



CHILDREN'S TRUST
OF ALACHUA COUNTY

COVER PAGE

REQUEST FOR PROPOSAL (RFP) #:	2024-02
PROJECT TITLE:	Enrichment Services RFP
PROJECT MANAGER	Procurement@childrenstrustofalachuacounty.us
SUBMIT A QUESTION:	SAMIS
LAST DAY FOR QUESTIONS REGARDING THIS RFP	July 2, 2024, 3:00 PM
AVAILABLE FUNDING:	\$250,000
ANTICIPATED CONTRACT TERMS:	October 1, 2024- September 30, 2025
WEBSITE:	https://www.childrenstrustofalachuacounty.us/
RFP ISSUE DATE:	June 13, 2024
Submission Deadline	July 11, 2024, 3:00pm

SECTION 1: INTRODUCTION

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 the 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 their proposals, if needed. 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.

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 participation 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.

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.

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.

Solicitation Timeline

EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	June 13, 2024
Bidders’ Conference and Application Training (attendance is highly recommended) Virtual: Insert registration link 9am: TBD 6pm: TBD	June 18, 2024 9 AM to 11:00 AM – Bidders’ Conference & Application Training June 18, 2024 6:00 PM to 8:00 PM – Bidders’ Conference & Application Training
Last day to submit written questions	July 2, 2024, 3:00 PM
Final response to all written questions posted	July 8, 2024, 3:00PM
Office hours for technical support	June 25, 2024 June 27, 2024
Application submission deadline	July 11, 2024, 3:00 PM

Public Opening of Bids (Public Meeting) Virtual: Insert registration link	July 11, 2024, 4:00 PM
Application review period Review team – final score deliberation (Public Meeting) Virtual: Insert registration link	July 15– July 25, 2024 TBD
Funding recommendations released – (Trust Board Meeting Packet)	August 5, 2024, TBD
The Children’s Trust of Alachua County Board Meeting Review funding recommendations Location: To be determined	August 12, 2024
End cone of silence; Appeal process begins	August 12, 2024, 4:00PM at the beginning of the board meeting
Contract negotiations begin	August 15, 2024
Contracts begin	October 1, 2024

SECTION 2: FUNDING OPPORTUNITY

Overview of Solicitation

By Approval of Resolution 2024-05 on June 10, 2024, the Children’s Trust of Alachua County seeks to expand access to enrichment programming and activities for sites offering Out of School Time (OST) programming for children from different socioeconomic backgrounds residing in Alachua County. Through this solicitation, CTAC is seeking proposals for the following services:

Enrichment Programming and Activities

Enrichment opportunities provide children and youth with educational programming and activities that extend beyond their regular school day, afterschool, and summer camp. Enrichment programs are designed to address youth needs in many different areas such as culture, social/emotional development, arts, STEM, recreation, etc. Applicants interested in this funding opportunity are expected to partner with eligible sites to offer enrichment activities to OST sites across the Alachua County area.

Successful applicants will facilitate enrichment activities that offer children and youth the opportunity to learn and explore specialty activities that would not otherwise be available through their OST program.

The CTAC intends to award up to \$250,000 to fund enrichment provider services. Funds for enrichment services are all allocated under Goal 1: Children and youth are healthy and have nurturing caregivers and relationships and Goal 2: Children and youth learn what they need to be successful. Applicants will be required to enter a contract with the CTAC for the services requested in this RFP using CTAC's Model Contract for Services which is attached to this RFP. Applicants must also be prepared to negotiate proposed services and budget. The CTAC intends to award a contract substantially in the form of the attached Model Services Contract to the selected contractors. CTAC has the authority to increase the RFP allocation, if they so desire, to meet the service need.

Term of Services

Successful applicants will be awarded an initial contract with service dates between October 1, 2024 through September 30th, 2025. Contracts will be fee for service, based on the number of sessions delivered. CTAC reserves the right to renegotiate terms annually. Contracts awarded may be renewed for one additional year, for a total of two years of funding with annual performance reviews, for the following terms:

- October 1st, 2025 to September 30th, 2026

Minimum Requirements to Bid

Organizations can apply for funding based on the following requirements:

- All proposed services must take place within Alachua County.
- Applicant must be currently qualified to conduct business in the State of Florida.
- Applicant must not be a charter school approved by any public school system in the State of Florida.
- Applicant must have experience working with youth in out-of-school time and focus on promoting positive youth development in a safe and enriching environment.
- Applicant must plan to offer in-person youth development services and activities.

Scope of Service

The CTAC seeks to expand access to enriching programming and activities for children residing in Alachua County. Applicants have the flexibility to implement creative, innovative programming and activities that meet the needs and interests of children enrolled in their programming.

Enrichment sessions should have a minimum of at least five (5) in attendance and should confirm with the partner site the expected youth will be present to receive programming.

Contractors are strongly encouraged to indicate if they intend to use an evidence-based model or a research informed practice and to describe the model and how it will be used for their program. Otherwise, Contractors using a practice-based approach will need to explain how

the program will be implemented and result in the desired outcomes for participants.

While no universal definition exists for the term “evidence-based program”, resources are available highlighting programs and practices that demonstrate positive outcomes when implemented and applied.

The following links showcase evidence-based models and researched informed practices:

[Clearinghouse Database - Evidence-to-Impact Collaborative \(psu.edu\)](https://evidence2impact.psu.edu/results-first-resources/clearing-house-database/)

<https://evidence2impact.psu.edu/results-first-resources/clearing-house-database/>

The CTAC seeks applications from organizations offering enrichment services in the following areas:

Health & Wellness

Youth health and wellness encompasses the holistic well-being of young individuals, addressing their physical health. It involves promoting healthy habits and preventing health issues. Youth health and wellness programs also include drug prevention and at-risk behavior in youth, which refers to efforts aimed at reducing the likelihood of young individuals engaging in substance abuse and behaviors that may have negative consequences. These efforts often involve education, awareness, and interventions designed to equip young people with the knowledge, skills, and support systems to make healthy choices and avoid behaviors that can jeopardize their well-being. These programs often include fitness, nutrition, cooking, drug, alcohol, and tobacco prevention.

Leadership

Youth leadership programs are initiatives designed to empower young individuals with the skills, knowledge, and opportunities to take on leadership roles and positively contribute to their communities. These programs often focus on developing communication, teamwork, decision-making, and problem-solving skills and fostering a sense of social responsibility and civic engagement.

Life Management Skills

Programs that provide life management skills for youth focus on equipping young individuals with the practical knowledge and abilities needed to navigate various aspects of life effectively. These programs often cover financial literacy, time management, home management, communication skills, goal setting, decision-making, stress management, and interpersonal relationships. By offering guidance in these areas, life management skills programs aim to empower young people to make informed decisions, build resilience, and succeed personally and professionally.

Career Exploration

Youth career exploration programs are initiatives designed to provide young individuals with opportunities to learn about various career paths and gain insight into different industries. These programs offer experiential learning activities, mentorship opportunities, and workplace exposure. By participating in youth career exploration programs, young people can better understand their interests, strengths, and the skills required in different professions, helping them make more informed decisions about their future career paths.

STEM

Youth STEM programs are initiatives that focus on engaging young individuals in science, technology, engineering, and mathematics-related activities. These programs aim to cultivate interest and proficiency in STEM through hands-on learning, experimentation, and exploration. By participating in STEM programs, young people can develop critical thinking, problem-solving, and technical skills, preparing them for future careers in STEM-related fields.

Social Emotional Wellbeing and Awareness

Youth social-emotional well-being and awareness refers to the holistic state of young individuals' mental, emotional, and social health. It encompasses the development of self-awareness, self-regulation, empathy, and interpersonal skills. Promoting social-emotional well-being and awareness among youth involves:

- Providing support for mental health
- Fostering positive relationships
- Nurturing a sense of belonging and community
- Conflict resolution
- Providing emotional intelligence

These programs often include peer support groups, mindful meditation practices, emotional intelligence workshops, and peer mentoring.

Arts and Culture

Youth arts and culture programs are initiatives that aim to engage young individuals in various forms of artistic expression and cultural experiences. These programs provide opportunities for youth to explore visual arts, music, dance, theater, literature, and other creative disciplines. Often include workshops, performances, exhibitions, and educational activities designed to foster creativity, self-expression, and an appreciation for diverse cultural traditions. By participating in youth arts and culture programs, young people can develop their artistic talents, gain exposure to different cultural practices, and contribute to the vibrancy of their communities through creative endeavors.

Other

This category is designed for programs that offer unique enrichment opportunities for youth, fostering their learning and personal development. These initiatives are designed to be enjoyable, creative, and cutting-edge.

Remember that the CTAC reserves the right to add the proposal after submission to the

category that best fits the program.

Target Population:

The target population for this RFP is children and youth residing in Alachua County, up to 18 years old. Potential applicants are responsible for ensuring that families from different social economic backgrounds have the opportunity to participate in proposed enrichment programming and activities.

Applicants will partner with eligible sites across Alachua County to offer enrichment services. Eligible sites for enrichment services must meet the following criteria and sign a site agreement with each awarded provider:

- Site must be located in Alachua County
- Site must serve children from different socioeconomic backgrounds. This should include the following:
 - Children with Individualized Educational Plan (IEP) and/or 504 plans
 - Children in foster care
 - Children in voluntary and formal kinship care
 - Children under in-home case management supervision, and/or
 - Children from families receiving SNAP benefits.

Enrichment services must not duplicate any existing services offered by the site and shall not be offered at the applicant's primary service location.

Service Locations:

Applicants are expected to partner with providers located throughout the County. Applicants may provide enrichment services in a variety of locations, including, but not limited to:

- Schools
- City or county parks and facilities
- Faith-based locations
- Community organizations
- Summer camps & afterschool sites.

The CTAC expects all applicants to offer enrichment services in Alachua County's rural communities listed below. 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 are not expected to have their own site(s) but rather to offer services at existing OST provider locations. Applicants must ensure that sufficient space is available to deliver programming and activities safely and comfortably.

Scheduling, Frequency, and Duration:

Applicants will have wide latitude in this RFP concerning the schedule, frequency, and duration enrichment programming and activities.

Staff:

Positions: All Contractors must identify one Contract Supervisor to administer the program. This individual will serve as the primary contact for CTAC in all matters related to this agreement. At a minimum, the supervisor 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 hire for 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.

Program Budget:

CTAC will cover a reasonable cost per session for enrichment programming and activities delivered to eligible sites. The cost per session should include all expenses necessary to offer a full session. An example of allowable items to calculate sessions includes (staffing time, materials, insurance etc.).

Background: CTAC will cover the costs for all staff to receive Level 2 background checks

Transportation: CTAC will cover the cost of mileage for instructors to travel to enrichment sites. Milage will be covered at the federal mileage rate, at .67 per mile.

Compensation:

Applicants awarded contracts will be compensated as follows:

Advance Payment: Contractor may invoice the CTAC for an advance payment of 25% of the total contract award. 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 the number of sessions delivered.

Data Collection

All funded entities will be required to collect and report on the data specified during the contract term. The Trust recognizes the importance of data security and technology resources required to operate effectively and provide accurate reporting on outcomes. The Trust utilizes an online integrated data system, SAMIS, which the Contractor will input data on a monthly basis. The CTAC is devoted to working collaboratively with Contractors to ensure a shared understanding of data collection goals and processes. Monthly data entry is required to receive payment for services, though dedicating time weekly to review and enter data is a best practice. Contractors will report data on service provision, recipient demographics, survey, and quality metrics for monitoring and evaluation of outcomes overtime. Staff who collect participant data, specifically that which contains personally identifying information (PII), are required to take measures to protect and secure it consistent with the Trust's [Data Collection and Management Policy](#) as well as their own organizational policy. Contractors are expected to attend all trainings related to data collection, data system access, and appropriate system usage.

Data and Reporting

Service Provision / Participation	
Data Requirement	Data Collection
<p><u>Partner Site Agreement</u>: Providers are expected to complete the site agreement with organizations for <u>each site</u> that will receive enrichment programming and submit the following:</p> <ul style="list-style-type: none"> ▪ Partner Organization Name ▪ Site Name ▪ Site Location (address, city, state, zip code; must be Alachua County) ▪ Site Contact Name (name of the person at the organization who is arranging and overseeing the receipt of services) ▪ Site Contact Email ▪ Site Contact Phone Number ▪ Confirmation of Eligibility ▪ Service Start and End Dates ▪ Total Sessions ▪ Service Schedule ▪ Description of Services ▪ Number of Children to be Served (i.e., number of unique, unduplicated children who are expected to receive enrichment services through this agreement) ▪ Age of Children to be Served (0-5yrs, 6-10yrs, 11-13yrs, 14-18yrs) 	<p>Provider will submit data listed for each site to be served prior to service provision through the SAMIS information management system.</p>
<p><u>Session Information</u>: Providers are expected to collect and report the following information for each session facilitated:</p> <ul style="list-style-type: none"> ▪ Partner Site / Agreement ▪ Series Name ▪ Session Topic ▪ Participant Group ▪ Session Presenter (Led By) ▪ Date of Session ▪ Start & End Time 	<p>Provider will submit data listed for each session facilitated through the SAMIS information management system.</p> <p>Provider should develop, collect, and maintain attendance sheets to support the collection to be submitted to the Trust.</p>

<ul style="list-style-type: none"> Children in Attendance 	
<p>Why does the Trust collect data on service provision and participation? Collecting participation data allows us to see the amount services are received to determine the level of engagement in programming.</p>	
<p>Surveys / Assessments</p>	
<p>Data Requirement</p>	<p>Data Collection</p>
<p><u>Enrichment Services Survey</u>: Provider is expected to ensure survey completion with partner organizations and encourage full participation to learn more about program impact, quality of services, and determine whether performance measures and outcomes are being met. Partner organizations must commit to completion of the satisfaction as a component of the partner site agreement.</p> <ul style="list-style-type: none"> Enrichment Services Survey 	<p>Provider will administer the enrichment services survey electronically to site contact person responsible for arranging and overseeing the receipt of services through the link provided by the Trust.</p>
<p>Why does the Trust require surveys and assessments? The Trust is seeking survey and assessment data to learn about the quality, benefits, outcomes, as well as, to make improvements in future programming.</p>	

Performance Measures

Performance measures are an integral component of the agreement between the Trust and the provider agency. Funding is made available to deliver the scope of service to achieve specific results. Performance measures establish shared goals and operational definitions for measuring whether anticipated results are achieved. CTAC uses Results Based Accountability, which is a framework for defining success measures focusing on: Quantity (How Much?), Quality (How Well?), and Short-term or Direct Impact (Is anyone Better Off?)

How Much?	FY2025 Target
Site Served	Based on Proposal
Sessions Completed	Based on Proposal
Youth Attendance	Based on Proposal
How Well?	
Service Provision in Rural Areas	30%

Partner Satisfaction	90%
Quality of Programming	90%
Better Off?	
Youth Enjoyment & Engagement	90%
Youth Discovery (i.e., knowledge, skills, behavior, exposure)	75%

Evaluation Criteria

Each application will be evaluated against the following set of criteria. **Please provide as much detail as possible to ensure the review team has a complete picture of your proposed program.**

Evaluation Criteria	Review Guidelines	Points Awarded
Organizational Information Description	1. Provide a summary of your organization and the services you provide to Alachua County	0-20
Program Description and Implementation	1. Identify which CTAC goal(s) your proposed enrichment services fall under. <ul style="list-style-type: none"> <input type="checkbox"/> Goal 1: Children and youth are healthy and have nurturing caregivers and relationships <input type="checkbox"/> Goal 2: Children and youth learn what they need to be successful 2. Select the enrichment topic you are proposing to offer programming in. 3. Describe your enrichment programming and the learning objective. Include a description of curriculum(s) (if applicable) and any additional pertinent session information. 4. Include whether your enrichment programming is evidence based or a best practice. Describe the model and how it will be used and describe how you measure success. 5. How many children have you previously served? 6. Describe your current partnerships and explain how this	0-40

	<p>funding will help you increase the number of children accessing your services.</p> <p>7. During FY2025 (10/1/24 – 9/30/25), how many sites are you proposing your program will serve with the funds requested?</p> <p>8. During FY2025 (10/1/24 – 9/30/25), how many enrichment sessions are you proposing your program will provide with the funds requested?</p> <p>9. If attendance is lower than your expectation, what strategies will you put in place to address attendance issues.</p> <p>10. Describe how you will recruit sites in rural (Alachua, Archer, Hawthorne, High Springs, La Crosse, Micanopy, Newberry, & Waldo) communities and unincorporated communities to offer enrichment services.</p> <p>11. Describe how you will ensure you partner with organizations that work with families from different socioeconomic backgrounds.</p> <p>12. Enrichment activities may contribute to a variety of positive child outcomes. Thinking of <i>your program</i> what are key benefits of your enrichment services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gain knowledge (i.e., learning about a subject or topic) <input type="checkbox"/> Gain skills (i.e., gaining ability to perform an activity) <input type="checkbox"/> Improve behavior (i.e., improving conduct or how one acts) <input type="checkbox"/> Exposure to a new experience (i.e., children have not had this experience) 	
Program Video	<p>1. Complete a 3–5-minute video about your organization and the enrichment service you are proposing. The video must include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of organization and summary of services offered <input type="checkbox"/> Number of years organization has offered 	0-10

	<p>services in Alachua County</p> <ul style="list-style-type: none"> <input type="checkbox"/> The impact you believe your program will have on the lives of children <input type="checkbox"/> Why it is important for the Children’s Trust to fund your proposed program <p>Up to 10 additional points can be awarded.</p>	
Budget	<ol style="list-style-type: none"> 1. What is your proposed session cost? 2. Describe how your organization determined the cost of your sessions. (Complete the budget section to support proposed session cost). 3. What do you currently charge organizations for your enrichment services? (Explain any differences in proposed cost to the Children’s Trust). 4. What percentage of your budget is dependent on the funds you have requested from the Trust? 5. If the Trust only funds your proposal at 50% percent of your request, will you continue to offer enrichment services? If yes, please describe if services will be different when compared to a fully funded proposal. If not, please explain why. 6. What is the total amount of funding you are requesting from the Children’s Trust? 	0-30
		Max points =100

Bonus Points	
10 points	<p>A total of ten bonus points will be applied to proposed projects that offer services in one or more of the rural communities listed below.</p> <ul style="list-style-type: none"> • Archer • Hawthorne • Waldo
5 Points	<p>A total of 5 bonus points will be applied to proposed projects that intend to utilize evidence-based or researched-informed initiatives.</p>

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

Submission Checklist

- Current 990 or Organization Audit
- Logo
- Proof of active legal status from Sunbiz.org for applicant and all subcontractors
 - o <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- Two reference letters from local partners. Letters should include details of partnership and need for proposed services

Completed applications shall be submitted via the CTAC SAMIS system by the application deadline. Printed copies of the application will not be accepted.