COVER PAGE

REQUEST FOR PROPOSAL (RFP) #:	2025-01
PROJECT TITLE:	Summer Camp and Freedom School RFP
CTAC Contact Address	Procurement@childrenstrustofalachuacounty.us
SUBMIT A QUESTION:	SAMIS
LAST DAY FOR QUESTIONS REGARDING THIS RFP	March 5, 2025
AVAILABLE FUNDING: $2,000,000	Summer Camps - $1,840,000 Freedom School - $160,000
ANTICIPATED CONTRACT TERMS:	FY 2024-2025 FY 2025-2026
WEBSITE:	SAMIS Link
RPF ISSUE DATE:	February 14, 2025
Submission Deadline	**March 13, 2025**

SECTION 1: INTRODUCTION

A. Notice to Prospective Contractors

Prospective contractors should carefully review this solicitation for defects and questionable or objectionable matters. Comments concerning defects and questionable or objectionable matter must be made to the Children's Trust of Alachua County (CTAC) Project Manager at email on the cover page and must be received by the CTAC prior to the deadline for written questions also shown on the Request for Proposals (RFP) cover page. The date limitation for posing questions will permit CTAC to issue any necessary corrections and/or addenda to this RFP in time for all prospective contractors to react by adjusting, if needed, their proposals. A summary of all questions from prospective contractors and CTAC responses to those questions will be posted by RFP number on the CTAC's website site.

Prospective contractors are prohibited from communicating directly with any CTAC employee or CTAC Board member except as specified in this RFP, and no CTAC employee or representative other than the CTAC's Project Manager is authorized to provide any information or respond to any question or inquiry concerning this RFP. Prospective contractors may contact the CTAC's Project Manager solely via the question link. Prospective contractors that fail to conform to this requirement may be disqualified from participating in this procurement. The Project Manager may provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified prospective contractors with a disability. Prospective contractors requiring accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, to the Project Manager. The Project Manager reserves the right to grant or reject any request for accommodation in accordance with Federal ADA guidelines.

Late proposals are not accepted. Errors in the proposals or non-responsive proposals may be corrected by the proposer during the negotiation process. However, prospective contractors are advised that they should endeavor to submit responsive, error-free proposals on time because failure to do so may result in rejection of their proposal.

Prospective contractors that receive this RFP from the CTAC website or from any source other than the Project Manager and wish to assure receipt of any addenda or additional materials related to this RFP, should immediately contact the Project Manager and provide their contact information so that RFP addenda and other communications related to this procurement can be sent to them. It is the prospective contractor's responsibility to ensure that all addenda have been reviewed and, if need be, signed and returned or noted in the proposal.

A copy of all inquiries along with the CTAC response will be posted on CTAC's website as shown on the cover page.

B. Overview of the Children's Trust of Alachua County

The Children's Trust of Alachua County (CTAC) funds and supports a coordinated system of community services that allows all youth and their families to thrive. Established as an Independent Special District in 2018, the CTAC vision is to facilitate equitable access and opportunities for all children and families in Alachua County to ensure every child reaches their maximum potential.

Three strategic priorities include:
    All children and youth are healthy and have nurturing caregivers.
    All children and youth can learn what they need to be successful.
    All children and youth live in a safe community.

Mission Statement

The Children's Trust of Alachua County funds and supports a coordinated system of community services that allows all youth and their families to thrive.

Vision Statement

Facilitate equitable access and opportunities for all children and families in Alachua County to ensure every child reaches their maximum potential.

Guiding Principles

Guiding Principles are utilized within organizations as a method to align behaviors, guide decision making, and provide consistency with the Trust's Board values. The Trust's Board and stakeholders identified the following guiding principles:

1. Initiatives should ensure accessibility to universal supports for all children 0 to 18 and their families, targeted supports for those who need additional help, and place-based supports for those with the greatest need.
2. Innovative initiatives should be funded that coordinate comprehensive systems of support and deliver those supports in collaborative ways that allows the Trust to achieve collective impact.
3. Initiatives shall be evaluated based on their ability to ultimately impact all children, directly or indirectly, with a priority for long-term continual return on investment.
4. Initiatives must be measurable with priority given to a comprehensive system of supports that provide for prevention, timely intervention, and services that strengthen families and produce achievable results.
5. Initiatives must be aligned to a documented gap or need.
6. Funds will be invested, and initiatives will be prioritized based on the highest educational, social, or emotional outcome value.
7. Initiatives will be evaluated in an open, transparent, and competitive manner in order to ensure equitable results and confidence in the process.
8. The Trust values fiscal and operational accountability and will fund partners in a manner that rewards efficiencies, takes advantage of economies of scale, and maximizes services to children or family members/support members in order to meet the educational, social, emotional, and/or physical health.
9. The complete portfolio of Trust investments shall be reviewed to ensure that Alachua County children and families have equitable access to services that will work to increase racial equity.
10. Prior to any funding decision, the direct impact on children must be the primary consideration.

C. Eligible Applicants

Eligible applicants may be governmental entities, for-profit or not-for-profit organizations, or faith-based organizations providing services within Alachua County. Applicants should be currently qualified to conduct business in the State of Florida, under the laws of Florida, and must be qualified to conduct business on or before the service and contract start date(s). Eligible applicants must remain qualified to conduct business in the State of Florida for the duration of their service award. All contractors will be required to have current general liability insurance before contracts can be executed.

The CTAC is prohibited from contracting with programs that are under the exclusive jurisdiction of the public-school system. Additionally, Alachua County Public Schools are not eligible for funding. Applicants that operate a charter school are also ineligible for funding. However, collaboration with the public-school system and leveraged use of school resources by applicants are encouraged.

D. Solicitation Timeline – Summer Camp and Freedom School RFP

Event	Date/Due Date
Release of the competitive solicitation and begin the Cone of Silence	Friday, February 14, 2025
Bidders' Conference and Application Training (Virtual) *Attendance strongly recommended* Registration links for virtual training: 9-11AM: Link 6-8PM: Link	Date: Wednesday, February 19, 2025 9:00 AM to 11:00 AM – Bidders' Conference & Application Training Date: Wednesday, February 19, 2025 6:00 PM to 8:00 PM – Bidders' Conference & Application Training
Office hours for technical support One-on-one appointments can be scheduled during this time to address any technical questions regarding the application materials. Send email to Procurement@chlidrenstrustofalachuacounty.us to schedule an appointment	February 24th-28th 9:00AM-3:00PM
Philanthropy Hub Information Session *Attendance strongly recommended* https://us02web.zoom.us/meeting/register/JBjzfeqgSLKkc-mhIDckAQ	February 25, 2025 10:00AM
Last day to submit written questions	Wednesday, March 5, 2025 3:00pm
Final response to all written questions posted	Friday, March 7, 2025 5:00PM
Application submission deadline	**Thursday, March 13, 2025** **3:00PM**
Public Opening of bids (Public Meeting) Virtual: registration link	Thursday, March 13, 2025 4:00PM
Application review period	March 17th-25th, 2025
Review team – final score deliberation (Virtual Public Meeting)	Thursday, March 27, 2025
Funding recommendations released – (Trust Board Meeting Packet)	Monday, March 31, 2025
The Children's Trust of Alachua County Board Meeting Review funding recommendations Location: To be determined	Monday, April 7, 2025 4:00pm
End cone of silence; Appeal process begins	April 7, 2025 4PM (Start of Board meeting)

Contract negotiations begin	Monday, April 14, 2025
Contracts begin	May 1, 2025
Summer Camp Kick Off Training (Required, In Person)	Thursday, May 8, 2025
Training for SAMIS Onboarding and Delivery (Required, In Person)	Wednesday, May 14, 2025 Friday, May 16, 2025
Summer Camp Fiscal Training (Required, In Person)	Wednesday, May 21, 2025
Provider Professional Development Training (Required, In Person)	Tuesday, May 27, 2025 Thursday, May 29, 2025

SECTION 2: FUNDING OPPORTUNITY

A. Overview of Solicitation

By approval of Resolution 2025-01 on February 10, 2025. The CTAC seeks qualified providers to offer summer camp services to children and youth in Alachua County. The CTAC also seeks qualified providers to support the expansion of Freedom School sites to Hawthorne, FL and Newberry, FL. The CTAC intends to make multiple awards. The total allocation is $2,000,000. $1,840,000 is allocated to summer camps and $160,000 is allocated for Freedom Schools.

CTAC intends to fund summer camps offering Alachua County children and youth a summer filled with fun and exposure to a variety of exciting activities where adventure and learning intertwine. Summer camp participants should be encouraged to explore nature, develop new skills, and make lasting friendships. Camp days should include a range of creative activities such as arts and crafts, drama, dance, or music, allowing campers to express themselves and discover new passions. Campers should be encouraged to step out of their comfort zones, gain confidence, and develop teamwork skills in a supportive and inclusive environment.

CTAC intends to fund two additional Freedom School sites, expanding Freedom School access to rural communities in Alachua County. Freedom Schools provide engaging learning experiences through the Children's Defense Fund (CDF) integrated reading curriculum (IRC). The IRC focuses on culturally and linguistically sustaining literature and is designed to support reading skills for all students and stop summer learning loss. Freedom Schools incorporate the totality of the Children's Defense Fund's mission by fostering environments that encourage children and young adults to excel and believe in their ability to make a difference in themselves and in their families, schools, communities, nation and world, through hope, education and action.

CTAC funded summer camps are created to ensure children from low- and middle-income families living in Alachua County have access to camps that will have a positive impact on children, youth, and their families. Through this solicitation, CTAC is seeking proposals for the following services:

Summer Camp:
- Offer ongoing in-person summer camp services and programming that serve children and families
- Serve low- and middle-income children who reside in Alachua County entering grades K to 12th
- Recruit eligible children for CTAC summer camp scholarships
- Implement creative, innovative programming that meets the needs and interests of children enrolled
- Employ highly qualified staff members capable of developing strong, positive relationships with participants
- Host summer camp services at sites that are safe and enriching environments

- Staff trained in first aid and infant and child cardiopulmonary resuscitation (CPR) procedures
- Ensure minimum staff ratios are 1:20 and all staff have Level 2 background screenings, approved by DCF
- Ensure required liability coverage requirements are met prior to contract execution

Freedom School:
- Serve low- to middle- income children who reside in Alachua County entering grades K to 12th
- Recruit eligible children to attend Freedom School
- Attend all required Freedom School trainings
- Implement and host Freedom School in Hawthorne, FL and Newberry, FL
- Host Freedom School at a site that is safe and has an enriching environment
- Employ highly qualified staff members capable of developing strong, positive relationships with participants
- Provide Freedom School for six weeks
- Staff trained in first aid and infant and child cardiopulmonary resuscitation (CPR) procedures
- Ensure minimum staff ratios are 1:10 and all staff have Level 2 background screenings, approved by DCF
- Ensure required liability coverage requirements are met prior to contract execution

Successful applicants will be required to enter into a contract with the CTAC for the services requested in this RFP within 4 weeks of the funding announcement. Organizations submitting a proposal must be prepared to use CTAC's standard contract form rather than its own contract form. A Model Contract for Services is attached to this RFP for your review. The CTAC intends to award a contract substantially in the form of the attached Model Services Contract to the selected contractors.

B. Term of Services

Applicants will be awarded contracts with anticipated service dates of May 1, 2025, through August 30, 2025. Contracts will be a fee for service, based on actual enrollment and weekly attendance of children eligible for CTAC summer camp scholarships. CTAC reserves the right to renegotiate terms annually. Contracts awarded may be renewed for two additional years, for a total of three years of funding with annual performance reviews, for the following terms:

- April 1, 2026 – August 30, 2026

- April 1, 2027- August 30, 2027.

C. Minimum Qualifications to Bid

Organizations can apply for funding based on the following requirements:
a. All proposed services must take place within Alachua County.
b. Applicants must be currently qualified to conduct business in the State of Florida.
c. Applicants must not be a charter school approved by any public-school system in the State of Florida.
d. Applicants must have experience managing an in person out-of-school time (OST) program, such as after school or summer camp.
e. Philanthropy Hub verification for nonprofits
f. 501©3 and not for profits must provide a letter of support from the Board of Directors.
g. For profits, LLCs, churches, and government organizations must provide a reference letter from a community partner and a letter of support from executive leadership.

D. Scope of Service

The CTAC seeks qualified providers to offer summer camp services to children and youth in Alachua County. The CTAC also seeks qualified providers to support the expansion of Freedom School sites in Alachua County.

Potential Applicants

The CTAC seeks applications from youth serving organizations that intend to offer safe and enriching summer camps in Alachua County. Applicants must have experience in offering summer camps in person. The applicant must have the support of their Board of Directors and/or the leadership or governing board of their organization.

All nonprofits must complete a Philanthropy Hub verification prior to starting the application process. The Philanthropy Hub is North Central Florida's first-ever, fully searchable online database of local nonprofit organizations. This resource was created to help donors and local residents better understand North Central Florida's nonprofit community and discover how to engage in the causes they care about most. Use the link below to learn more about the Philanthropy Hub and how to complete the verification process.
https://www.thephilanthropyhub.org/

Summer Camp Providers

Site Profile

All applicants must complete a site profile for each site they are seeking funding for. A site profile must be completed with the following information: Site name, address, contact information, grades served, site dates and hours of operation, executive summary, and site staffing. Organizations with multiple sites must be prepared to describe their capacity to manage all proposed sites.

Target Population

The target population for this RFP is children and youth from low- to middle income families living in Alachua County, who are rising kindergarteners through rising 12th graders.

Summer camp providers will recruit and enroll children in summer camp programming under the following criteria:

1. Children from families at or below 300% FPL
2. Children in foster care
3. Children in voluntary and formal kinship care
4. Children under in-home case management supervision, and/or
5. Children from families receiving SNAP benefits

Note: Children receiving school readiness funds at a site are not eligible for Children's Trust summer scholarship funds

| Household/Family Size	2025 Poverty Guidelines: 48 Contiguous States (Excluding Alaska and Hawaii) Dollars Per Year					
	100%	150%	200%	250%	300%	400%
1	15,650.00	23,475.00	31,300.00	39,125.00	46,950.00	62,600.00
2	21,150.00	31,725.00	42,300.00	52,875.00	63,450.00	84,600.00
3	26,650.00	39,975.00	53,300.00	66,625.00	79,950.00	106,600.00
4	32,150.00	48,225.00	64,300.00	80,375.00	96,450.00	128,600.00
5	37,650.00	56,475.00	75,300.00	94,125.00	112,950.00	150,600.00
6	43,150.00	64,725.00	86,300.00	107,875.00	129,450.00	172,600.00
7	48,650.00	72,975.00	97,300.00	121,625.00	145,950.00	194,600.00
8	54,150.00	81,225.00	108,300.00	135,375.00	162,450.00	216,600.00
9	59,650.00	89,475.00	119,300.00	149,125.00	178,950.00	238,600.00
10	65,150.00	97,725.00	130,300.00	162,875.00	195,450.00	260,600.00
11	70,650.00	105,975.00	141,300.00	176,625.00	211,950.00	282,600.00
12	76,150.00	114,225.00	152,300.00	190,375.00	228,450.00	304,600.00
13	81,650.00	122,475.00	163,300.00	204,125.00	244,950.00	326,600.00
14	87,150.00	130,725.00	174,300.00	217,875.00	261,450.00	348,600.00

Reference: 2025 Federal Poverty Guidelines

Programming Activities

   The CTAC seeks to fund summer camp providers offering a range of programming activities. Applicants have the flexibility to implement creative, innovative programs that meet the needs and interests of children enrolled in their programming.

   Based on a summer needs assessment and recommendations completed by Youth Development Research-Practice Partnership (YDRPP) in 2021, CTAC is building a supportive summer ecosystem where all children can thrive. A priority in building the foundation of a thriving summer ecosystem is to offer activities under the transformative learning section of the conceptual framework that focuses on academic, enrichment, exploratory, and physical, health, play and recreation. Applicants will describe how they will implement at least one type of activity under this RFP but are not required to offer more than one type of activity programming. Summaries of activities are listed below for reference:

Transformative Learning:
- **Academic:** activities that are designed to improve success in school. Typically, these activities are led by highly trained staff such as certified teachers and/or tutors. *Literacy: While all students tend to lose some literacy skills over the summer break, summer learning loss is more profound for students from low-income households[1]. Camps are encouraged to incorporate literacy activities into programming. Students*

FRAMING SUMMER OPPORTUNITY

SUMMER LEARNING CONCEPTUAL FRAME
Opportunity for Lifelong Impact

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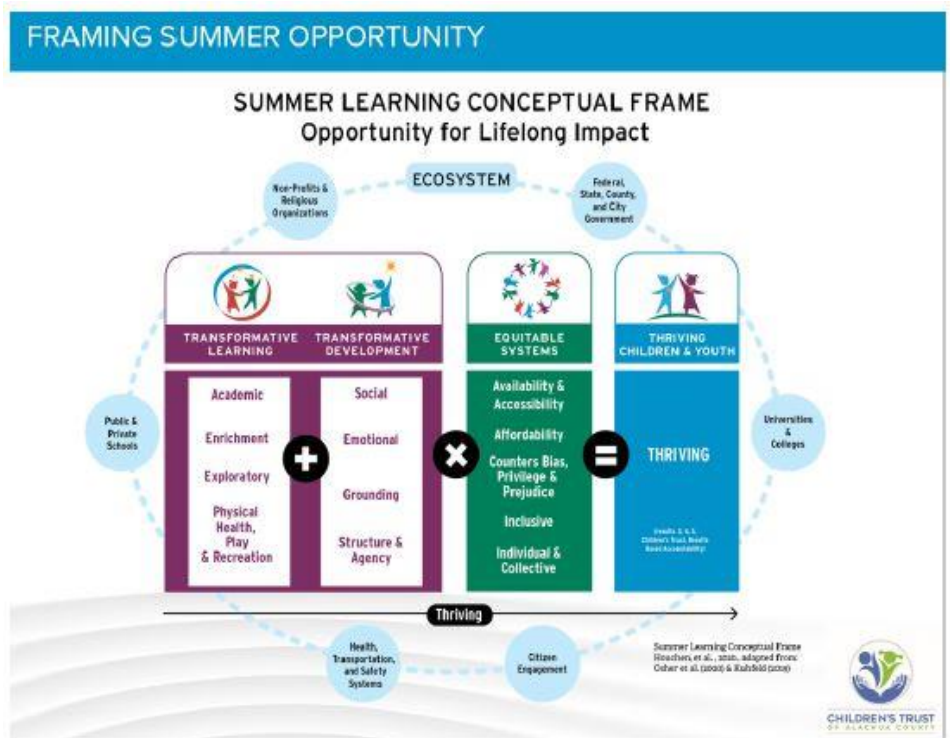
[1] Gao, M., Gilbert, B. B., Woods, L. (2016). Low-income students lose literacy skills in the summer: Do summer programs make a difference? *Journal of Research and Reflections in Education, 10*(2), 115-122. Retrieved from https://www.ue.edu.pk/jrre/articles/102001.pdf

are more likely to read when books are aligned with their interests and skill level, and when reading is prompted and supplemented with structured activities[2]. Summer camps can partner with local libraries to enhance literacy offerings, and/or incorporate an evidence-based literacy curriculum into programming.

- **Enrichment:** activities that broaden knowledge and/or culture. Enrichment can cover various topics, including but not limited to STEM/STEAM, arts, music, and environmentalism.
- **Exploratory:** activities that encourage students to engage in active inquiry, decision making, and problem solving.
- **Physical, Health, Play and Recreation:** activities that allow fun, physical activity, and health.

Transformative Development:
- **Social:** activities that improve abilities to care, show empathy, cooperate, resolve conflict, and contribute to the group.
- **Emotional:** activities that improve emotional development such as self-awareness, motivation, self-efficacy, and confidence.
- **Grounding:** activities that improve children's sense of identity, meaning, and purpose and of their role in the larger community
- **Structure and Agency:** Youth benefit especially from programs that utilize well planned daily, weekly, and seasonal schedules of activities with clear components and rationale for each component. A clear, organized schedule also allows youth to expect and more fully engage in each activity. Program leaders should also build opportunities for youth to exercise agency and decision making in program schedules, allowing youth to explore, learn, and contribute to the collective camp experience.

Weekly Activity Schedule

Providers are asked to submit an activity schedule for the first week of camp, outlining specific planned activities for each hour of programming. An example weekly schedule is below. Applicants may use the format below or may use their own.

Summer Camp Activity Schedule

Came Name: Example Day Camp   **Date Range:** June 2nd- 6th- 2025

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Sign in, breakfast, outdoor free play				
8:30-9:30	Literacy activity: READ aloud	Math activity	Literacy activity: READ aloud	Math activity	Field trip: Library
9:30-10:30	Outdoor group games: Amoeba tag	Art: drawing	Outdoor group games: Capture the flag	Music	
10:30-11:30	Art: painting	Outdoor group games: Birds have feathers	Music	Outdoor group games: Camp relay race	
11:30-12:30	Lunch				
12:30-1:30	Inquiry learning: work on long term project of choice	Dance	Inquiry learning: work on long term project of choice	Guest speaker	Inquiry learning: work on long term project of choice
1:30-2:30	Gardening	Book club	SEL Activity	Creative writing	Gardening
2:30-3:30	Sports games: Baseball	Sports games: basketball	Sports games: Baseball	Sports games: basketball	Sports games: baseball
3:30-4:00	Reflection, free play, pick up				

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[2] McEachin, A., Augustine, C. H., McCombs, J. (2018). Effective summer programming: What educators and policymakers should know. *American Educator*. Retrieved from https://files.eric.ed.gov/fulltext/EJ1173313.pdf

Family Engagement

Family engagement is a shared responsibility among schools, community organizations, and families to actively support children's learning—in school, after school, over the summer, and at home. When families are engaged, students benefit through improved attendance, achievement, and behavior[3]. Research highlights that summer camps, serving as a bridge between home and school, are uniquely positioned to encourage parent involvement in student learning that can continue throughout the year. Summer camps can engage families through regular communication, on-site events showcasing student learning, and resources to extend learning activities at home.[3]

Summer camp leaders and staff should engage with families daily; for more ideas on how to do so, see Evidence based strategies for Supporting and Enhancing Family Engagement and A Hybrid Summer Camp Program Rethinks Family Engagement.

CTAC requires each summer camp to host at least one Family Engagement Event during the summer. Events can include a pre-camp parent orientation, end of camp showcase of student work, guest speakers, or seminars.

Service Locations

The CTAC expects to fund sites throughout Alachua County. Applicants may propose to serve one or more program sites throughout the County, including rural communities of the county. Providers servicing the rural communities marked with an asterisk will receive bonus points during the application review process.

- Alachua
- Archer*
- Hawthorne*
- High Springs
- La Crosse
- Micanopy
- Newberry
- Waldo*

Applicants may provide services in a variety of locations, including, but not limited to schools, city or county parks and facilities, faith-based locations, and community organizations. Best practices indicate providing services at sites that do not charge or charge minimally for space (such as schools, parks, and faith-based locations) results in higher investments in staffing that can support program quality. Applicants must submit a site agreement letter from the facility owners confirming permission for access throughout the duration of the camp.

The physical environment in which a program operates is a foundation for the youth's experience in a program. Indoor and outdoor spaces should be able to accommodate all program activities adequately and safely. Key features of high-quality service locations include:

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[3] Little, P. (n.d.). *Engaging families in afterschool and summer learning programs: A review of the research.* The Expanded Learning & After School Project. https://www.expandinglearning.org/expandingminds/article/engaging-families-afterschool-and-summer-learning-programs-review-research

- Can safely and comfortably accommodate the various activities offered and/or can be rearranged to meet the various needs of the program (e.g., spaces for physical games, creative arts, individual/quiet work, and eating/socializing)

- The outdoor environment is suitable for a wide variety of activities, including physical activity, group games, and individual play

- Alternative plan if an environment is inaccessible due to weather or other external factors

Scheduling, Frequency, and Duration
Programs are required to operate five days a week at a minimum of eight hours per day. However, camps do have the flexibility to propose the number of weeks their camp will operate. All providers proposing a minimum of 8 weeks will receive bonus points during application review.
> *Note: Providers must establish an attendance policy consistent with all requirements.*

Staffing
Highly qualified staff members capable of developing strong, positive relationships with campers are a key component of successful youth programs. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service. When possible, programs are encouraged to consider hiring staff from local schools that primarily serve their campers to increase collaboration and communication opportunities with the camper's schools.

- Positions: All Contractors must identify one program director to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the summer program. At the minimum, the program director will be responsible for managing and implementing the program to ensure that the Contractor meets its responsibilities to CTAC under the contract promptly.

- Background Screening: All staff working in CTAC-funded programs must comply with Level 2 background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. An Affidavit of Good Moral Character must be completed prior to hiring each employee, volunteer, and subcontracted personnel who work in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years.

- Ratios: Ratios should be designed to meet the needs of the students targeted by the program and should be appropriate to support the efforts to improve their academic achievement and personal growth goals. Contractors shall implement a ratio no greater than 1:20 ratio of staff /youth.

- Infant and Child CPR/First Aid: Each summer program must always have at least one staff member on-site and during field trips with a current and valid certification in first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. CTAC is sponsoring an infant and child first aid/CPR class that camp staff are expected to attend. If staff are not able to attend CTAC's sponsored course, they may attend a class on their own and provide a certificate of completion. CTAC will not cover the cost of classes taken outside of the CTAC sponsored course. If staff

choose to take the First aid/CPR on their own, training may be classroom or online instruction and must include an on-site instructor-based skills assessment that is documented by a certified CPR instructor. Documentation of the online course and on-site assessment must be maintained on file at the facility.

- Staff Training: Maintaining a well-trained team of staff is essential to delivering a high-quality summer camp. Staff should have a strong understanding of daily processes, safety procedures, and skills to lead program activities and engage families. Staff should also have knowledge of positive youth development, including how to build meaningful relationships with campers and integrate social-emotional learning into activities; such knowledge strengthens staff's understanding of program goals and directly contributes to improved outcomes for youth[4]. Training also builds in staff professional skills such as leadership, problem-solving, communication, and teamwork[5].

  The American Camp Association emphasizes the importance of pre-camp training, followed by ongoing training once camp begins[5]. Training should also be job-embedded, related to day-to-day responsibilities of staff. This approach ensures staff continuously build their skills, address challenges in real time, and stay aligned with the camp's mission and goals.

  CTAC requires all summer camp directors to attend a Professional Development Training, hosted by CTAC, to learn about the best practices and tools for staff training. Applicants will be required to attend mandated reporting of child abuse within CTAC's Learning Management System before the first day of camp. Camp leaders are then required to facilitate formal and informal staff training throughout the summer.

  In addition to Professional Development training, providers are required to attend kickoff training, a training on SAMIS, and fiscal training. See training dates below:

Summer Camp Kick Off Training (Required, In Person)	Thursday, May 8, 2025
Training for SAMIS Onboarding and Delivery (Required, In Person)	Wednesday, May 14, 2025 Friday, May 16, 2025
Summer Camp Fiscal Training (Required, In Person)	Wednesday, May 21, 2025
Provider Professional Development Training (Required, In Person)	Tuesday, May 27, 2025 Thursday, May 29, 2025

- Enrollment Forms: Provider will collect from participants a CTAC developed enrollment form and submit the required data to CTAC (see Data Collection requirements).

- Program Consent: Provider will collect from participants a CTAC developed programmatic consent

[4] Henderson, K.A., Bialeschki, M. D., Scanlin, M. M., Thurber, C., Whitaker, L. S., Marsh, P. E. (2007). Components of camp experiences for positive youth development. *Journal of Youth Development, 1*(3). Retrieved from https://www.researchgate.net/publication/311067401_Components_of_Camp_Experiences_for_Positive_Youth_Development
[5] Gillard, A. (2021, March). *Evidence-informed guidance for summer camp training*. American Camp Association. https://www.acacamps.org/events-education/online-learning/recorded-webinar/evidence-informed-guidance-summer-camp-staff-training

signifying voluntary agreement to the receipt of services and acknowledgement of CTAC as a funder.

- Image Release: Provider will collect from participants a CTAC developed image release for all children who participate in the program to indicate whether the parent authorizes photos to be shared and used for publicity purposes to promote the program and its funders. Photos provided to CTAC must have parental authorization for all children who can be identified in the photo.

- Participant files: Providers will enter enrollment forms, consent forms, and image releases for all participants into SAMIS. Providers will also maintain a physical file on site for each participant containing his/her enrollment form, consent form, and image release.

Data Collection
All applicants will be required to collect the following data:

• Parental consent and image releases
• Participant demographics
• Participant attendance
• Satisfaction surveys

Data collection and tools will be reviewed at the required SAMIS onboarding training (see Staff Training above).   Data is expected to be entered on a weekly basis throughout the summer.

Budget and Compensation
All applicants must complete a site budget and summary budget including the following areas to determine the CTAC funding request:

- Salary & Fringe Benefits
- Transportation
- Program Supplies
- Contractual Services
- Certification & Training
- Printing
- Communication
- Insurance
- Equipment & Maintenance
- Other Operating Expenses
- Indirect Cost

 The entirety of the program budget will be used to calculate the cost per child per week. Contracts awarded will be limited to $300 per child per week for traditional camp programs and $350 per child per week for specialty camp programs. Specialty camps are described as camps that focus on a specific activity or theme, rather than offering a more general, traditional camp experience. These camps allow children and youth to immerse themselves in a particular interest or passion for the duration of the camp. The following are examples of the type of specialty camps the CTAC intends to fund:

- Camps offering summer camp services to special needs children only
- Art and music camps

● Stem camps

Summer Camp Provider Compensation:

Summer providers awarded contracts will be compensated as follows:

- Advance Payment – Contractor may invoice the CTAC for an advance payment of up to 25% of the scholarship amount total awarded (full and partial). The Contractor will not receive any additional payments until the advance has been trued up with actual services delivered.

- Subsequent payments will be made monthly based on each site's monthly enrollment and attendance. To be considered enrolled, proper demographic information and at least three days of attendance in the week the child is enrolled in is required.

Incentives

In addition to the above compensation, the following performance-based incentives will be awarded at the end of the contract for all summer providers that meet the following *optional* outcomes. Incentives will be reevaluated every year and are at the sole discretion of CTAC:

- Extended hours of operations: $100 per enrolled child will be awarded to providers that offer daily programming for more than 8 hours or a maximum of $5,000 per provider [Note: must be documented with schedules and contract manager observations]

- Extended Summer Duration: $1,000 per site will be awarded to providers that offer summer services for the duration of summer (e.g. 1st day of Summer to Last day of Summer from Alachua County Public School Calendar) [Note: must be documented with schedules and contract manager observations]

- High Participation rates: $10 per week per child that attends the program for four or more days or a maximum of $10,000 per provider [Note: must be documented with schedules and submitted attendance]

Applicants are encouraged to review CTAC's Fiscal Guidelines as a tool to be referenced in the execution of contracts with budget guidelines and payment procedures.

Collaboration
It is expected that successful applicants will demonstrate effective partnerships with collaborative services that would contribute to positive experiences for youth. CTAC is also devoted to supporting collaborative partnerships by expanding free training. Applicants are strongly encouraged to take advantage of CTAC training opportunities in CTAC's Learning Management System.

E. Evaluation Criteria

Each application will be evaluated against the following set of criteria.

Evaluation Criteria	Review Guidelines	Maximum Points Awarded

Organizational Capacity and Description	1. Provide a detailed description of your organization, including mission, services it provides, history of working on behalf of children, and organizational governance within Alachua County. 2. Provide a brief description of how summer camp programming is consistent with your organization's mission and vision. 3. Describe your experience working with children and youth in an out-of-school time environment. 4. Describe your organization's ability to hire and train qualified staff and comply with the background screening requirement. 5. Describe how your organization supports an environment of safety for children and youth, staff, and parents.	20
Summer Camp Description and Implementation	1. Provide an executive summary of the program and services offered by this camp. **Note: This summary will be used in reports and promotional materials developed by CTAC** 2. Provide a list of specific program goals for your proposed camp. 3. Describe the community need for the location where you intend to offer summer camp programming. 4. How many summer camp sites are you proposing? Describe your capacity to manage each site. 5. Describe the target population you intend to offer services to. Please include the grades you intend to work with. 6. Describe how you will recruit children and youth for your program. 7. Provide the overall number of children served for your program for the last year (if any), expected # without any CTAC funding and additional # of children expected if CTAC funded. 8. What is your camp's adult to student ratio? (i.e. 1:20) **Note: Applicants shall not propose a ratio greater than 1:20.**	30

	9. Describe your staff training program. When, how, and how often do you provide staff training and other informal learning opportunities? What competencies are covered in pre-camp training and during the summer? 10. Attach a training agenda you use/plan to use. **Note: Agendas should include the activities facilitated, description of activities, time allotted for each activity, leader of activities, and projected outcomes of each training session.** 11. Complete and attach a summer camp activity schedule for the first week of your camp. **Note: See example activity schedule.** 12. Complete and attach a site profile for all proposed camp sites.	
Budget	1. Describe your camp costs including the weekly fees, enrollment fees, transportation costs, material, and field trips. 2. Does your organization have a fiscal team? If so, describe their roles and responsibilities and how they will support your organization with your summer camp invoices? 3. Describe how your organization determined your camp costs. **Note: Complete the budget worksheet to support proposed camp costs.** 4. What do you currently charge private pay families to attend your camp? Include costs for enrollment and weekly fees. **Note: Explain any differences in proposed costs to the Children's Trust.** 5. What percentage of your budget is dependent on the funds you have requested from the Trust? 6. If the Trust only funds your proposal at 50% percent of your request, will your organization still offer a summer camp? If yes, please describe if services will be different when compared to a fully funded proposal. If not, please explain why. 7. What is the total amount of funding you are requesting from the Children's Trust?	20

Rural Areas Bonus Points	Five points will be awarded if the completed site profile indicates services in Archer, Hawthorne, or Waldo.	5
Duration of the Camp Bonus Points	Five points will be awarded if the completed site profile indicates the proposed camp services are for a minimum of 8 weeks.	5
Provider Video	1. Complete a 3–5-minute video about your organization and your proposed summer camp. The video must include the following information: ☐ Name of organization and summary of services offered ☐ Number of years organization has offered services in Alachua County ☐ The impact you believe your program will have on the lives of children ☐ Why it is important for the Children's Trust to fund your proposed program	5
Site Agreement Letter	The applicant must submit a site agreement letter from the facility owners confirming permission for access throughout the duration of the camp.	15
		Max points =100

Application Score	
80 - 100	Organizations with the highest scores will be recommended for funding, contingent upon available funding.
70-79.9	
69.9 and below	Not recommended for funding

Freedom School

A. Akwaaba Freedom School Expansion

Children's Defense Fund (CDF) Freedom schools focus on addressing summer learning loss in low-income and minority populations, where children fall behind academically because their families and/or community may not have access to resources to engage them in high-quality summer programs. CTAC intends to fund two additional Freedom School sites, expanding Freedom School access to rural sites in Alachua County. The proposed sites must be located within Hawthorne, FL and Newberry, FL. Applicants must demonstrate the ability to facilitate the implementation of a Freedom School. Each site will be under the direction of Dr. Chonika Coleman-King, Executive Director of Akwaaba Freedom School located in Gainesville, Florida. In addition, each site will have an assigned Project Director.

Applicants must recruit and enroll children into the expansion site. To ensure that programs are implemented with fidelity, according to the CDF guidelines, selected applicants will complete training on the following required components of the Freedom School programs:

- Integrated Reading Curriculum (3 hours/day)
- Daily debrief sessions
- Weekly field trips

- Weekly parent meetings/workshops (to be combined with main site)
- Afternoon Enrichment Activities (e.g., music, dance, sports, arts, STEM, etc.)
- Daily Morning Reading (each site should secure volunteer readers)
- Weekly programming at the intersection of arts, culture, entrepreneurship, education, and wellness
- National Day of Social Action
- Finale showcase (Year-end)

Site Profile

All applicants must complete a site profile. A site profile must be completed with the following information: Site name, address, contact information, grades served, site dates and hours of operation, executive summary, and site staffing.

Program/Project Staff

Freedom school rural sites will be an expansion of the main site in Gainesville, FL. All sites will fall under the umbrella of the Gainesville site led by Executive Director and Project Director of Akwaaba Freedom School-Gainesville. Successfully funded applicants will be required to hire the following staff and volunteers for daily reading and program support.

- 1 Site Coordinator
- 3-4 Servant Leader Interns, TBD (1 Servant Leader Intern per class of 10 scholars)
- 1 Assistant Servant Leader Interns, TBD
- Volunteers

Note: Akwaaba Freedom School interns are considered paid positions.

Target Population:

The target population for Freedom School expansion is children and youth who reside in Alachua County, from rising kindergarteners through rising 12th graders, with 60% of youth from families under 300% of the Federal Poverty Level.   Applicants will have the flexibility to select one of the following enrollment options:

- Option 1 - 30 scholars of the following grade levels: Level 1 (K-2), Level 2 (3-5), Level 3 (6-8), Level 4 (9-12)
- Option 2 - 40 scholars of the following grade levels: Level 1 (K-2), Level 2 (3-5), Level 3 (6-8), Level 4 (9-12)

Household/ Family Size	2025 Poverty Guidelines: 48 Contiguous States (Excluding Alaska and Hawaii) Dollars Per Year					
	100%	150%	200%	250%	300%	400%
1	15,650.00	23,475.00	31,300.00	39,125.00	46,950.00	62,600.00
2	21,150.00	31,725.00	42,300.00	52,875.00	63,450.00	84,600.00
3	26,650.00	39,975.00	53,300.00	66,625.00	79,950.00	106,600.00
4	32,150.00	48,225.00	64,300.00	80,375.00	96,450.00	128,600.00
5	37,650.00	56,475.00	75,300.00	94,125.00	112,950.00	150,600.00
6	43,150.00	64,725.00	86,300.00	107,875.00	129,450.00	172,600.00
7	48,650.00	72,975.00	97,300.00	121,625.00	145,950.00	194,600.00
8	54,150.00	81,225.00	108,300.00	135,375.00	162,450.00	216,600.00
9	59,650.00	89,475.00	119,300.00	149,125.00	178,950.00	238,600.00
10	65,150.00	97,725.00	130,300.00	162,875.00	195,450.00	260,600.00
11	70,650.00	105,975.00	141,300.00	176,625.00	211,950.00	282,600.00
12	76,150.00	114,225.00	152,300.00	190,375.00	228,450.00	304,600.00
13	81,650.00	122,475.00	163,300.00	204,125.00	244,950.00	326,600.00
14	87,150.00	130,725.00	174,300.00	217,875.00	261,450.00	348,600.00

Reference: 2025 Federal Poverty Guidelines

Service locations
The CTAC expects to fund two Akwaaba Freedom School sites, one in Hawthorne, FL and Newberry, FL. The Hawthorne site must serve residents of Hawthorne and Waldo. The Newberry site must serve residents of Newberry and Archer. Applicants must demonstrate their ability to recruit families from all eligible municipalities.

Applicants may provide services in a variety of locations, including but not limited to; schools, city or county parks and facilities, faith-based locations, and community organizations. Best practices indicate providing services at sites that do not charge or charge minimally for space (such as schools, parks, and faith-based locations) results in higher investments in staffing that can support program quality. Applicants must submit a site agreement letter from the facility owners confirming permission for access throughout the duration of the camp.

The physical environment in which a program operates is a foundation for the youth's experience in a program. Indoor and outdoor spaces should be able to accommodate all program activities adequately and safely. Key features of high-quality service locations include:

- Can safely and comfortably accommodate the various activities offered and/or can be rearranged to meet the various needs of the program (e.g., spaces for physical games, creative arts, individual/quiet work, and eating/socializing)
- The outdoor environment is suitable for a wide variety of activities, including physical activity, group games, and individual play
- Alternative plan if an environment is inaccessible due to weather or other external factors

Scheduling, Frequency and Duration
Site schedules must be approved by Akwaaba Freedom School Executive director. Schedules must include the following

- Six weeks of programming from June to August
- Operate for a minimum of eight hours per day
- Operate five days a week with the exception of holidays and unforeseen closures due to weather, etc.

Staffing

Highly qualified staff members capable of developing strong, positive relationships with participants are a key component of successful youth programs. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service. When possible, programs are encouraged to consider hiring staff from local schools that primarily serve their participants.

- Positions: Each Freedom School Site will be under the direction of Dr. Chonika Coleman-King, Executive Director of Akwaaba Freedom School located in Gainesville, Florida. In addition, each site will have an assigned Project Director. Five to Six additional staff will be needed for implementation. The staff must include 1 site coordinator, 3-4 Servant Leader Interns (1 Servant Leader per class of 10 scholars) and 1 Assistant servant Leader Intern.

- Background Screening: All staff working in CTAC-funded programs must comply with Level 2 background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. An Affidavit of Good Moral Character must be completed prior to hiring each employee, volunteer, and subcontracted personnel who work in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years.

- Ratios: Ratios should be designed to meet the needs of the students targeted by the program and should be appropriate to support the efforts in addressing summer opportunity loss. Contractors shall implement a ratio no greater than 1:10 ratio.

- Infant and Child CPR/First Aid: Each summer program must always have at least one staff member on-site and during field trips with a current and valid certification in first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. CTAC is sponsoring an infant and child first aid/CPR class that camp staff are expected to attend. If staff are not able to attend CTAC's sponsored course, they may attend a class on their own and provide a certificate of completion. CTAC will not cover the cost of classes taken outside of the CTAC sponsored course. If staff choose to take the First aid/CPR on their own, training may be classroom or online instruction and must include an on-site instructor-based skills assessment that is documented by a certified CPR instructor. Documentation of the online course and on-site assessment must be maintained on file at the facility.

    - Enrollment Forms: Provider will collect from participants a CTAC developed enrollment form and submit the required data to CTAC (see Data Collection requirements). Freedom school sites may use their own enrollment form, but form must collect information required by CTAC and display CTAC logo.

    - Program Consent: Provider will collect from participants a CTAC developed programmatic consent signifying voluntary agreement to the receipt of services and acknowledgement of CTAC as a funder.

    - Image Release: Provider will collect from participants a CTAC developed image release for all children who participate in the program to indicate whether or not the parent authorizes photos to be shared and used for publicity purposes to promote the program and its funders. Photos

provided to CTAC must have parental authorization for all children who can be identified in the photo. Freedom school sites may use their own image release form, but the form must include language authorizing use of photos by program funders.

- Participant files: Providers will enter enrollment forms, consent forms, and image releases for all participants into SAMIS. Providers will also maintain a physical file on site for each participant containing his/her enrollment form, consent form, and image release.

Budget and compensation

The CTAC has allocated up to $160,000 for the Akwaaba Freedom School expansion of two additional sites. Each site will be required to incorporate the Freedom School budget components to ensure the program meets CDF requirements**.** All applicants must complete a site budget and summary budget including the following areas to determine the CTAC funding request:

- Staff Salary & Benefits
    - Servant Leader Interns (3 to 4)
    - Assistant Servant Leader Intern (1)
- Operating Expenses
    - Parent Meetings (6)
    - Special Meals
    - Classroom Supplies
    - Outdoor Supplies
    - Field Trips
    - Transportation (Field Trips)
    - National Training
    - Local Training
    - Staff Retreats/Outings (3)
    - Snacks
    - Afternoon Activities
    - Technology & Equipment

Each site will have the flexibility to select one of the following options based on the number of scholars they intend to enroll.

- Option 1 - 30 scholars of the following grade levels: Level 1 (K-2), Level 2 (3-5), Level 3 (6-8), Level 4 (9-12)
- Option 2- 40 scholars of the following grade levels: Level 1 (K-2), Level 2 (3-5), Level 3 (6-8), Level 4 (9-12)

Training Requirements

Successful applicants will be required to attend and complete the following training:

- Local Freedom School Training
- CDF National Freedom School Training in Knoxville, TN for Site Coordinators and Servant Leader Interns
- Freedom School Kick Off Training

Applicants are also required to attend the following CTAC training: Summer camp kickoff training, training on SAMIS (our data collection tool), and fiscal training. See table below for dates:

Summer Camp Kick Off Training (Required, In Person)	Thursday, May 8, 2025
Training for SAMIS Onboarding and Delivery (Required, In Person)	Wednesday, May 14, 2025 Friday, May 16, 2025
Summer Camp Fiscal Training (Required, In Person)	Wednesday, May 21, 2025
Provider Professional Development Training (Required, In Person)	Tuesday, May 27, 2025 Thursday, May 29, 2025

Data Collection:

CDF Freedom Schools initiate a multiyear assessment of programs annually. This measure has shown that the program has a statistically significant, positive effect on children's reading skills, attitudes toward learning, and belief in themselves and in their ability to make a difference in the world around them. Assessments include one or more of the following: The Basic Reading Inventory, surveys, observations, and interviews/focus groups.

CTAC requires the following data collection from funded Freedom Schools providers:

- Parental consent and image releases
- Participant demographics
- Participant attendance
- CTAC Satisfaction surveys
- CDF Freedom School's parent survey
- Basic Reading Inventory (pre-and-post assessments)

Data collection requirements and tools will be reviewed at the SAMIS onboarding training (see Staff Training above). Data is expected to be entered on a weekly basis throughout the summer.

Collaboration

Applicants will work to identify local entities that help support the development of children to partner with Freedom School. Through these partnerships applicants will collaboratively plan guest speakers and readers, and extracurricular activity facilitators. Applicants should build partnerships to help expose scholars to local historical sites and activities like chess, cultural dance, visual arts, etc. to provide creative and multimodal learning opportunities for scholars.

It is expected that successful applicants will demonstrate effective partnerships with collaborative services that would contribute to positive experiences for youth. CTAC is also devoted to supporting collaborative partnerships by expanding free training. Applicants are strongly encouraged to take advantage of CTAC training opportunities in CTAC's Learning Management System.

A. **Evaluation Criteria**

Each application will be evaluated against the following set of criteria.

Evaluation Criteria	Review Guidelines	Maximum Points Awarded

Organizational Capacity and Description	1. Provide a detailed description of your organization below, including: (1) mission, (2) services it provides, (3) history of working on behalf of children, and (4) organizational governance, within Alachua County. 2. Describe your experience working with children and youth in an out-of-school environment. Tell us about any related programming you currently offer. 3. Describe your organization's ability to hire and train qualified staff and comply with the background screening requirement. 4. Describe how your organization supports an environment of safety and inclusiveness for children and youth, staff, and parents/caregivers.	25

Program Description and Implementation	1. Describe how your organization will facilitate the implementation of an Akwaaba Freedom School Site.
	
	2. Select the rural area (Hawthorne or Newberry) will you implement your Freedom School site?
	
	3. Describe how you will identify a site location within Newberry or Hawthorne.
	
	4. How many scholars do you propose to serve? Note: Sites must choose option 1 for 30 scholars or option 2 for 40 scholars.
	
	5. How many children do you estimate serving at each level? Note: Based on the selected option above, sites can choose to serve a maximum of 30 or 40 scholars within any level.
	    • Level I (grades K-2)?
	
	    • Level II (grades 3-5)?
	
	    • Level III (grades 6-8)?
	
	    • Level IV (grades 9-12)?
	
	6. Describe how you will recruit participants(scholars).
	
	7. Identify how you will recruit volunteers.
	
	8. Describe your current community collaboration. Include How your community partners can be used to support the implementation of the Freedom School site.
		35

	9. Complete and attach a site profile for site.	
Budget	1. Does your organization have a fiscal team? If so, describe their roles and responsibilities and how they will support your organization with your invoices. 2. Complete and upload a budget worksheet aligned with the planned option.	25
Program Video	1.Complete a 3–5-minute video about your organization. The video must include the following information: • Name of organization and summary of services offered. • Number of years your organization has offered services in Alachua County. • Why is your organization well suited to implement a Freedom School site?	5
Site Agreement Letter	The applicant must submit a site agreement letter from the facility owners confirming permission for access throughout the duration of Freedom School programming.	10

Applicants with the two highest scores will be recommended for funding