

Request for Proposals for Providers of Expanded Learning Opportunities for Out-of-School Time Programs 2022

Research Orientation and Budget Tutorial
Workshop
Tuesday, March 1, 2022
10:00 a.m. - 12:00 p.m.
Zoom

Introductions



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Current Financial Information

2021-2022 Expanded Learning Opportunities
Allocation Funded by

Children's Services Council of Palm Beach County

\$3,277,172

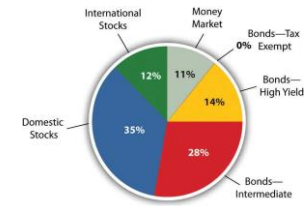
20 Programs



RFP Budget



Allocation



Program Budget as part of an Organizational Budget

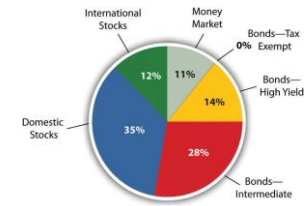


<https://www.wallacefoundation.org/knowledge-center/resources-for-financial-management/pages/budgeting.aspx>



Questions?

Allocation



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The components to consider for the program budget



<https://www.grantadviser.com/budget>

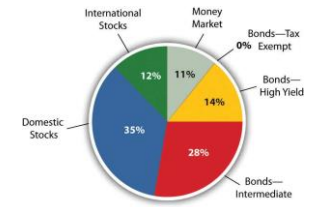


<https://www.propelnonprofits.org/resources/true-program-costs-program-budget-allocation-template-resource/>



Questions?

Allocation



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Budget Narrative



<https://www.research.colostate.edu/osp/2019/07/10/how-to-build-credibility-with-your-budget-narrative/>



Questions?

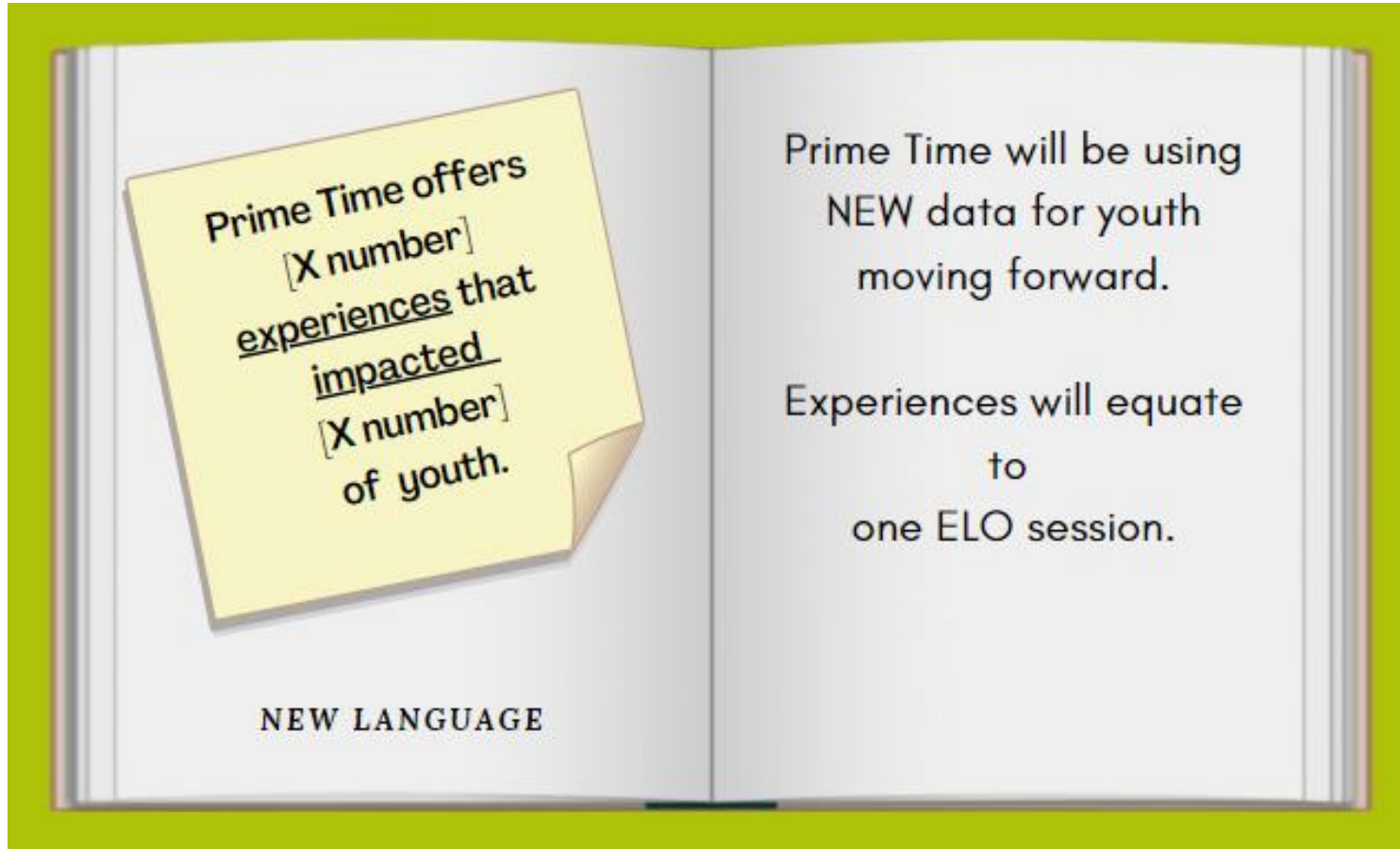


Dedicated to Quality Out-of-School Time

Session Cost

PERSONNEL & FRINGE BENEFITS	\$ -	#DIV/0!					
PROGRAM SUPPLIES	\$ -	#DIV/0!					
TRAVEL/TRANSPORTATION - (LOCAL)	\$ -	#DIV/0!					
PROFESSIONAL FEES	\$ -	#DIV/0!					
TRAVEL/CONFERENCES	\$ -	#DIV/0!					
TECHNOLOGY/COMMUNICATIONS	\$ -	#DIV/0!					
BUILDING SPACE/RENT	\$ -	#DIV/0!					
MISCELLANEOUS	\$ -	#DIV/0!					
OTHER:							
Per budget above	\$ -	#DIV/0!					
Per budget above	\$ -	#DIV/0!					
TOTAL PROGRAM COST	\$ -	#DIV/0!					
INDIRECT COST	\$ -	#DIV/0!					
TOTAL PROGRAM COST	\$ -	#DIV/0!					
<i>Indirect Cost Rate</i>	<i>#DIV/0!</i>						
Number of Sessions	0	To be provided by organization					
Session Cost	#DIV/0!	Will calculate automatically - Total Program Cost/# of Sessions					
Goal of youth experiences	0	Number of sessions x 15 student (minimum) per session					
Goal of youth impacted	#DIV/0!	Number of sessions x 15 student (minimum) per session/sessions per cohort					
Instructional Units (number of sessions per cohort)	0	To be provided by organization					
Total Cohorts		To be provided by organization					

Updated Definitions



Questions



Required RFP Fiscal Documents

- Budget Summary Form
- Budget Justification Narrative
- For nonprofit organizations - Copy of independent audit reports with a management letter, letter from a financial accounting firm, a board-signed letter with the most recent approved financial statements and/or a Form 990 for the previous fiscal year;



Administrative Requirements

Required RFP Fiscal Documents

- Most Recent Audit and/or Form 990 (for nonprofit)
- For profit organizations - Written assurance that no profits will be realized as a result of a contract based on the proposal submitted in response to this RFP.
- Copy of IRS Determination Letter (required from non-profit organizations)
- “No Profit” Assurance Statement (required from for-profit entities)



Important Dates to Remember

- **March 18, 2022:**

Deadline for submission. Proposals received after 5:00 p.m. EST will not be accepted.

- **Early July 2022:**

Proposers are notified of funding status