

REQUEST FOR PROPOSALS



2024-2025 Youth Services Network Grant

Applicants must submit the proposed project via email at youth@antiochca.gov with the subject line: **2024-25 Youth Services Network Grant Application** or **paper submissions** to 4703 Lone Tree Way Antioch, CA 94531. Incomplete applications will not be considered for funding.

For more information: antiochca.gov/rfp

YOUTH SERVICES GRANTS PARTNER APPLICATION
2024-2025

I. OVERVIEW

The City of Antioch is accepting proposals for the Youth Services Network Grant for the Fiscal Year 2024-25, which starts on July 1, 2024.

Mission

The City of Antioch is committed to addressing the unique needs of its youth. Our primary goal is to facilitate access to high-quality programs, strengthen community involvement, and promote effective education and outreach. We aspire to offer Antioch's young people a wide array of services within the following pillars:

- *Personal Enrichment*
- *Academic Support*
- *Mentorship*
- *Social and Emotional Well-being*
- *Civic and Social Responsibility*
- *Workforce Development*
- *Physical and Mental Health*

We invite local community groups and organizations to unite with us collectively to bolster the well-being of Antioch's youth and the broader community.

Purpose

The City of Antioch's Youth Services Division is committed to fostering collaboration by supporting grassroots, community-driven groups and initiatives that directly impact the well-being of Antioch's youth, young adults, and families. These grants are made possible through funding from the General Fund and are subject to approval by the City Council. The application process involves a thorough review by the City, with the final grant awards being determined by the Antioch City Council.

These funds are designated to benefit Antioch residents and students enrolled in schools within the Antioch Unified School District. All resources allocated are channeled directly into the local community, promoting the welfare and development of those who call Antioch home or are part of its educational system.

II. ELIGIBILITY

Applicant Eligibility

To be eligible for the youth services grants partnership, organizations must be a non-profit

YOUTH SERVICES GRANTS PARTNER APPLICATION
2024-2025

corporation or have a qualifying fiscal agent with tax-exempt status under section 501(c)(3), 501(c)(4), or 501(c)(6) of the Internal Revenue Code. Organizations/ Fiscal Agents must provide a copy of their current 501(c)(3), 501(c)(4), or 501(c)(6) IRS determination letter when applying. Applicants must submit the proposed project via email at youth@antiochca.gov with the subject line: **2024-25 Youth Services Network Grant Application** or **paper submissions** to 4703 Lone Tree Way Antioch, CA 94531. Applications must be received by 4:00 p.m. on Friday, January 26, 2024.

*****Late applications will not be accepted under any circumstance.*****

Program Guidelines

This proposal is designed for nonprofit and community-based organizations seeking financial support from the City's Youth Services Network under the jurisdiction of the Public Safety & Community Resources Department. These funds are specifically allocated for programs and activities performed directly to benefit and enrich the lives of all Antioch youth and young adult residents and/or students enrolled in the Antioch Unified School District (AUSD). The proposed program(s) and activities should cater to participants between 12 (or those entering the 6th grade) and 26. The City reserves the right to adjust grant awards based on budgetary circumstances following the adoption of the Fiscal Budget.

The application package must include the following:

- (1) Completed application form;
- (2) IRS 501 (C) Tax Exemption Determination Letter (if applicable);
- (3) Proof of Insurance and endorsements (Listing of policies by type and coverage amount, indicating policy end dates, or copies of certificates of insurance);
- (4) City of Antioch business license

Applicants must fully meet all requirements as specified in the provided application packet. We strongly urge applicants to carefully review and understand the instructions and all application materials, ensuring that all relevant information and criteria are followed.

It is essential to emphasize that any grant funds awarded must be exclusively used for eligible activities directly linked to the proposed project.

Eligible use of funds includes, but not limited to:

- Staff salary for program implementation and planning;
- Program-related supplies and tools;
- Marketing and outreach of services;
- Professional services;

YOUTH SERVICES GRANTS PARTNER APPLICATION
2024-2025

- Food and beverage related to the program or event (excluding alcohol)

Grant funds may not be used for:

- Technical assistance, events, or programming with exclusive participation, including restriction of access to programs based on sex, race, color, religion, ancestry, national origin, disability, medical condition, marital status, or sexual orientation;
- General operating expenses that are not specific to the proposed project;
- Cost incurred or obligated outside of the grant period;
- Re-granting, contributions to other organizations, donations, and
- Activities funded by another grant from the City of Antioch.

III. APPLICATION PROCESS & TIMELINE

Schedule Of Events

DATE	ACTION
December 1, 2023	RFP Release Date
December 8, 2023	Virtual Public Information Session @ 4:00 p.m. pst (Zoom link on antiochca.gov)
December 15, 2023	Deadline for Emailed Questions
December 22, 2023	Final Response to Written Questions
January 26, 2024	Due Date
March 2024	Award Recipients Notification & Contracting
July 2024	Grant Award Distribution

*** The City of Antioch will strive to adhere to the provided schedule but reserves the right to make schedule amendments when it is deemed necessary. Any changes to the schedule will be communicated through a notice of amendment posted at www.antiochca.gov/pscr. We encourage all stakeholders to stay informed through this platform in the event that schedule adjustments are required. ***

What is a Public Information Session? A Public Information Session is conducted to clear up any confusion regarding project details, scope of work, and solicitation of documents that providers may have. Additionally, outside providers will have an opportunity to ask questions.

A Public Information Session serves as a forum for addressing any potential uncertainties

YOUTH SERVICES GRANTS PARTNER APPLICATION
2024-2025

related to project specifics, the scope of work, and the procurement of necessary documents that prospective providers may require. It also allows external providers an opportunity to seek clarification by asking questions.

A selection committee of multiple stakeholders will be responsible for evaluating and scoring these applications based on various factors such as the content of the proposals, the capacity of the organizations, the feasibility of the projects, and other relevant scoring criteria. Eligible applicants may also be asked to present their proposed projects to the selection committee as part of the comprehensive review process.

The City reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified applicant, or to modify or cancel in part or in its entirety the RFP if it is in the best interest of the City to do so.

Application Instructions:

Applicants must submit the proposed project via email at youth@antiochca.gov with **the subject line: 2024-25 Youth Services Network Grant Application or paper submissions** to 4703 Lone Tree Way Antioch, CA 94531. Incomplete applications will not be considered for funding.

DUE DATE: Friday, January 26, 2024 by 4:00 p.m.

Please answer the following questions within the narrative or scope of work:

- Please describe the project/program in detail. (attach up to one additional page total if necessary).
- What are your goals and objectives that will support Antioch youth and young adults? (attach up to one additional page total if necessary).
- What youth population will your project/program serve? Please provide a detailed demographic description along with an explanation.
- How many participants will be served by the project/program?
- What is your project/program timeline?
- What is the budget for the specific project for which funding is needed? Please attach a detailed budget, including activities that are currently funded.

YOUTH SERVICES GRANTS PARTNER APPLICATION
2024-2025

- Do you currently receive funding from any other organization or company to carry out this activity, such as First 5, City of Antioch, Celebrate Antioch Foundation, Antioch Unified School District, etc...? If so, please list activities and funding amounts on a separate sheet.

Organization Information:

Agencies, organizations, non-profits, and partnerships may submit applications. Government agencies are not eligible to apply for funding.

Project Narrative:

Applicants must comprehensively describe the proposed project or activity within their application. This description should outline the organization's strategy for implementing the project or activity. Additionally, the details of the project or activity's deliverables must be quantifiable and directly related to the project's goals and the requested funding.

Applicants should explain how the need for the project or activity was identified and describe the specific needs or service gaps in Antioch that the project or activity aims to address. This information should provide insight into the underlying issues the project seeks to resolve and the anticipated impact on the community.

Within the project narrative, applicants must also outline their approach to ensuring that the residents of Antioch and/or students in the Antioch Unified School District are the primary beneficiaries of the project or activity.

IV. EVALUATION & SCORING

Applications that meet basic eligibility requirements will be rated using the scoring matrix below:

Organization Scoring Matrix:

Alignment with Youth Services Network: Rooted in one or more of the YSN pillars; engagement activities connect to and advance youth voice, youth connectivity, creative work, physical health, civic/social engagement, workforce development, and/or academic support. Evidence of the community need has been informed by experience by engaging the youth community.	20%
Project Design and Proposal Elements: Goals/objectives are well-defined and connected to the issue the group or organization addresses. Outlines plans to achieve goals and provides a detailed and realistic timeline. Detailed goals and outcomes that include appropriate benchmarks and approaches used to collect evidence to monitor the quality and impact of outreach work.	30%
Budget and Budget Narrative: Clearly explains how the budget will support the activities and people described in the proposal. Justifies why outreach award funds are needed in addition to other funding and/or how outreach award funding will be leveraged for other funding (if applicable).	25%
Collaboration: Community/School collaboration is clearly defined	10%
Youth Involvement: Details of youth involvement in the project and how youth will be supported, included, trained, and/or mentored are well-defined.	10%
Agency Capacity to Deliver Project & Financial Management: Qualification of the organization, overall experience, partnerships, budget management, and experience with past City funding for expenses on a cost reimbursement basis.	5%

V. REPORTING REQUIREMENTS

All grant recipients are required to execute a grant or service agreement, and all required information and documents, including insurance requirements, must be satisfied before the program can commence. Organizations that receive funding are required to submit attendance and/or monthly reports as determined by the City. A final report is required upon program completion, as determined by the City. The City will provide a template for reporting requirements. **Grant awards will be distributed on a reimbursement basis.** Organizations must submit an invoice with supporting documentation to document how funds were spent in order to receive payment. Organizations must show how budget line items directly benefit the program beneficiaries.

YOUTH SERVICES GRANTS PARTNER APPLICATION
2024-2025

Please include the following completed form with your application.

YOUTH SERVICES GRANTS PARTNER APPLICATION
2024-2025

Focus Areas for Funding (Please check one or more areas your request will address)

- Personal Enrichment
- Academic Support
- Mentorship
- Social and Emotional Well-being
- Civic and Social Responsibility
- Workforce Development
- Physical and Mental Health

Organization/Group Overview

Organization/ Group Name: _____

Name of Fiscal Agent (if applicable): _____

Point of Contact/Title: _____

Physical Address: _____

Mailing Address (if different from physical): _____

Phone Number: _____

Email Address: _____

Website/Social Media (if applicable): _____

Amount of City Funds Requested: \$ _____

Total Project Budget: \$ _____

Organization/Group Classification (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Youth Group | <input type="checkbox"/> Sports Group/Club |
| <input type="checkbox"/> Resident Group | <input type="checkbox"/> Faith-Based Group |
| <input type="checkbox"/> Neighborhood/Community Association | <input type="checkbox"/> Civic/Social Group |
| <input type="checkbox"/> School/After School Organization/Club | <input type="checkbox"/> Other (please describe) |

Is your organization/group associated with another organization (e.g., a dance troupe from a local school, or a community/neighborhood chapter of a larger group, etc...)?

Yes *If yes, what organization or group are you affiliated with?* _____

No