



Center for Community Schools

UNIVERSITY OF CENTRAL FLORIDA

COMMUNITY SCHOOL GRANT PROGRAM

FY2022-23 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 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 FY2022-23 Community School Grant Program must address critical education needs in *under-performing* 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 7 schools up to \$80,000 each in planning grant funds to establish new Community Partnership Schools in Florida.



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 Partnership School in a public elementary or secondary school. The nonprofit organization will be the fiscal agent of the award, responsible for hiring the director. Refer to [APPENDIX A](#) for fiscal accountability diagram. Community Partnership 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 and will be notified by email within 15 days of submission.

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.



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Priority: The Community Schools Grant Program (1003.64) 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: *Monday, August 1, 2022*

Deadline for application questions: *Monday, August 15, 2022, by 5:00 p.m. EST*

Application Submission Deadline: *Friday, September 9, 2022, by 11.59 p.m. EST*

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

Award: The Community School Grant Program Grants Committee will select up to seven (7) successful applications. By Friday, October 21, 2022, 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 up to \$80,000 in planning grant funds for the FY2022-23 school year. Awards must be used to establish a Community Partnership School and may support staff, supplies and/or other project needs outlined and approved by the UCF Center for Community Schools. See [APPENDIX B](#) for Fiscal and Program Accountability Guidance Sheet. Funding requires a 25% match of the full award amount. Partnership is responsible for securing match regardless of when the director is onboarded.

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



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SUBMISSION DEADLINE TIMELINE

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 *September 9, 2022, 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 LaQuinte.Campbell@ucf.edu.



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FY2022-23 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):	



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PROPOSAL DESCRIPTION

Please include the information requested below in your proposal:

- 1. Abstract:** Provide a summary of the Community Partnership School proposal (500-word limit) and the required signed [Signature Page](#).
- 2. Need/Community Context:** Provide detailed information about the school and community this project would look to serve. Include demographic information; school grade; attendance, behavior and achievement levels; family and community needs; social and emotional health indicators; community assets; etc. Include how the needs were identified (informal or formal data) 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 assets that could contribute to the project. Provide a list of the four (or more) 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 or final draft of the MOU by the end of the planning grant year (June 30, 2023) to be eligible for subsequent grants (if applicable). (500-word limit)
- 4. Supportive Community:** Successful Community Partnership 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. Based on the community context provided in section 2, what programs and services will be proposed and how will you ensure alignment to existing school assets/resources and services? Describe how existing and new school resources and services will be integrated into the school's core programming. (750-word limit)

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 C](#) for a Statement of Work template, which includes the required deliverables for the planning year.



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6. Goals, Objectives/Outcomes and Evaluation: Provide a list and description of preliminary goals and a comprehensive, long-term evaluation plan based on results-driven outcomes that align to these goals. 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 Partnership 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% of the awarded amount) must be supported through other contributions, such as cash and/or in-kind donations.



Planning-Year Project Budget



Provide a Community Partnership School planning year project budget, and accompanying narrative, illustrating diversified sources of revenue and leveraged resources that include at least 25% match. Thinking forward to year three of implementation, write a narrative to describe how the partnership would avoid over-reliance on one single funding source. What is being leveraged to support Community Partnership School efforts and how is it being leveraged? Provide documentation and/or letters of commitment for match. (500-word limit for both narratives and four-page limit for planning year project budget)

Note: Refer to [APPENDIX D](#) Community Partnership School Planning Grant Budget Template, [APPENDIX E](#) Community School Grant Program Budget Narrative Template, and [APPENDIX B](#) for Fiscal and Program Accountability Guidance Sheet.