

Written proposals should be submitted no later than **5:00pm Wednesday, January 17, 2024** by e-mail to izavala@oakparktownship.org. Applications submitted after the deadline will not be accepted or reviewed. There will be an in person open forum session January 10, 2023 at 6 p.m. where prospective applicants can ask the Youth and Family Services Committee questions. An invitation will be sent separately at a later time.

Applicants will be notified of proposal response in April/May 2024. The 2025 fiscal year is April 1, 2024-March 31, 2025.

Programs MUST submit aggregate data outlined in the request form. Failure to submit data will result in zero funding.

Thank you for your interest in serving youth in our Oak Park-River Forest community.

Sincerely,
Megan Traficano, MSW, LCSW
Director, Youth and Family Services

Attachments:

- What To Expect/Timeline
- Contract Request Guidelines
- Award Criteria
- Contact Sheet Form
- Proposal Narrative Questions
- Program Participation Data Estimates Form
- Program Funding Request/Budget Form



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What to Expect/Timeline

Contract Process	
January 2024	Open Forum Session: <u>January 10, 2024 at 6 p.m.</u>
January 17, 2024	Proposal due to izavala@oakparktownship.org by 5:00pm
April/May 2024	Applicants will be notified of proposal response
Reporting Due Dates	
October 25, 2024	First report due
April 18, 2025	Final report due
Invoicing Due Date	
March 14, 2025	Final invoices due (Invoices should be submitted throughout the year as expenses are incurred). Anything submitted after this date will not be accepted or paid out.
Site Visits	
Throughout fiscal year	Youth and Family Service Committee members will conduct site visits to see the program in action and assess the progress of the program and its goals.



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Contract Request Requirements

- 1) Agency/Organization must acknowledge Oak Park/River Forest Townships support for the Contract Request Program in all printed and written materials. This includes usage of the joint Oak Park and River Forest Township logos. Logo files can be sent upon request.
- 2) Agency/Organization must allow the proper amount of time before the start of the program for YFS Committee review and recommendation. (This could be as long as three months from initial presentation to final approval). We do not do retroactive funding.
- 3) Agency/Organization must not receive funding from any other Oak Park/River Forest Township entity, including the Community Mental Health Board of Oak Park Township.
- 4) Agency/Organization must be in compliance with the Americans with Disabilities Act. The facility hosting the program and the program itself must be accessible to persons with disabilities.
- 5) Contractor may be required to present to other partners and agencies on the program structure, efficacy, and research upon request by Youth and Family Services.
- 6) Program should reflect the diverse makeup of the Oak Park/River Forest community. The program must not discriminate based upon race, religious belief or affiliation, national origin, sexual orientation, or mental or physical disabilities.
- 7) Program budget should include other financial resources so that YFS monies do not necessarily represent 100% of the total Contract Request program budget.
- 8) A signed contract letter by the duly appointed executive or elected president agreeing to the conditions set forth by the YFS Committee must be signed and returned before the initiation of the program and the reimbursement of any expenses.



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Award Criteria

Criteria for Contract Award	
Proposals will be evaluated based on the following criteria.	
	Reasonableness of proposed measurable program goals & outcomes
	Quality of outreach and coordination with partners described
	Extent to which youth are clearly identified and a targeted program recruitment plan is described
	Demonstrated capacity of the program to provide the needed leadership and support to deliver proposed services
	Prior compliance and effectiveness in providing services to youth
	Compliance with contract guidelines set forth
	Budget proposal that is both realistic and cost effective
	Overall quality of program as described in the program narrative questions.



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Contact Sheet

Name of Agency:

Name of Program:

Is the program you are seeking funding for a new or existing program at your agency?

New program

Existing program

Where will the youth participating in the program primarily reside?

Oak Park

River Forest

Oak Park AND River Forest

Other Communities

Agency Address:

Agency Supervisor/Job Title:

Phone number & extension:

Email

Program Administrator(s)/Job Title(s) (please list all):

Phone Number & extension:

Email:



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Proposal Narrative Questions

Instructions: Please attach answers to the following questions. Page Limit: 5 pages.

- 1.) **Tell us about your organization** (mission statement, list/description of programs, leadership titles and qualifications, program background).

- 2.) **Describe the program** for which you seek funding. Include a description of the need for your program and any research demonstrating effectiveness of the program design. Describe in detail the services you will be providing to participants.

- 3.) **How will youth be able to join your program?** How have these youth been identified/determined to need your program? Is this program open to all youth?

- 4.) Does your **program collaborate with other community partners, agencies, organizations** in recruitment and/or provision of services? How will information about your program be disseminated and distributed to other agencies and partners?

- 5.) **How does your program address the needs of youth with disabilities?** What are the modifications in place? Please document ALL modifications for all types of disabilities.

- 6.) **How many paid or unpaid staff will be needed** to successfully implement this program? What will their roles and duties include? Who will provide the leadership to organize, deliver the program, and complete all required forms and reports? Will any staff need to be hired or reassigned?

- 7.) **Will there be any necessary training** and/or supervision for staff? How do you train staff to work with youth? i.e. DCFS training, mandated reporting, background checks, etc.

- 8.) **List 3 program goals, objectives/outcomes, and how you plan to measure them** during the program implementation. [Suggestion: use [SMART goal](#) format.] How else do you know that the program is successful or not? Also, describe procedures for taking attendance or tracking participation. Finally, if your program will use any assessment tools, describe them and their purpose. **Submit proof of success with aggregate data of your program.**

S: Specific – What exactly do you want to achieve?

M: Measurable - How will you know when you've achieved it?



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A: Achievable - How do you know you are capable of reaching this goal? Evidence should be provided to illustrate achievement.

R: Realistic - How realistic is this goal? i.e., is it the right time frame, the right measurement being set, etc.

T: Time Frame - How long will it take to reach this goal? What time limit is being provided?

9.) If you have received funding from Oak Park and River Forest Township Youth and Family Services before, please **explain how the funded program impacted youth. Please attach all quantitative and qualitative data reports.**

10.) If you are an existing funded program, **how will this funding help your program sustain itself? How will your program continue to grow in capacity?**



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Program Participation Data Estimates

This year's application is for programs that operate during the FY25 funding period (**April 1, 2024 – March 31, 2025**).

Please indicate below the month and year your program will start/end:

Start date:

End date:

Please provide the following quantitative estimates of the number of youth to be served by the funded program in each community:

Oak Park	
River Forest	
Other	
Total	

Please provide the following quantitative demographic estimates of the number of youth to be served.

Gender				
	Male:	Female:	Non-Binary:	
Age (years old)				
0-5:	6-8:	9-10:	11-13:	14-18:

How often will the program meet?

How many sessions will take place during the funded period?

How many youth are estimated to attend each session?

Is the program a closed group (same youth at each session) or an open group (different youth each time or a mix of both)?

Number of unique youth served throughout the period?



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Program Funding and Budget

Please use the enclosed excel spreadsheet to fill out your program budget. Please be detailed in your program funding request as well as your program's total budget. You may submit your own budget document in addition to your request.

*Please note there is a limited amount of money to be awarded, programs may receive less than what is requested, and funding may not be awarded to every program that applies. The Youth and Family Services Committee will not discuss with individual programs their funding outcome.