

## HAMILTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL

### GUIDELINES FOR NEW PROPOSALS FOR FAMILY AND CHILDREN FIRST SCHOOLS

2010-2011

One of the primary purposes of the Family and Children First school project is to combine new and existing resources in a coordinated fashion to achieve better outcomes for the families and children in the selected school sites. Specifically, the Council is trying to address the following priority areas:

- Reduce the number of abused and neglected children
- Reduce the number of high school drop outs
- Reduce the number of suspensions, exclusions and trancies among pre-school through grade 6 school children
- Increase school connectedness

While some funding may be available for new services and interventions in each of the sites, there are no new funds forthcoming so any new services will be replacing current services. The FCF Coordinators will have to determine whether this is a viable option for their school.

Family and Children First Council funds are to be considered "funding of last resort" and whenever possible current resources or funds should be shifted, combined or donated to subsidize proposed new ventures. FCF funding is not to be used as a substitute for current funding.

Preference will be given to new proposals that demonstrate the following:

1. Agencies or organizations that shift resources, match funds and/or provide in kind donations to subsidize a portion of the service or intervention that is being proposed.
2. Agencies or organizations who work or collaborate with other organizations.
3. Agencies or organizations who have experience in working in schools or working with the populations of the current Family and Children First Schools.

All proposals need to be approved by the FCF coordinator at the school at which services are being proposed for prior to submission to FCF. Contact information for FCF coordinators are:

Midway School: (as of 8/5/10)Corey Parker [parkcor@cpsboe.k12.oh.us](mailto:parkcor@cpsboe.k12.oh.us) phone: 363-3555

Quebec Heights School: Bob Myers [myersbo@cps-k12.org](mailto:myersbo@cps-k12.org) 363-4571

Rees E. Price Academy: Helen O'Neal [onealhe@cps-k12.org](mailto:onealhe@cps-k12.org) 363-6094 (Helen is off the month of July but can be reached via email during the month of July)

Rothenberg Preparatory Academy: De'Lisa Moore [moodeli@cps-k12.org](mailto:moodeli@cps-k12.org)  
363-5743

Sharpsburg Elementary and Norwood Middle School: Deb Robison  
[robison.d@norwoodschools.org](mailto:robison.d@norwoodschools.org) 924-2768

William H. Taft Elementary School: Joan Pack-Rowe [rowejoa@cps-k12.org](mailto:rowejoa@cps-k12.org) Main number: 363-5600; individual extension number at school not yet available; cell phone: 236-3136

Greener and Frost Elementary-now North Elementary, Mt. Healthy: JoAnn Wheat  
[jwheat@mthcs.org](mailto:jwheat@mthcs.org) Cell 314-2427; school 728-4453 (Jo Ann is off the month of July but can be reached via cell phone or email)

South Elementary School, Mt. Healthy: Missy Sorg; contact information to be available on the FCF website in by August 5, 2010

## **PROPOSAL FORMAT**

### Cover Page:

Agency name

Agency contact person: include name, phone number **and email address**

List all schools that services are being proposed for

Number of hours per week per school services are being proposed for and number of weeks per school for one school year contract

Unit rate being proposed

Has proposal been approved by coordinator of each school site you propose to provide services in?

Yes \_\_\_\_\_ No \_\_\_\_\_ if not, specify why not

Is outcome evaluation sheet attached to this proposal? Yes \_\_\_\_\_ No \_\_\_\_\_

### Narrative

1. Describe proposed program for upcoming school year; including service to be provided, projected starting date and school or schools in which services are to be provided. Describe who will be responsible for recruitment and marketing of program.
2. Specify which Children First Priority this program addresses.
3. Describe what kind of success you have had delivering this program in the past. Note if the program is evidence based.

### COST OF SERVICE

All services must be billed solely on a unit of service basis. The unit of service and the cost of that unit must be delineated in the proposal. For example, a group that is to be provided weekly should specify the total cost of the group per group session, rather than per hour, per week or per staff member. Preparation time, travel time, supplies, staff salaries, etc. should be included in the cost of the group session and will not be reimbursed separately. Address the cost of service using the following format:

1. Describe the unit of service (i.e. define what constitutes a unit of service), the cost of that unit and how that unit cost was derived.
2. Delineate how many units of service are to be provided in each school site per week if services are being proposed in more than one school site. Give estimated start date. **Please note that payment will be based on number of units of service delivered, not the number projected.**
3. Specify how many weeks you are proposing to provide services in the upcoming school year in each school site.
4. Describe any additional funding sources for the proposed project. Specify any in kind donations by provider.

### EVALUATION

You will need to complete an evaluation form for your proposal for the coming year. The form is attached here and can also be downloaded from the FCF website at the [www.hamilton-co.org/hcfcfc/](http://www.hamilton-co.org/hcfcfc/) web site under Programs, Children First Program Evaluation. It is a Word document which can be downloaded. If you have questions about them, please contact the coordinator you are working with.

All proposals must be approved by Family and Children First site coordinators prior to submission. Proposals should clearly list the school or schools for which services are being proposed. All proposals should include name and phone number of contact person for the proposal.

Proposals should be no more than 5 typewritten pages in length, excluding evaluation results and cover page.

Please email your proposal and evaluation form by Monday, July 20, 2009 at 4:30 p.m. to [fcc.info@hamilton-co.org](mailto:fcc.info@hamilton-co.org). You will receive an electronic notification of receipt.

### PROPOSAL CONTENT

Please utilize the following format in writing your proposal:

1. Description of service proposed, including which school or schools service is being proposed for.
2. Purpose of service, including specific outcomes that can be expected by the Council and which Council priorities the service will address.
3. Projected number of people to be served per unit of service.
4. Staff who will provide the service, include qualifications of staff.
5. Flexibility of hours. If service is proposed, for example, for morning hours and demand during the year indicates that evening hours are more desirable, indicate if provider would be willing to rearrange schedule.
6. Description of who will be responsible for marketing of service and recruitment of program participants.
7. Plan for evaluation of service

### COST OF SERVICE

All services must be billed solely on a unit of service basis. The unit of service and the cost of that unit must be delineated in the proposal. For example, a group that is to be provided weekly should specify the total cost of the group per group session, rather than per hour, per week or per staff member. Preparation time, supplies, staff salaries and travel time should be included in the cost of the group session, not broken out separately

Discuss the cost of your service using the following format:

1. Describe the unit of service, the cost of that unit and how that unit cost was derived.
2. Describe projected number of units to be provided during the school year. **Please note that payment will be based on number of units of service delivered, not the number projected.**
3. Describe any additional funding sources for the proposed project. Specify any in kind donations by provider.

If agency has not provided services at and Family and Children First school sites before please add:

1. Description of how agency is currently funded. Specify how service is funded now if it is already being offered.
2. Description of any services offered in proposed school(s) in past year, including cost of that service and who funded it.

Please note on top of first page or cover sheet the name of each school site the program is being proposed for and the name and phone number of the proposal contact person at your agency.

Proposal should be no more than five pages in length.

