



Oak Park & River Forest Township
Youth and Family Services
Contract Request Form
Fiscal Year 2024

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 2024. Please read this document carefully as changes have been made.

Youth and Family Services, Oak Park River Forest Township FY24:

*Programs serving youth in Oak Park and/or River Forest who are ages 0-18 that include programming plans for in-person, hybrid, and virtual options. **Our typical grant will range from \$5,000-\$10,000.***

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.

The Youth and Family Services staff and the Youth and Family Services Committee is open to meeting with programs and exploring budgeting for grants **in** the \$5,000-\$10,00 range.

Written proposals should be submitted no later than **5:00pm Friday, January 13, 2023** by e-mail to jmatson@oakparktownship.org. Applications submitted after the deadline will not be accepted or reviewed. There will be a hybrid in person/virtual open forum session January 4, 2023 at 6 p.m. where prospective applicants can ask the Youth and Family Services Committee questions. An invitation and link will be sent separately at a later time.

Applicants will be notified of proposal response in April/May 2023. The 2024 fiscal year is April 1, 2023-March 31, 2024.

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 2023	Open Forum Session: <u>January 4, 2023 at 6 p.m.</u>
January 14, 2023	Proposal due to jmatson@oakparktownship.org by 5:00pm
April/May 2023	Applicants will be notified of proposal response
Reporting Due Dates	
October 27, 2023	First report due
April 19, 2024	Final report due
Invoicing Due Date	
March 15, 2024	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 written materials including annual reports, brochures, correspondence, flyers, etc.
- 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 consistency with the YFS funding priority, as well as 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 program

Existing program

Where will the youth participating in the program reside?

Oak Park

River Forest

Oak Park AND River Forest

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.

- 1.) **Tell us about your organization** (mission, list/description of programs, leadership 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. If an in-person program, describe how the program will be modified to a virtual or hybrid format if necessary.

- 3.) **How will youth be recruited to your program?** How have these youth been identified/determined to need your program (*i.e. Grades, Discipline record, behavior issues, mental health issues, etc.*)?

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

- 5.) **How do you know that the program activity is successful** or not, e.g. number of times youth attend, grade improvements, decreased substance abuse, surveys, improved behavior, etc. (Understand the committee may require specific outcome measures on this data and reserves the right to request that information). **Submit proof of success with aggregate data of your program.**

- 6.) **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.

- 7.) **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?

- 8.) **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.*

- 9.) **Describe your experience** in providing the services proposed, or similar services, to youth and the outcomes attained in those programs.



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10.) **List the 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.

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

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

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?

11.) 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.**

12.) If you are an existing program, **how would you change the program** from previous years? Why? Please answer to the best of your ability.



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Program Participation Data Estimates

This year's application is for programs that operate during the FY24 funding period (**April 1, 2023 – March 31, 2024**).

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	
Total	

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

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

List how often the program meets, and how many sessions will take place during the contract period of April 1, 2023 – March 31, 2024. Please also list how many youth the program will service each session. Please provide information on if the program is closed session-serving same youth each session or open/continuous enrollment. If open continuous enrollment please provide the number of UNIQUE youth served-youth should never be counted multiple times if they attend multiple sessions, each youth should be counted once!



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. If needed please refer to definitions and comment area below. Please make sure your excel spreadsheet and the totals listed below match!

Budget Line Item Definitions

- **Direct Costs**: costs that will be solely funded by YFS
 - Item 1) **Salary & Wages by Position**: briefly describe duties & functions by position below
 - Item 9) **Program Overhead**: costs that will not be solely funded by YFS. Costs are typically shared by multiple funding sources and may include manager costs, clerical or administration, rent, utilities or postage. Costs should be limited to 15% of your requested YFS funding
- **Total YFS Funding Request**: total of your funding request from Youth and Family Services.
(Direct cost + any applicable overhead)
- **Other Funding Sources (rows 10-12)**: contributions to your program from other sources such as Rotary or private donations.
- **Total Program Budget**: your total annual program budget all funding sources accounted for.

Please estimate your cost per unit below:

- A) Total Amount **requested** in this funding proposal from YFS: \$ _____
- B) Cumulative number of participants proposed = _____
- C) Divide line A by line B= \$ _____

Comment area.

Please describe the following from your budget chart:

Salary & Wages by Position:

Miscellaneous Fees/Expenses:



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Food and Beverage Costs:

Materials/Supplies:

Travel/Conferences/Meetings for Staff:

*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.