



REQUEST FOR PROPOSALS (RFP)

Bright Pathways

Out of School Time Program-Expanding learning beyond the school day

"From Bright Pathways to Bright Futures – expanding learning today, opening opportunity tomorrow."

RFP# 2026-01

Complete RFP available at **www.escambiachildrenstrust.org**

Important Dates	
Release of ECT RFP	February 12,2026
RFP Information Session *	February 18, 2026
Proposal Submission Deadline	April 10,2026
Grants Committee Meeting	April 28, 2026
Funding Recommendations to ECT Board	May 12, 2026
Anticipated Contract Start Date	August 1, 2026

*** *Mandatory Meeting***

**Escambia Children's Trust (ECT)
1000 College Blvd., Bldg 26, 2nd Floor, Room 189
Pensacola, FL 32504
(850) 475-4980**

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SECTION 1: RFP TIMELINE

02/12/2026	RFP available on ECT website: www.escambiachildrenstrust.org
02/18/2026	RFP Information Session: 1:00 PM to 3:00 PM CST

	1000 College Blvd, Bldg 26, 2 nd Floor Room 189 Pensacola, FL 32504 (Zoom link to be provided and recording will be available on ECT website)
4/3/2026	Deadline for submission of questions regarding clarification of RFP
4/7/2026	Final posting of questions and answers and/or clarification or addenda to RFP (if any) on ECT website www.escambiachildrenstrust.org
4/9/2026	Deadline for technical assistance
<i>Please review Q&A and any addenda prior to proposal submission as it may affect outcome.</i>	
4/10/2026	RESPONSE DEADLINE All proposals must be submitted electronically by 3:00 PM CDT <u>Late proposals will not be accepted.</u>
4/13/2026 - 04/17/2026	Stage 1: ECT technical review of Proposals to verify required documentation was submitted: Key Personnel HR Check (Verification of Level 2 Background Screening and Credentials)
04/19/2026 - 05/3/2026	Stage 2: Grants Committee conducts due diligence and review of eligible Proposals
05/4/2026	Grants Committee Meeting Time: 10:00 AM CST (Zoom link and location to be provided on ECT website)
5/5/2026	Notification by email to Proposers; scores and list of those recommended for funding posted on ECT website: www.escambiachildrenstrust.org
5/12/2026	Funding recommendation(s) submitted to the Board for approval
5/13/2026	Notice of Intent to award contract(s) posted on ECT website: www.escambiachildrenstrust.org
5/13/2026 - 6/12/2026	Contract discussion and finalization
08/01/2026	Contract Period Begins

ECT reserves the right to adjust the timeline. Any adjustments will be published on the ECT website.

SECTION 2: OUR MISSION AND VISION

2.1 About Escambia Children's Trust

Escambia Children's Trust (ECT) is an independent special district established by Escambia County voters in 2020. ECT exists to provide leadership, funding, services, and research on behalf of Escambia County's children to ensure they grow up to be healthy, productive, stable community members. ECT invests in prevention and early intervention programs which reduce the need for more costly services later in life.

2.2 Impact Statement

Escambia Children's Trust (ECT) is committed to ensuring that all applicants for funding are treated fairly, equitably, and without discrimination. Our mission is to improve the lives of children and families in our community by funding programs and services that address critical needs. To achieve this, we are dedicated to creating an inclusive and transparent funding process that is free from bias based on race, ethnicity, gender, disability, socioeconomic status, sexual orientation, or any other characteristic that does not relate to the applicant's ability to deliver quality services.

We believe that every child, regardless of background, should have equal access to the resources and opportunities they need to thrive. To this end, ECT ensures that all applicants for funding are evaluated based on their ability to meet the needs of children and families, as well as the effectiveness and sustainability of their proposed programs, rather than any personal or demographic characteristic.

SECTION 3: INTRODUCTION

3.1 Background

Bright Pathways, an initiative of the **Escambia Children's Trust**, is a countywide Out-of-School Time (OST) program designed to expand learning beyond the traditional school day and promote opportunities for academic success, social-emotional growth, and lifelong learning. The program provides a structured framework of age-appropriate support and enrichment activities that meet the diverse needs of children and youth from kindergarten through twelfth grade.

Through intentional alignment with school-day learning, high-quality youth development practices, and community partnerships, **Bright Pathways** offers students access to safe, engaging, and educational environments where they can explore interests, develop critical skills, and cultivate positive relationships. Organized into three developmental progressions—**Elementary**, **Middle**, and **High School**—each stage of Bright Pathways is designed to guide participants through key transitions in learning and life, ensuring continuity of support from early exploration to college, career, and civic readiness.

By investing in *Bright Pathways*, Escambia Children's Trust advances its commitment to improving outcomes for children and families, strengthening community capacity, and expanding the reach of quality afterschool and summer learning experiences across Escambia County. By aligning afterschool and summer experiences with the goals of Florida's **Bright Futures Scholarship Program**, *Bright Pathways* cultivates the curiosity, persistence, and achievement that prepare youth to become strong candidates for postsecondary education and career pathways. This intentional alignment ensures that students in Escambia County not only thrive today but are positioned to access the opportunities and rewards of the **Bright Futures** promise tomorrow.

This RFP specifically aims to address the themes highlighted in **ECT's needs assessment** <https://escambiachildrenstrust.org/partners/impact> ensuring that all students have access to the resources and support they need during the critical afterschool and summer hours.

3.2 Scope of Services/Scope of Work

A. Purpose of Funding

Escambia Children's Trust (ECT) invites high-performing, fiscally responsible local providers of high-quality afterschool and summer learning programs to apply for funding to operate Out-of-School Time (OST) programs over a three-year project period. Awards made through this Request for Proposals (RFP) will enhance or expand direct services for children and youth in Escambia County.

The project period will be **up to 36 months**, beginning **on or after August 1, 2026**, and ending **no later than July 31, 2029**.

B. Definition of Out-of-School Time (OST) Programming

For the purposes of this RFP, OST programming refers to **structured, supervised learning or youth development programs** offered to a distinct group of children or youth during afterschool hours and/or summer months.

High-quality OST programs provide opportunities for children and youth—particularly those from low-income and/or working families—to:

- Engage in meaningful and relevant learning experiences;
- Strengthen curiosity, creativity, and academic skills;
- Build social and emotional competencies;
- Be physically active and practice healthy habits;
- Explore their community and the world around them; and
- Develop positive relationships with caring adults and peers.

C. Allowable Use of Funds

Funding awarded through this RFP may be used to:

- **Enhance direct service activities**, and/or
- **Expand existing OST programming** to increase reach, frequency, or quality.

Program models must align with a **research-based OST framework** reflecting national standards, including *You for Youth (Y4Y)*, *National Afterschool Association (NAA)*, and *Florida BEST Standards*. ECT-funded programs must deliver services within one or more of the four categories outlined below.

D. OST Programming Categories & ECT Indicators

1. Academic Enrichment & Learning Support

Focus: Strengthen foundational academic skills and support school-day learning.

Examples of Eligible Activities:

- Literacy, math, and STEM reinforcement
- Homework help and academic tutoring
- Project-based and experiential learning
- Test preparation and academic goal setting

2. Social-Emotional Learning (SEL) & Character Development

Focus: Build emotional intelligence, resilience, and positive interpersonal skills.

Examples of Eligible Activities:

- Emotional regulation and self-awareness
- Leadership and teamwork development
- Conflict resolution and relationship-building
- Growth mindset and goal-setting activities

3. Health, Wellness & Physical Activity

Focus: Promote healthy bodies, minds, and lifestyles.

Examples of Eligible Activities:

- Nutrition education and healthy habits
- Fitness, movement, and recreational activities
- Mental health awareness and mindfulness
- Substance-use prevention and safety awareness

4. Arts & Creative Expression

Focus: Foster creativity, innovation, and cultural enrichment.

Examples of Eligible Activities:

- Visual and performing arts (music, dance, theater)
- Digital media, film, and creative technology
- Design thinking and maker-space activities

5. College, Career & Future Readiness

Focus: Prepare youth for future success through exposure and skill-building.

Includes:

- Career exploration and job readiness skills
- Financial literacy
- Mentorship and internships
- Post-secondary planning and goal setting

6. Youth Leadership, Voice & Service Learning

Focus: Empower youth as active participants and leaders in their communities.

Includes:

- Youth councils or advisory boards
- Community service and civic engagement
- Advocacy and public speaking
- Peer mentoring and program co-design

7. Family & Community Engagement

Focus: Strengthen the support network around youth.

Includes:

- Family learning events and workshops
- Partnerships with schools, agencies, and businesses
- Resource sharing and referrals
- Culturally responsive family engagement strategies

8. Program Quality, Safety & Environment

Focus: Ensure safe, structured, high-quality learning environments.

Includes:

- Staff training and continuous improvement
- Health and safety compliance
- Trauma-informed practices
- Data-driven evaluation and improvement planning

3.3 Project Goals

All funded programs will be required to submit prescribed data related to the targeted participant level's goals and objectives.

3.4 Eligible Applicants and Program Requirements

Eligible Applicants

ECT funds not-for-profit corporations, incorporated organizations, neighborhood organizations, and local government organizations. For-profit organizations may apply for ECT funds so long as the project does not generate a profit for the proposing organization.

Organizations or programs that operate under the exclusive jurisdiction of the public school system are prohibited from applying for funds directly from ECT. Programs requiring worship or religious instructional activities, as a condition of participation, shall not be funded.

ECT funding shall not supplant existing resources.

Programming funded by ECT shall be offered free-of-charge to eligible participants.

Program Requirements

A. Schedule

School-Year Programming

- Monday through Friday
- Minimum **100** program days annually, Maximum 180 days annually
- After school – At least 2 hours per day

Summer Programming

- Monday through Friday (ECSD school sites Monday through Thursday)
- Minimum 24 program days
- At least 4 hours per day of structured activities

B. Attendance Goals

- Target participant attendance for full year and summer programs: **A minimum of 3 days per week** during school year to support measurable outcomes (academic and social-emotional)

C. Planning and Preparation

- **Daily Staff Prep:** Maximum 2 hours per staff member without children present
- **Weekly Team Planning:** Maximum 2 hours for curriculum alignment and student progress review
- **Professional Development:** Ongoing training for program staff (pre-approved). It can include professional after-school conferences, webinars, or other required training. All direct services providers must complete a minimum of 10 hours of training annually.

D. Target Population

- Limited to Escambia County children in kindergarten through 12th grade.
- Students who are most in need or at-risk and would benefit from access to high quality OST opportunities.
 - Considerations for need include family income, specific populations, neighborhood conditions, ages served, and accessibility of programs offered in the community.
 - Specific communities and/or age groups not currently served by ECT and/or have limited, if any, out of school time programming.

3.5 Terms of Contract

Grants are competitive. Applications are reviewed by a panel of community experts in the OST and youth development fields. Grant awards will be announced in May 2026, following ECT Board approval. The successful Proposer(s) will be awarded a contract for up to three years (i.e., August 1, 2026—July 31, 2029).

SECTION 4: RFP PROTOCOL

4.1 Limitations on Communication

This RFP is issued by the Escambia Children's Trust (ECT). The sole point of contact for any questions regarding this RFP should be directed via email only to info@escambiachildrenstrust.org.

Proposers are prohibited from contacting Board members regarding this solicitation. Any occurrence of a violation will result in the disqualification of the Proposer.

During the RFP period, Proposer(s) must not submit to ECT staff or Board members any forms of marketing or promotional materials that may raise the Proposer's profile or give the Proposer an advantage or benefit.

4.2 Proposer Disqualification

Failure to have performed any contractual obligations with ECT in a manner satisfactory to ECT will be sufficient cause for disqualification. A Proposer who has had a contract terminated by any other county or state agency, or by any other children's services council for cause, may be disqualified. Any Proposer which submits in its proposal any information which is determined by ECT to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration. ECT may determine that required submittals/documentation are so inadequate as to be determined to be non-responsive and disqualified. Failure to provide information, including Human Resource Compliance Documentation or administrative/organizational oversight materials, may result in disqualification.

4.3 Acceptance of Proposal Applications

All completed Proposals must be submitted electronically in SAMIS no later than 5:00 PM CST on April 12, 2026. See <https://escambiachildrenstrust.org/samis-training-page/> **RFP Landing Page** for instructions for submittal through SAMIS system.

IMPORTANT: *Proposals will be accepted only via SAMIS.*

SAMIS will send email confirmation of submission of your application. Correction of inadvertently erroneous bid submissions shall be permitted up to the time of solicitation deadline. Proposers shall not be allowed to modify their proposals after the submission deadline time and date, which will be determined during Stage 1: Technical Review as set forth in Section 5.3.

ECT reserves the right to reject any and all responses or to waive *minor irregularities* when doing so would be in the best interest of ECT. A *minor irregularity* is defined as a variation from the RFP terms and conditions that does not affect the substance of the Proposal, nor gives the Proposer an advantage or benefit not enjoyed by other prospective Proposers or does not adversely impact the interest of ECT.

SECTION 5: RFP SELECTION PROCESS

5.1 Information Session

The purpose of an Information Session is to communicate a clear understanding of the scope of work and the requirements outlined in the RFP to provide a review of the RFP documents. An ECT Fiscal Education Session providing an overview of all financial policies and procedures will also be offered before the application deadline. Attendance at the RFP Information Session

and the ECT Fiscal Education Session is required. A Zoom link to the meeting will also be posted on the website for those who wish to attend remotely. Attendees will have an opportunity to ask questions about the RFP during these meetings. ECT will post all questions and answers posed along with a recording of the meeting on ECT's website www.escambiachildrenstrust.org.

February 18, 2026

1:00 PM to 3:00 PM CST

Escambia Children's Trust

Pensacola State College

1000 College Blvd, Bldg. 26, 2nd floor

Pensacola, FL 32504

Room 189

(also to be broadcast via Zoom)

5.2 Inquiries

All inquiries requesting clarification regarding this RFP must be made in writing and emailed to info@escambiachildrenstrust.org by 5:00 PM CST on April 3, 2026. Copies of responses to all inquiries that require clarifications and/or addenda to the RFP will be made available no later than 5:00 PM CST on April 7, 2026 on ECT's website.

5.3 Stage 1: Technical Review

ECT staff will verify required documentation, including Human Resource Compliance Documentation and administrative/organizational oversight materials, through a technical review of Proposal(s) received by the deadline. The purpose of this review is to ensure that all submissions meet the requirements stated in the RFP Guidelines and Instructions. Incomplete or ineligible proposals will not move forward to Stage 2: Grants Committee Proposal Evaluation.

5.4 Stage 2: Grants Committee Proposal Evaluation

The Proposals that have successfully passed the technical review and document inspection under Stage 1 (see Section 5.3) are forwarded for a more thorough review, evaluation, and rating by the Grants Committee. The Grants Committee will be made up of content experts, Board members, and other professionals—all of whom will sign disclosures for potential conflicts of interest. The Grants Committee will evaluate proposals using the scoring criteria listed in Section 5.5: RFP Response Review and Selection Criteria.

5.5 RFP Response Review and Selection Criteria

ECT will convene a Grants Committee composed of content experts, Board members, and other professionals to evaluate Proposals. The Grants Committee will assign scores to each Proposal by awarding points based on the evaluation criteria in Section 3, using the point scale listed in (b) below. The evaluation and review process will unfold as follows:

- a. ECT will form a Grants Committee. The Grants Committee, which will be composed of evaluators with expertise in the content of this RFP. The Grants Committee may include community members with lived experience, external content experts or provider representative(s), representative(s) from key partners or funders and ECT board member(s).
- b. All Grants Committee members will individually review and score each proposal. Each Grants Committee member will award points for each response on a Proposer's application utilizing their personal expertise and best judgment of how the proposal submitted by that Proposer meets the evaluation criteria in Section 3. Evaluation criteria is a point scale based on the strength of the response to each of the following sections:

1. Organizational Capacity
 2. Program Design
 3. Site Information
 4. Sustainability Plan
 5. Supporting Documentation
- c. The online application system, SAMIS, will tally the average scores of the members of the Grants Committee and ECT staff will report a list of average scores to the entire Committee. The Grants Committee will meet, consider the minimum acceptable score threshold, and arrive at a consensus on which Proposer(s) can best provide the Contract Services in response to the RFP. The Grants Committee will have the discretion to conduct interviews as needed to make award recommendations.
- d. The Grants Committee will submit its recommendation for the award of contracts to the ECT Board of Directors for approval on May 12, 2026. The Board of Directors will vote to approve a resolution asking the ECT Executive Director to enter a contract with the successful Proposers.
- e. At any time during the evaluation process, ECT staff may contact a Proposer to discuss any areas of the proposal needing clarification or further explanation.
- f. As part of determining a Proposer's eligibility to enter a contract with ECT, all Proposers' financial audits or other documentation will be reviewed by ECT staff fiscal analysts to ensure a Proposer's financial stability.
- g. ECT is under no obligation to award or enter into a contract with a Proposer as a result of this RFP. **ECT reserves the right to reject any and all proposals.**
- h. All Proposers will be notified of ECT's final decision of which Proposer(s) will be awarded a contract.
- i. Proposers that are not awarded a contract but are interested in receiving feedback regarding their submission may request a phone call appointment by emailing Info@EscambiaChildrensTrust.org.

5.6 Board Approval

ECT will post a list of Proposers recommended by the Grants Committee for funding by 5:00 PM CST on May 5, 2026 on ECT's website: www.escambiachildrenstrust.org. ECT will also provide email notification to Proposer(s) selected for contract discussion(s). The ECT Board of Directors will vote to approve or reject the Grants Committee's recommendations at its regular meeting on Tuesday, May 12, 2026 at 5:30 PM CST. ECT will then enter into the negotiation and execution of contract phase of the process.

5.7 Contract Requirements for Successful Proposers

ECT will post the Notice of Intent to Award Contracts on its website on May 13, 2026 and will set appointments to meet with the selected proposers to review conditions of contract awards. The contract period will begin on August 1, 2026.

In order to enter into a contract with ECT, Proposers must comply with all contract requirements listed below and all standard terms and conditions contained in an ECT contract and in ECT policies and procedures.

Proposers are cautioned to read carefully and conform to this solicitation's requirements. Failure to comply with the provisions of this solicitation may serve as grounds for rejection of a response.

- **Exceptions:** ECT expects all firms to consent to the scope of work and specifications outlined herein. Exceptions must be clearly noted in the submission.
- **Cost for Proposal Preparation-Unallowable:** Any costs incurred by prospective contractors in preparing or submitting proposals as well as costs associated with any resultant presentations or negotiations are the

prospective contractors' sole responsibility; the ECT will not reimburse any prospective contractor for any costs incurred prior to contract award.

- **Cost Reimbursement:** Prospective contractors should submit a one (1 year) budget that will encompass expenses expected to be reimbursed for services. The Proposer shall identify representatives with the authority to answer questions or provide clarification about the proposal.
- **Time for Acceptance:** Submissions shall be binding and in effect for ninety (90) days after the deadline for submission.
- **Subcontracting:** Prospective contractors may propose to subcontract portions, but not all, of the work performed. However, prospective contractors shall clearly indicate in their proposals all the work they plan to subcontract, to whom it will be subcontracted, and where activities will be located in service to children who domicile in Escambia County. Prospective contractors shall also provide identifying information for each proposed subcontractor including the identifying information provided by the contractor submitting the proposal.
- **Accommodations:** Reasonable accommodations will be provided by ECT for prospective contractor personnel who need assistance due to a physical disability. However, ECT must have reasonable advance written notice prior to the information session or any other visit to ECT's facilities. The prospective contractor shall contact the email on the cover page of this RFP to arrange for reasonable accommodations.
- **Chapter 119:** Upon the deadline for submission, proposals become subject to public disclosure in accordance with Chapter 119, Florida Statutes.
- **Correcting Proposals:** Correction of inadvertently erroneous bid submissions shall be permitted up to the time of solicitation deadline. Proposers shall not be allowed to modify their proposals after the submission deadline time and date.
- **Receiving Proposals:** Proposals will be received by the date and time stated in this solicitation.
- **Rejecting Proposals:** Proposals may be rejected and/or proposers disqualified for the following reasons:
 - Failure to update the information on file including address, product, service or business descriptions.
 - Failure to perform according to contract provisions.
 - Failure to provide Human Resource Compliance Documentation or administrative/organizational oversight materials
 - Conviction in a court of law of any criminal offense in connection with the conduct of business.
 - Evidence of a violation of any federal or state antitrust law based on the submission of proposals, or the awarding of contracts.
 - Evidence that the Proposer has attempted to give an ECT member or employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the ECT purchasing activity.

Provisions

General Information

ANY PROPOSAL DETERMINED TO BE UNRESPONSIVE TO THIS SOLICITATION, INCLUDING INSTRUCTIONS GOVERNING THE SUBMISSION OF PROPOSALS, WILL BE DISQUALIFIED WITHOUT EVALUATION UNLESS THE ECT OR DESIGNATED COMMITTEE DETERMINES THAT THE NONCOMPLIANCE IS INSUBSTANTIAL.

The ECT makes no guarantee that any services will be purchased pursuant to any Contract entered with Proposer as a result of this solicitation.

Unless otherwise specified in this solicitation, all communications, responses, and documentation must be in English, and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this solicitation.

The goal of this solicitation is to select and enter a Contract with the Proposer that will provide the best value of services to achieve the procurement goals of the ECT.

Costs that are not specifically identified in the Proposer's response and/or not specifically accepted by ECT as part of the Contract will not be compensated under any contract awarded pursuant to this solicitation.

Proposer's submitted bid shall be treated by the ECT as an accurate statement of Proposer's capabilities and experience. Should any statement asserted by the Proposer prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for rejection of the Response and/or termination of any resulting contract.

The ECT or designated committee will rule on any such matters and will determine appropriate action. If the ECT determines that it is necessary to revise any part of this solicitation, or if additional data is necessary to clarify any of its provisions, a supplement will be issued in the same manner as originally distributed.

The ECT's solicitation evaluation personnel reserve the right to amend the solicitation any time before the deadline for response submission. The Contract and work orders entered into as a result of this solicitation shall be on a cost reimbursement basis.

It is anticipated that the term of the Contract entered into pursuant to this solicitation will be for a term of one year.

Waiver Authority

The ECT reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this solicitation at any time prior to awards.

Disclaimer

This solicitation does not commit ECT to award any funds, pay any costs incurred in preparing a response, or procure or contract for services or supplies. The ECT reserves the right to accept or reject any or all responses received, negotiate with all qualified Proposers, cancel, or modify the solicitation in part or in its entirety, or change the response guidelines, when it is in its best interests.

Contract Ethics

The following contract ethics will also apply:

- No elected official or employee of the Trust who exercises any responsibilities in the review, approval, or implementation of the proposal or agreement shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
- The Proposer shall not assign any interest in this agreement and shall not transfer any interest in the same without the prior written consent of the Trust. The Proposer shall not accept any client or project that places it in a conflict of interest with its representation of the Trust. If such conflict of interest is subsequently discovered, the Trust shall be promptly notified.

Indemnification and Hold Harmless

Proposer covenants and agrees that it will indemnify and hold harmless the ECT and all of the ECT's officers, agents, and employees from any claim, loss, damage, costs, charge or expense arising out of any act, action, neglect or omission by Proposer during the performance of the contract, whether direct, or indirect, and whether to any person or property to which the ECT of said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of ECT or any of its officers, agents, or employees.

Insurance

Insurance is required upon execution of a contract. The Proposer shall maintain insurance during the life of this agreement, and the ECT shall be listed as additional insured on that insurance document. A waiver of subrogation must be added in all areas and shall suffice in lieu of additional insured on workers' compensation, in an amount and a form set forth herein, to insure against risks which are identified herein. Insurance providers must be rated "A" or better according to the A.M. Best Company. See section 6.2 for additional information and requirements.

Independent Contractor

It is expressly understood and agreed by both parties hereto that the ECT is contracting with the successful Proposers as independent contractors. The parties hereto understand and agree that the ECT shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the successful Proposers under this contract and that the successful Proposers have no authority to bind the ECT. The Proposers represent themselves to be an independent contractor offering such services to the public and shall not represent themselves or their employees to be an employee of the ECT. Therefore, the Proposers shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, worker's compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the ECT, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney's fees); and damage of any kind related to such matters. The Proposers shall further understand that the ECT cannot save and hold harmless and or indemnify the Proposers and/or the Proposers' employees against any liability incurred or arising as a result of any activity of the Proposers or any activity of the Proposers' employees performed in connection with the Contract.

Agreements

Selected Proposers or Grantees will complete grant award agreements with the ECT and submit all required documents in May 2026.

Mandatory Grant Meetings

Mandatory grantee meetings will be held during each year of the grant period to discuss grant

compliance, data use, forms and reporting processes, and other relevant details. These meetings provide important technical assistance and information about compliance and accountability. ECT has discretion to call additional meetings as necessary.

Quality Improvement

Selected Proposers or Grantees are required to take part in a Quality Improvement Process in partnership with the ECT. ECT will provide 4 continuing education opportunities throughout the year. Grantees are expected to attend and participate.

Training, Research and Evaluation

Grantees are expected to have relevant training, research, and evaluation topics specific to their proposed program/service/activity. These activities include but are not limited to: tracking of enrollment and attendance information, collection and submission of child/family consent forms and information, service provision, survey distribution and collection activities.

SECTION 6: RFP RESPONSE

6.1 Compliance with Section 287.133, Florida Statutes

In accordance with Section 287.133, Florida Statutes, persons and affiliates who have been placed on the convicted vendor list may not submit responses, contract with, or perform work (as a contractor, supplier, subcontractor, or consultant) with ECT in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Any response received from a person, entity or affiliate who has been placed on the convicted vendor list shall be rejected by ECT as unresponsive and shall not be further evaluated.

6.2 Insurance Requirements

The Proposer shall furnish a Certificate of Insurance, naming the Escambia Children's Trust as an additional insured with respect to the Commercial General Liability of at least \$1,000,000 each, no later than ten (10) days after award and prior to execution of Statement of work.

The successful Proposer(s) shall comply with the following insurance requirements:

- i. Commercial General Liability, Required \$1,000,000 per occurrence.
- ii. Workers' Compensation Insurance limits per applicable state statute. Required if Proposer has employees engaged in the performance of work under this Agreement.

6.3 Scrutinized Companies

Proposer certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.473, Florida Statutes, nor is Proposer engaged in a boycott of Israel (as defined in 215.4725, Florida Statutes). If selected to execute an Agreement as a result of the RFP, Proposer agrees, pursuant to section 287.135, Florida Statutes, that the Council may immediately terminate this Agreement if the Proposer is found to have submitted a false certification or if Proposer is placed on the Scrutinized Companies that Boycott Israel List or is found to be engaged in a boycott of Israel during the term of the Agreement.

6.4 Public Records

Pursuant to Chapter 119 Florida Statutes, materials submitted by Proposers as well as the Proposal review materials will be open to public inspection, unless subject to a statutory exception, in accordance with the ECT public records request process.

6.5 E-Verify

Pursuant to Section 448.095 Florida Statutes, if Proposer is selected to enter into a contract with ECT, Proposer shall register with and use the E-Verify system (E-Verify.gov) to verify the work authorization for newly hired employees. If applicable, selected Proposer(s) must also obtain and retain an affidavit from a

subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States.

6.6 Incomplete Responses

Failure to respond to any item, including providing requested information, or failure to follow these instructions shall be considered submission of an incomplete response and may result in disqualification from further consideration.

6.7 Response Format

Proposals should address the selection criteria that reviewers will use to evaluate your application. Please ensure you fully respond by completing all fields in SAMIS. Once completed, Proposer will be able to successfully submit their application in SAMIS.

6.8 Response Narrative

The Bright Pathways OST Grant Application includes nine sections with questions about your organization and proposed program. As part of the application, you will:

- Select the intended age group(s) for your core curriculum.
- Specify any enrichment activities you plan to include in your program.

A summary of each section is provided below. For a complete list of questions, download the PDF version of the application available on the Bright Pathways grant landing page.

Please note:

- Each organization may submit only one application.
- Before starting, review the minimum program requirements to confirm your organization's eligibility.

Minimum Program Requirements

Programming Schedule

- School-Year Programming
 - Monday through Friday
 - Minimum 100 program days annually, Maximum 180 days annually
 - After school – At least 2 hours per day
- Summer Programming
 - Monday through Friday (ECSD school sites Monday through Thursday)
 - Minimum 24 program days
 - At least 4 hours per day of structured activities

Participant Attendance Goals

- A minimum of 3 days per week for school year programming
- A minimum of 3 days per week for summer programming

Budget and Cost

- The maximum allowable program funding request is \$350,000
- The maximum allowable request is \$2,500 per program participant

Programming Staff Ratios

- Minimum staff-to-student ratio: 1:15
- Maximum per category (Elementary – 1:18; Middle – 1:22; High – 1:25)

Application Section Summary

Bright Pathways OST application consists of 9 different sections that need to be completed before submission. Below is a summary of each application section.

1. Agency Information (not scored) – Application cover page identifying the organization, contact person, and amount requested from ECT.
2. Bright Pathways Grant Application Overview (not scored) – A brief recap of the grant’s goals and requirements, including a section where applicants confirm they have read and agree to the stated information.
3. Abstract (not scored) – Summary of proposed program, including intended accomplishments and community impact.
4. Organization Capacity (scored) – Details organization’s mission and goals, current programing, leadership in the community, and capacity to implement proposed program.
5. Program Design (scored) – Description of proposed program and how it will create a meaningful impact for both the community and the intended participant population.
 - This section also captures:
 - Geographic area of programming
 - Staff to student ratio
 - Community support related to proposed program
 - Core Curriculum / Enrichment Categories
 - Data collection and management
6. Service/Program Partners (not scored) – If applicable, partner’s organization information, role in partnership, and services offered.
7. Site Information (scored) – Outline of program site locations where services will be delivered, including key details such as site amenities, hours of operation, maximum capacity, and other pertinent information.
8. Sustainability Plan (scored) – Narrative outlining your organization’s financial sustainability plan, detailing how you will maintain services beyond ECT funding. Include strategies such as leveraging local contributions, fundraising efforts, and other initiatives that demonstrate your organization’s ability to achieve success prior to receiving ECT funding.
9. Document Uploads (scored) – Essential documentation required of applicants, including letters of community support and a detailed program budget.

Scoring Rubric

Grant scoring is based on five key categories: *organizational capacity, program design, program site(s), sustainability plan, and document uploads*. Each category carries a maximum point value. Applications are peer-reviewed by a panel of experts in children's services, who evaluate submissions using a sliding scale from Exemplary to Insufficient. Funding recommendations are determined by the cumulative scores assigned by the reviewers. The maximum number of points a proposal may earn is 105 points. Points will be awarded for each section of the proposal narrative as follows:

Categories	Point Value	Scoring Considerations
Organizational Capacity	20 pts	<ul style="list-style-type: none">• Clearly stated mission and goals (5 pts)• Currently offers well-attended programming (5 pts)• Organizational capacity to administer proposed program (5 pts)• Organizational presence in the community to be served (5 pts)
Program Design	35 pts	<ul style="list-style-type: none">• Program is clearly described and is beneficial to the target population (5 pts)• Clearly stated location of programming and a plan to overcome transportation barriers (5 pts)• Staff to student ratio adheres to the grant requirements (5 pts)• Recruitment and retainment of participants is doable (5 pts)• Justification of community need or benefit to the community (5 pts)• Core Category, Program Type, and Enrichment Categories align with the overall program description (5 pts)• Ability to implement a structured curriculum while accurately collecting and maintaining all required data (5 pts)
Site Information	10 pts	<ul style="list-style-type: none">• Program has clearly identified a site (or sites) designated for service delivery (5 pts)• Site (or sites) can safely accommodate proposed programming (5 pts)• (Not Scored) If applicable, a MOU has been uploaded
Sustainability Plan	10 pts	<ul style="list-style-type: none">• Organization provided a financial sustainability plan, detailing how they will maintain services beyond ECT funding (5 pts)• Local contributions, fundraising efforts, and other initiatives that demonstrate the organization's ability to achieve success (5 pts)
Document Uploads	25 pts	<ul style="list-style-type: none">• All required documentation has been uploaded and is up to date (5 pts)• Community endorsements clearly demonstrate the need and strong support for the program (5 pts)• Application budget (15 pts)<ul style="list-style-type: none">○ Budget request is in line with the Bright Pathways cost per participant○ Line-item, amount requested, and justification is reasonable○ Line-item justification is detailed and clearly states the use of the amount requested○ Sub-contractor budgetary request fits within the parameters of their responsibilities○ No erroneous line items, good stewards of public funding
Bonus Points	10 pts	<ul style="list-style-type: none">• Programming serving residents in the Century, Warrington/Navy Point, Beulah, and Ensley/Ferry Pass neighborhoods. (5 pts)• Secondary (Middle and High School) Education Levels (5 pts)

Total Points	110 pts	<ul style="list-style-type: none"> Each scoring category is scaled between: <ul style="list-style-type: none"> Exemplary (max points awarded) – Applicant addresses all scoring considerations. Reviewer has a clear understanding of the information presented in relation to each category Insufficient (zero points awarded) – Application is not complete or does not fit in with the Bright Pathways grant’s framework. The reviewer is unable to grasp the intent of the applying organization or is unsure of the organizations ability to execute the proposed program.
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6.9 Instructions for Submitting a Response to the RFP

Proposals must be submitted electronically through SAMIS no later than 3:00 PM CST on April 10, 2026.

Prepare

- RFP Information Session/Proposer’s Conference: Virtual and in person, February 18, 2026 at 1:00 PM CST via Zoom (location at ECT offices on the Pensacola State College campus, 1000 College Boulevard, Building 26, 2nd Floor, Room 189)
- Office Hours: There will be “RFP open office hours” offered via Zoom. Anyone interested in the RFP and in submitting a proposal may submit questions to Info@EscambiaChildrensTrust.org. Attendance at the office hours is not required in order to submit a proposal. Preliminary answers will be provided orally for questions asked during the office hours. Final, definitive answers will be posted in writing on the ECT Bright Pathways landing page. Once finalized, information about office hours will be posted on the RFP landing page, available at <https://escambiachildrenstrust.org/bids-and-rfps/>, at least seven days in advance.
- RFP Expectations: Proposers should take time to review and understand the RFP in its entirety.
- Collaborative Proposals: Collaborative proposals, in which two or more entities partner to apply together, are encouraged. Entities may participate in more than one collaborative proposal. collaborative proposals can include:
 - Lead Agency: ECT can enter into a contract with only one partner of a collaborative proposal. Therefore, a collaborative proposal must identify one entity as the Lead Agency that will be the contracting party with ECT. The Lead Agency should be the proposer.
 - Partners: Partners must be committed to a role in carrying out the contract services and will be compensated for that role. Collaborative proposals must attach a signed letter of commitment from each Partner that details and agrees to their role in the Contract Services.

Submit

- SAMIS: Proposers must use SAMIS to submit a completed proposal, including all required uploads, by the deadline of 3:00 PM CST on April 10, 2026 to be considered for review. If a Proposal is late, it will be rejected and will not be presented to the Grants Committee (as described in Section 5) for review and scoring.
 - Proposers will receive a notification from SAMIS acknowledging receipt of their Proposal. If a Proposer does not receive this notification within 48 hours of submitting their Proposal, please contact: Info@EscambiaChildrensTrust.org.
- How to Contact ECT about this RFP and RFP Communications: If you have any questions about this RFP, please email us at Info@EscambiaChildrensTrust.org.
 - All content-related questions must be emailed by the questions deadline.
 - You may submit technical or logistical questions at any time, even after the questions deadline.
 - All information about the RFP, including answers to all content-related questions and any changes or amendments, will be posted at our Bids & RFPs website at <https://escambiachildrenstrust.org/bids-and-rfps/>. Please check this website regularly for answers

to questions, additional information and changes to the RFP or the RFP process.

- The last Q&A and website update for this RFP will be addressed by April 3, 2026 at 5 PM CST. We will make every effort not to post any new information after this time; however, we reserve the right to post new information in emergency circumstances.
- ECT will be available for technical assistance questions through April 9, 2026 at 12 PM CST

APPENDIX 1: CAPACITY CHECKLIST MEET WITH DEBORAH AND LINDSEY TO FIX**RFP#2026-01 / Out-of-School Time Program**

An organization must have the infrastructure to manage the requirements associated with a contract prior to receiving Escambia Children's Trust (ECT) funding. This includes having the ability to collect and report data and having the cash on hand to pay for expenses prior to invoicing the ECT using a cost reimbursement model. Please review the full Request for Proposals prior to applying for ECT funding. Agency infrastructure costs of up to 15% of the total direct expenditures can be budgeted in the administrative/indirect budget line. The following are some of the infrastructure items associated with having the resources to be successful when making application for funding from the ECT. If your agency is not prepared structurally, please contact the ECT for referrals for assistance.

GENERAL ORGANIZATIONAL INFORMATION	YES	NO
Is the organization a 501(c)3 non-profit, governmental entity, or incorporated not-for-profit qualified to do business in the State of Florida?		
Do you have an active Board of Directors that meet regularly?		
Do you keep minutes of each board meeting?		
Background checks required of all direct service employees?		
Do you have an organizational chart that depicts lines of authority?		
Does the organization have a website?		

INSURANCE REQUIREMENTS	YES	NO
Does your organization have the insurance coverage as referenced in the RFP in place as required to contract with the ECT?		
DATA COLLECTION AND REPORTING	YES	NO
Is the organization capable of collecting and reporting on multiple elements of demographic and measurable outcome data if awarded funding from the ECT?		
Does the organization have the information technology resources to collect and report on data including the use of internet?		
Does the organization use standardized tools or surveys to collect data from consumers?		
Does the organization use an evidence based or evidence informed curriculum or practice?		
Does the organization currently have dedicated staff to collect and report on outcomes?		
FINANCIAL CAPACITY	YES	NO
Does your organization have a budget for the current year?		
Does your organization have a budget narrative and summary?		

Does your organization have the cash on hand to pay for and invoice the ECT using the cost reimbursement model?		
Does your organization have a current audit including a management letter and most recent financial statements?		
Does the organization have written financial policies and procedures?		
Does the organization have internal controls in place?		
Does the organization have a process to approve expenses prior to submitting a reimbursement request?		
Does the organization have a financial planning and analysis process?		

Name and Title

Date Completed

Signature

APPENDIX 2: SAMPLE BUDGET TEMPLATE
RFP#2026-01 / Out-of-School Time Program

Please use the separate template provided in Excel format to develop and submit your proposed project budget. The image below reflects what it included in the template and will serve as an example of expectations of budget narrative and thoroughness. The budget should reflect scrutinized cost expectations with a maximum amount of **\$2,500 per participant per year** with a **maximum yearly amount** allowable of **\$350,000.00**. Applicants are expected to submit an annual budget for each year of the grant sharing the information below. An excel template will be provided to applicants to complete and upload in SAMIS to support the application.

ESCAMBIA CHILDREN'S TRUST FUNDING APPLICATION BUDGET WITH NARRATIVE				
AGENCY NAME				
PROGRAM NAME				
PERIOD FUNDING REQUESTED FOR				
LINE ITEM	EXPLANATION	OTHER FUNDING	ECT FUNDING REQUESTED	TOTAL BUDGET
SALARIES/ WAGES	LIST POSITION, NUMBER OF EMPLOYEES IN POSITIONS AT SAME PAYRATE AND NUMBER OF HOURS WORKED DURING GRANT PERIOD. THESE ARE W-2 EMPLOYEES.			
	PROGRAM DIRECTOR @ 2080 HRS/YEAR @ \$50,000 ANNUAL SALARY	\$ 25,000.00	\$ 25,000.00	\$ 570,000.00
	10 CASE MANAGERS @ 2080 HRS/YEAR @ \$25/HR = 10*2080*25	\$ 260,000.00	\$ 260,000.00	
	TOTAL	\$ 285,000.00	\$ 285,000.00	
BENEFITS	LIST BENEFITS PAID			
	FICA @ 7.65% = \$570,000 * .0765	\$ 21,802.50	\$ 21,802.50	\$ 108,105.00
	RETIREMENT @ 5% = \$570,000 * .05	\$ 14,250.00	\$ 14,250.00	
	HEALTH INSURANCE FOR 6 EMPLOYEES @ \$500/MO X 12 MONTHS	\$ 18,000.00	\$ 18,000.00	
	TOTAL	\$ 54,052.50	\$ 54,052.50	
LEGAL	LIST AMOUNT EXPECTED FOR LEGAL SERVICES			
	LEGAL CONTRACT @ \$3,000/MONTH X 12 MONTHS	\$ 18,000.00	\$ 18,000.00	\$ 36,000.00
ACCOUNTING & AUDITING	LIST AMOUNTS FOR ACCOUNTING/BOOKKEEPING SERVICES, AUDIT, PAYROLL PROCESSING FEES, ETC.			
	ANNUAL AUDIT @ \$7,500	\$ 7,500.00	\$ -	\$ 24,850.00
	MONTHLY BOOKKEEPING/ACCOUNTING SERVICES @ \$850/MONTH X 12 MONTHS	\$ 5,100.00	\$ 5,100.00	
	PAYROLL PROCESSING FEES (ADP) @ \$275 A PAY PERIOD X 26 PAY PERIODS	\$ 7,150.00		
	TOTAL	\$ 19,750.00	\$ 5,100.00	
IT SERVICES	LIST AMOUNTS FOR ANY IT CONTRACTS YOU HAVE OR IT SERVICES YOU ANTICIPATE			

	IT SERVICE AGREEMENT @ \$2,000/MONTH X 12 MONTHS	\$ 12,000.00	\$ 12,000.00	\$ 29,000.00
	INSTALLATION OF WIFI AT OFFICE @ \$5,000	\$ 5,000.00		
	TOTAL	\$ 17,000.00	\$ 12,000.00	
OTHER PROFESSIONAL SERVICES/ CONTRACT LABOR	LIST ANY 1099 EMPLOYEES WORKING FOR YOU AND THE AMOUNT THAT THEIR CONTRACT STATES THEY WILL GET PAID			
	10 TEACHERS @ \$50/HR X 2 HRS A DAY X 43 WEEKS	\$ 43,000.00		\$ 703,000.00
	10 TEACHERS @ \$50/HR X 40 HRS A WEEK X 7 WEEKS		\$ 140,000.00	
	10 CASE MANAGER @ \$25/HR X 40 HRS A WEEK X 52 WEEKS	\$ 520,000.00		
	TOTAL	\$ 563,000.00	\$ 140,000.00	
LEASE/SPACE RENTAL	ADDRESS OF BUILDING: RATE PER MONTH X NUMBER OF MONTHS.			
	1000 COLLEGE BLVD BLD 26 @ \$1,000/MONTH X 12 MONTHS	\$ 12,000.00		\$ 24,000.00
	1000 COLLEGE BLVD BLD 11 @ \$500/MONTH X 12 MONTHS		\$ 6,000.00	
	ANNUAL BANQUEST @ SANDERS BEACH @ \$6,000		\$ 6,000.00	
	TOTAL	\$ 12,000.00	\$ 12,000.00	
UTILITIES (ELCTRICITY, WATER, ETC.)	LIST ALL UTILITIES AND AVERAGE MONTHLY AMOUNT			
	ECUA FOR WATER, TRASH AND SEWER @ \$150/MONTH X 12 MONTHS	\$ 1,800.00		\$ 6,900.00
	FPL FOR ELECTRICITY @ \$350/MONTH X 12 MONTHS	\$ 4,200.00		
	SECURITY MONITORING @ \$75/MONTH X 12 MONTHS	\$ 900.00		
	TOTAL	\$ 6,900.00	\$ -	
TELEPHONE	LIST TELEPHONE ACCTS AND MONTHLY AMOUNTS			
	VERIZON CELLPHONES FOR 10 CASE MANAGERS @ \$55/MONTH X 12 MONTHS	\$ 6,600.00		\$ 7,680.00
	COX OFFICE PHONE @ \$90 MONTH X 12 MONTHS	\$ 1,080.00		
	TOTAL	\$ 7,680.00	\$ -	
INTERNET	LIST INTERNET ACCOUNTS WITH ADDRESS AND MONTHLY RATE			

	COX @ 1000 COLLEGE BLVD BLD 26 @ \$50/MONTH X 12 MONTHS	\$ 600.00		\$ 1,200.00
	COX @ 1000 COLLEGE BLVD BLD 11 @ \$50/MONTH X 12 MONTHS	\$ 600.00		
	TOTAL	\$ 1,200.00	\$ -	
DIRECTORS & OFFICERS INSURANCE	LIST D&O INSURANCE POLICY AND PORTION CHARGED TO ECT			
	D&O INSURANCE THROUGH AXA @ \$11,373/YEAR. 70% TO ECT BASED ON % OF STAFF	\$ 11,373.00		\$ 11,373.00
	TOTAL	\$ 11,373.00	\$ -	
LIABILITY INSURANCE	LIABILITY AND EXCESS LIABILITY INSURANCE			
	EXCESS LIABILITY INSURANCE THROUGH UNITED STATES LIABILITY INSUARNC COMPANY \$404/YEAR.	\$ 404.00	\$ -	\$ 5,406.00
	CYBER INSURANCES THROUGH COALITION INSURANCE @ \$5,002/YEAR,	\$ 5,002.00	\$ -	
	TOTAL	\$ 5,406.00	\$ -	
PROPERTY INSURANCE	LIST PROPERTY INSURANCE POLICIES			
	PROPERTY INSURANCE THROUGH MOUNT VERNON @ \$2,426/YEAR.	\$ 2,426.00	\$ -	\$ 2,426.00
	TOTAL	\$ 2,426.00	\$ -	
AUTO INSURANCE	LIST AUTO INSURANCE POLICIES			
	STATEFARM @ \$315/MONTH X 12 MONTHS FOR 2 FORD TRANSIT VANS	\$ 3,780.00		\$ 3,780.00
	TOTAL	\$ 3,780.00	\$ -	
STAFF TRAVEL (LOCAL, OUT-OF-COUNTY, ETC.)	LIST LOCAL AND OUT OF COUNTY TRAVEL ANTICIPATED			
	5 CASEWORKERS TO FLY TO CONFERENCE IN ATLANTA @ \$1,000 EACH FOR ROUND TRIP FLIGHT	\$ 2,500.00	\$ 2,500.00	\$ 13,900.00
	LOCAL TRAVEL FOR 10 STAFF @ .445/MILE X 2000 MILESX 10 STAFF	\$ 4,450.00	\$ 4,450.00	

	TOTAL	\$ 6,950.00	\$ 6,950.00	
FREIGHT AND POSTAGE	POSTAGE AND FREIGHT @ \$50 PER MONTH	\$ 600.00		\$ 600.00
PRINTING & BINDING	ANTICIPATED PRINTING AND BINDING			
	ANNUAL REPORTS @ \$1,500	\$ 1,500.00		\$ 3,300.00
	POSTCARDS @ \$150/MONTH X 12 MONTHS	\$ 1,800.00		
	TOTAL	\$ 3,300.00	\$ -	
ADVERTISING AND MARKETING	LIST ANTICIPATED ADVERTISING AND MARKETING EXPENSES			
	BILLBOARD @ \$75/MONTH X 12	\$ 900.00		\$ 2,700.00
	SWAG MATERIALS @ \$150/MONTH X 12 MONTHS	\$ 1,800.00		
	TOTAL	\$ 2,700.00	\$ -	
OFFICE SUPPLIES (ITEMS < \$5,000)	OFFICE SUPPLIES AND EQUIPMENT ITEMS COSTING LESS THAN \$5,000 EACH			
	NORMAL OFFICE SUPPLIES TO INCLUDE, BUT NOT LIMITED TO, COPY PAPER, PENS, NOTEBOOKS, AND OTHER COMMONLY USED ITEMS @ \$50/MONTH X 12 MONTHS	\$ 600.00		\$ 3,600.00
	COMPUTER REPLACEMENT FOR 3 STAFF MEMBERS X \$1,000/COMPUTER	\$ 3,000.00		
	TOTAL	\$ 3,600.00	\$ -	
SUBSCRIPTION OR MEMBERSHIP FEES	LIST MEMBERSHIP AND SUBSCRIPTION FEES HERE			
	AMAZON PRIME @ \$179 ANNUAL	\$ 179.00		\$ 1,219.00
	SAM'S CLUB @ \$80 ANNUAL	\$ 80.00		
	CONSTANT CONTACT @ \$45/MONTH X 12 MONTHS	\$ 540.00		
	CANVA @ \$35/MONTH X 12 MONTHS	\$ 420.00		
	TOTAL	\$ 1,219.00	\$ -	
SOFTWARE OR APPS	COMPUTER SOFTWARE OF MOBILE APPS USED IN BUSINESS OPERATIONS			
	SAMIS @ 35,000/ ANNUALLY		\$ 35,000.00	\$ 37,882.00
	QUICKBOOKS @ \$89/MONTH X 12 MONTHS	\$ 1,068.00		
	ADOBE @ \$1,814/ ANNUAL	\$ 1,814.00		

	TOTAL	\$ 2,882.00	\$ 35,000.00	
PROFESSIONAL DEVELOPMENT	LIST PROFESSIONAL DEVELOPMENT YOUR AGENCY WILL PROVIDE			
	FLORIDA AFTERSCHOOL CONFERENCE FOR 2 STAFF @ \$500 EACH	\$ 500.00	\$ 500.00	\$ 2,260.00
	ETHICS TRAINING FOR 7 STAFF @ \$80 EACH	\$ 320.00	\$ 240.00	
	CPR & FIRST AID FOR 7 STAFF @ \$100 EACH	\$ 400.00	\$ 300.00	
	TOTAL	\$ 1,220.00	\$ 1,040.00	
EQUIPMENT (ITEMS > \$5,000 EACH)	LIST EQUIPMENT ITEMS PRICED AT \$5,000 OR MORE FOR EACH ITEM			
	RANDOM EQUIPMENT ITEM PURCHASED THROUGH BEST BUY @ \$5,000	\$ 5,000.00	\$ -	\$ 5,000.00
	TOTAL	\$ 5,000.00	\$ -	
FINGERPRINTING AND BACKGROUND CHECKS	LEVEL 2 OR EQUIVALENT BACKGROUND CHECKS			
	BACKGROUND CHECKS ON 7 EMPLOYEES @ \$100 EACH	\$ 400.00	\$ 300.00	\$ 700.00
	TOTAL	\$ 400.00	\$ 300.00	
FOOD AND SNACKS	LIST FOOD AND SNACKS ANTICIPATED TO BE USED			
	DAILY SNACKS FOR PARTICIPANTS @ \$100/WEEK X 52 WEEKS	\$ 5,200.00		\$ 36,400.00
	ONCE A WEEK MEALS ON PARENT PARTICIPATION NIGHT @ 600/WEEK X 52 WEEKS	\$ 15,600.00	\$ 15,600.00	
	TOTAL	\$ 20,800.00	\$ 15,600.00	
CLIENT/ PARTICIPENT TRANSPORTATION	LIST PARTICIPANT TRAVEL EXPENSES AS ANTICIPATED			
	FUEL FOR VAN @ \$75/WEEK X 52 WEEKS	\$ 3,900.00		\$ 4,002.00
	BUS PASSES @ \$50/WEEK X 52 WEEKS	\$ 102.00		
	TOTAL	\$ 4,002.00	\$ -	

SUB-GRANTS TO PARTNER ORGANIZATIONS	LIST AGENCIES THAT YOUR AGENCY WILL HAVE A CONTRACT WITH TO PROVIDE SPECIFIC SERVICES FOR YOUR PROGRAM			
	2 MENTAL HEALTH CONTRACTORS @ \$250/WEEK X 52 WEEKS	\$ 26,000.00		\$ 64,000.00
	YMCA FOR READING ASSISTANCE @ \$1,000/MONTH X 12 MONTHS	\$ 12,000.00		
	2 YOGA INSTRUCTORS @ \$250/WEEK X 52 WEEKS	\$ 26,000.00		
	TOTAL	\$ 64,000.00	\$ -	
PARTICIPANT INCENTIVES	LIST WHAT THE INCENTIVE IS, HOW IT'S EARNED AND DOLLAR AMOUNT LIMIT PER PARTICIPANT			
	15 PARTICIPANTS WHO BRING THEIR GRADE POINT AVERAGE UP ONE GRADE POINT WILL EARN \$250 SHOPPING TRIP AT THE MALL	\$ 3,750.00		\$ 14,700.00
	15 PARTICIPANTS WHO ATTEND SESSIONS AT LEAST 90% OF THE TIME WILL EARN \$250 SHOPPING TRIP AT THE MALL.	\$ 3,750.00		
	15 STUDENTS WHO CASEWORKERS IDENTIFY AS HAVING ANGER ISSUES WILL BE OFFERED BOXING LESSONS @ \$80 A MONTH FOR 6 MONTHS EACH	\$ 7,200.00		
	TOTAL	\$ 14,700.00	\$ -	
BUILDING MAINTENANCE	MINOR AND NORMAL BUILDING MAINTENANCE. EXAMPLES INCLUDE PEST CONTROL, LAWN CARE, AND MINOR REPAIRS TO BUILDINGS AND EQUIPMENT			
	LAWN SERVICE @ \$120/MONTH X 12 MONTHS	\$ 1,440.00		\$ 4,920.00
	PEST CONTROL @ \$40/MONTH X 12 MONTHS	\$ 480.00		
	FENCE REPAIR NEEDED TO ENSURE PARTICIPANTS ARE SAFE	\$ 2,000.00		
	AC REPAIR	\$ 1,000.00		
	TOTAL	\$ 4,920.00	\$ -	
VOLUNTEER TRAINING	TRAININGS OFFERED TO VOLUNTEERS			
	CPR AND FIRST AID FOR 20 VOLUNTEERS @ \$100 EACH	\$ 2,000.00		\$ 2,000.00
	TOTAL	\$ 2,000.00	\$ -	
PROGRAM SUPPLIES	SUPPLIES USED BY PARTICIPANTS IN PROGRAM OPERATIONS			
	PROGRAM SUPPLIES SUCH AS PAPER, CRAYONS, BALLS, BOOKS, ETC @ \$500 MONTH X 12 MONTHS	\$ 6,000.00		\$ 6,000.00

	TOTAL	\$ 6,000.00	\$ -	
FIELD TRIPS	FIELD TRIPS FOR PARTICIPANTS - CAN INCLUDE LOCATION FEES, HOTELS, BUSES, FOOD.			
	TRIP FOR COLLEGE TOURS FOR 10 PARTICIPANTS, COSTS INCLUDES LODGING @ \$100/NIGHT PER PARTICIPANT, VAN RENTAL, AND FOOD. 10 X \$1,500	\$ 15,000.00		\$ 15,000.00
	TOTAL	\$ 15,000.00	\$ -	
DIRECT CLIENT ASSISTANCE	ASSISTANCE GIVEN TO PARTICIPANTS TO ADDRESS A NEED OF THAT PARTICIPANT, EXAMPLES INCLUDE CLOTHES, FOOD, HOUSING, ETC. SPECIFY DOLLAR AMOUNT PER PARTICIPANT AND WHAT NEEDS WILL BE ADDRESSED.			
	FOOD FOR PARTICIPANTS THAT NEED IT @ 10 A WEEK X \$75 X 52 WEEKS	\$ 39,000.00		\$ 46,500.00
	CLOTHING FOR PARTICIPANTS THAT NEED IT @ \$300 A PARTICIPANT X 25 PARTICIPANTS	\$ 7,500.00		
	TOTAL	\$ 46,500.00	\$ -	
TOTAL DIRECT EXPENSES		\$ 1,213,360.50	\$ 585,042.50	\$ 1,798,403.00
INDIRECT EXPENSE	DETAIL THE PERCENTAGE AND WHAT THE INDIRECT EXPENSES ARE BUDGETED FOR.			
	10% OF THE EXECUTIVE DIRECTORS SALARY @ \$100,000/ANNUAL	\$ 10,000.00		\$ 32,000.00
	10% OF FINANCE DIRECTOR SALARY @ \$80,000/ANNUAL	\$ 8,000.00		
	10% OF HR DIRECTOR SALARY @ \$80,000/ANNUAL	\$ 8,000.00		
	10% OF AGENCY WIDE DUES AND SUBSCRIPTIONS @ \$20,000/ANNUAL	\$ 2,000.00		
	10% OF EQUIPMENT RENTAL AND MAINTENANCE @ \$40,000 /ANNUAL	\$ 4,000.00		
	TOTAL	\$ 32,000.00	\$ -	
TOTAL EXPENSES		\$ 1,245,360.50	\$ 585,042.50	\$ 1,830,403.00
INDIRECT PERCENTAGE		3%	0%	1.78%
REQUEST PERCENTAGE OF DIRECT EXPENSES			33%	
REQUEST PERCENTAGE OF INDIRECT EXPENSES			0%	
REQUEST PERCENTAGE OF TOTAL EXPENSES			32%	

APPENDIX 3: SAMPLE MONITORING VISIT CHECKLIST DEBORAH DOCUMENT

RFP#2026-01 / Out-of-School Time Program

All grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period. During a prearranged monitoring visit, a member of the ECT partner team must have access to the following items:

Personnel files for all ECT-funded staff (paid and volunteers)

- ☐ FBI fingerprint and background check
- ☐ Results from National Child Sex Offender Registry
- ☐ DCF Criminal Background Check
- ☐ Certificate of Completion of Mandated Reporter Training
- ☐ Mandated Reporter Policy
- ☐ CPR/First Aid Certification

Policies and Procedures

- ☐ Sign-in or attendance procedures
- ☐ Exit and pick-up procedures
- ☐ Field trip procedures
- ☐ Code of Conduct
- ☐ Confidentiality
- ☐ Incident reports
- ☐ Conflict resolution/behavior management plan or procedure
- ☐ Bullying Prevention Policy

Safety

- ☐ Emergency Plan
- ☐ All exits and entrances are clear from obstruction
- ☐ Physical space is adequate for youth programming and meets Americans with Disabilities Act requirements
- ☐ Emergency contacts for youth and important health information (allergies, medications, etc.)
- ☐ Procedure for handling health emergencies

Insurance

- ☐ General Liability Insurance coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate
- ☐ Certificate of Insurance for Comprehensive Automobile (if appropriate) and Worker's Compensation

Financial Records

- ☐ Payroll records for all staff costs billed to ECT
- ☐ Back-up for any expenditures (receipts, invoices, etc.)
- ☐ Financial policies
- ☐ Procurement documents in accordance with agency policies