



Center for Community Schools

UNIVERSITY OF CENTRAL FLORIDA

COMMUNITY SCHOOL GRANT PROGRAM

2019-20 COMMUNITY SCHOOL PLANNING GRANT REQUEST FOR PROPOSAL (RFP)

ABOUT THE CENTER

The Center for Community Schools was established in the fall of 2014 and is located in the College of Community Innovation and Education at the University of Central Florida. Its principal mission is to serve as a comprehensive resource by providing technical assistance, university-assisted partnership, training and development, and assessment and evaluation for the development of high-quality community schools.

The center promotes the development of community schools that include four core partners — a school district, a university or college, a community-based nonprofit, and a healthcare provider, as well as others. Core partners work together to provide the community school with a wide variety of expanded learning activities, family and community outreach opportunities, and wellness supports such as primary medical, dental and behavioral healthcare for the students, the students' families and the surrounding community. More information about community schools and the Community Partnership Schools™ model of community schools can be found on the center's website at <https://ccie.ucf.edu/communityschools>.

ABOUT THE GRANT

Background: The Florida Legislature established the Community School Grant Program to fund and support the planning and implementation of community school strategies, including Community Partnership Schools.

Community Partnership Schools provide comprehensive academic, social and healthcare services for students, staff, families and community members that result in improved outcomes for children. Coordination and alignment of services are based on identified student and family needs. Services are organized around results and outcomes are defined by the core partners.

Grant Information: The 2019-20 Community School Grant Program must address critical education needs in public elementary or secondary schools by removing barriers to student learning and helping children meet challenging academic achievement standards using a community school strategy. The UCF Center for Community Schools will award up to 12 schools \$75,000 each in planning grant funds to establish community schools in Florida.



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REQUEST FOR PROPOSAL (RFP)

The center requests planning grant applications (see page 5) from core partnerships (a school district, a university or college, a community-based nonprofit, and a healthcare provider) interested in implementing a community school in a public elementary or secondary school. The nonprofit organization will be the fiscal agent of the award. Community school projects may include:

- Community school staffing: director, expanded learning coordinator, wellness coordinator, family and community engagement coordinator, other
- Expanded learning activities (tutoring, enrichment activities, other)
- Comprehensive wellness supports (social, emotional, behavioral, physical healthcare)
- Family and community engagement opportunities
- Volunteer and/or mentoring programs
- Professional development for teachers
- Evaluations, needs assessments, or data collection efforts and outcomes
- Sustainability plans

Notice: The Community School Grant Program Grants Committee cannot guarantee an early review. Applicants must ensure that their submission is complete and accurate and includes all supporting materials.

SELECTION CRITERIA

1st phase review: The Community School Grant Program Grants Committee will review submitted grant applications for administrative compliance and eligibility criteria to ensure that the administrative and technical requirements of the grant are fulfilled. Applications that fail to fulfil these requirements will be excluded from the 2nd phase review.

1. **Administrative compliance:** Confirms that a grant application has been submitted by the deadline and the application is complete and meets all requirements.
2. **Eligibility criteria:** Examines if the application and supporting documents submitted fulfil the minimum requirements for funding eligibility. Applications that do not fulfil the eligibility criteria are identified. If minor clarification is needed, applicants will receive a notice requesting additional information. Applications will be rejected if the requested documentation is not received within two business days of the request.

2nd phase review: Grant applications that demonstrate administrative compliance and satisfy the eligibility criteria will be assessed for quality and strength of the proposed project. In this phase, the Community School Grant Program Grants Committee will evaluate the application for its demonstration of project need, collaborative core partnership, project strength, community commitment, sustainability and evaluation.

Priority: The SB7070 Community Schools Grant Program prioritizes the awarding of planning grants to school districts in which the Community Partnership School™ model has not been implemented.



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AWARD TIMELINE

Request for Proposal Available: *July 1, 2019*

Deadline for application questions: *July 26, 2019*

Application Submission Deadline: *July 31, 2019, by 11.59 p.m. EST*

Application Review: All applications will be reviewed within 30 days of the submission deadline.

1st phase review: Successful applications from the 1st phase review will be moved to the 2nd phase review (no notifications will be sent). Applicants not selected to move to the 2nd phase review will be notified by email within 15 days of review.

2nd phase review: Applicants not selected for an award will be notified by email within 15 days of review.

Award: The Community School Grant Program Grants Committee will select up to 12 successful applications. By September, applicants will be notified of the award decision and award announcements will be posted on the UCF Center for Community Schools' website at <https://ccie.ucf.edu/communityschools/grant-program>.

Note: All applications must include the name, email address and phone number of a contact who can answer questions and discuss award information.

GRANT AWARD AND SUPPORT

Each successful applicant will receive \$75,000 in planning grant funds for the 2019-20 school year. Awards must be used to establish a community school and may support staff, supplies and/or other project needs outlined and approved by the UCF Center for Community Schools. See [APPENDIX C](#) for Fiscal and Program Accountability Guidance Sheet. Funding requires a 25% match.

In addition to funding, school districts and communities will receive ongoing training and technical assistance for community school planning, implementation and evaluation from the UCF Center for Community Schools.



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SUBMISSION DEADLINE

The grant application, budget illustrations, statements of work and other required documents must be submitted using an online application platform available at <https://ccie.ucf.edu/communityschools/grant-program> by **July 31, 2019, by 11.59 p.m. EST.**

Other Information

For additional information about the UCF Center for Community Schools, community schools or the Community Partnership Schools™ model, please visit <https://ccie.ucf.edu/communityschools>.

Questions should be directed to Melanie.Rodriguez2@ucf.edu.



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2018-20 COMMUNITY SCHOOL PLANNING GRANT APPLICATION

Complete application below and provide information requested in Proposal Description (pp. 6-7)

APPLICANT	
Name:	Email:
SCHOOL INFORMATION	
School District:	
School Name:	
Address:	
Principal:	Email:
	Phone:
Superintendent:	Email:
Existing Community Partnership School(s) in District:	
PRIMARY CONTACT	
Name:	Title:
Organization:	
Address:	Email:
	Phone:
CORE PARTNERS	
School District:	
Coordinating Nonprofit:	Contact Name:
	Contact Email:
	Contact Phone:
College/University:	Healthcare Provider:
Other Core Partner (if applicable):	
Other Core Partner (if applicable):	
Other Core Partner (if applicable):	



PROPOSAL DESCRIPTION

Please include the information requested below in your proposal:

- 1. Abstract:** Provide a summary of the community school proposal (500-word limit) and the required signed [Signature Page](#).
- 2. Need:** Provide a detailed description of the need as it relates to students, parents, family and community members to be served. Include demographic information; school grade; attendance, behavior and achievement levels; family and community needs; social and emotional health indicators; other. Include how the needs were identified and how the project will address the needs (graphs and tables can be used for illustration but are not required). (500-word limit)
- 3. Committed Core Partnership:** The Community School Grant Program defines community schools as a model that includes a long-term partnership among at least four core partners — a school district, a university or college, a community-based nonprofit, and a healthcare provider. Demonstrate a committed, long-term core community school partnership. Include the roles of each partner and partner contributions to the project. Provide a list of the four core partners and the history of partnership between the organizations. Include the structure and how the core partners will ensure a collaborative shared governance relationship. Letters of support/intent from all core partners and/or a core partner memorandum of understanding (MOU) must be included as part of the application submission; an MOU is preferred. If a planning grant is awarded, the partnership must submit a fully executed MOU by the end of the third quarter of the planning grant year (March 31, 2020) to be eligible for subsequent grants (if applicable). (500-word limit)
- 4. Supportive Community:** Successful community schools require the support of a committed local community. Describe the support from faith leaders, service providers, businesses, community members, and others who are dedicated to serving the work of the community school. Include specific contributions. Letters of support are encouraged. (500-word limit)
- 5. Project:** Describe the proposed project in detail. Provide a list and description of the proposed programs and services to be implemented, aligned and coordinated. Describe how existing and new school resources and services will be integrated into the school's core programming.

Also submit a statement of work for the planning year to include a project summary, a project scope and schedule, deliverables, and an implementation timeline. Refer to [APPENDIX A](#) for a Statement of Work template, which includes the required deliverables for the planning year. (750-word limit)



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6. Goals, Objectives/Outcomes and Evaluation: Provide a list and description of key goals and a comprehensive, long-term evaluation plan based on results-driven outcomes that align to these goals. Include a description of programs, services and activities as they relate to desired results and outcomes. The plan should include an estimated number of individuals to be served, separated by students, families, staff and community members. Also include the type and frequency of services to be provided to each group. Provide an explanation of how aligning desired goals and outcomes will increase student achievement. Applicants may also explain how outcomes are aligned with other school improvement strategies (School Improvement Plan, other). (500-word limit)

7. Diversified and Leveraged Budget for Sustainability: Ensuring sustainability by leveraging resources and maintaining a diversified budget is crucial to long-term community school success.

Partnerships must avoid over-reliance on a single funding source. Awarding of implementation grants in subsequent years (if applicable) is contingent upon demonstration of the partnership’s financial ability to sustain the community school beyond the initial planning grant award. To be eligible for an award, a portion of the planning-year project budget (at least 25%) must be supported through other contributions, such as cash and/or in-kind donations.



Planning-Year Project Budget



Provide two community school budget scenarios illustrating diversified sources of revenue and leveraged resources that include a 75/25 match: (1) a planning-year project budget and (2) a projected project budget for year three of implementation. Be sure to include a narrative description for each budget. Provide documentation and/or letters of commitment for match. (500-word limit for both narratives and four-page limit for both budgets)

Note: Refer to [APPENDIX B](#) Sample Community Partnership School Planning Grant Budget and [APPENDIX C](#) for Fiscal and Program Accountability Guidance Sheet