



September 12, 2012

Dear Applicant:

The City of Irvine is issuing a Request for Application (RFA) for Fiscal Year 2013-14 Educational Partnership Fund Grants. Applications must be for programs/activities designed to directly enhance health services (for example: on-site nursing, nutrition programs) or guidance services for Irvine children K-12. The applying organization must be a public school district or a lawfully formed California nonprofit corporation in good standing that works in partnership with Irvine Unified School District or Tustin Unified School District. The programs must be delivered at a public school(s) located within the boundaries of the City of Irvine.

The City will allocate up to \$500,000 for the FY 2013-14 Educational Partnership Fund program. All awards and funding allocations are contingent upon City Council approval. No more than \$100,000 will be allocated to any one grant application. The City Council encourages the goal of self-sufficiency for all nonprofit organizations seeking City funding. Therefore, greater attention will be given to those requests that can demonstrate long-term sustainability beyond the period for which Educational Partnership Funds are available.

An Applicant Workshop will be held at the Civic Center on September 27, 2012 at 9 a.m. in Conference Room L102, One Civic Center Plaza, Irvine, to address questions about the application process. Attendance is not mandatory. Questions regarding the City of Irvine Educational Partnership Fund Application may be directed to Laurie Gruschka, Senior Management Analyst, Community Services Department at 949-724-6680 or [lgruschka@cityofirvine.org](mailto:lgruschka@cityofirvine.org).

Applications are available at Irvine City Hall or electronically at the City of Irvine's web site [cityofirvine.org/EdPartnerFund](http://cityofirvine.org/EdPartnerFund). Applications will only be accepted in hard copy format. The following is the timeline for the selection process for the FY 2013-14 funding round:

September 27, 2012, 9 a.m.  
November 1, 2012, 5 p.m.  
November – December 2012  
February – April 2013

Applicant Workshop  
Applications due to City of Irvine  
City Review  
City Council determination of EPF grant awards and allocation

Thank you for your interest in the City of Irvine Educational Partnership Fund Program.

Sincerely,

Sean Joyce  
City Manager

**City of Irvine**  
**Community Services Department**  
**EDUCATIONAL PARTNERSHIP FUND**  
**REQUEST FOR APPLICATION (RFA)**  
**Fiscal Year 2013-2014**  
**BID # 12 - 2868**

September 12, 2012



**Application Deadline – November 1, 2012 at 5 p.m.**

The bid number must be clearly marked on the outside of the envelope containing the original and five (5) copies of the application.

**Submit Application to:**

**By mail:**

City of Irvine  
Purchasing Agent  
P.O. Box 19575  
Irvine, CA 92623-9575

**Overnight or hand delivery:**

City of Irvine  
c/o Receptionist  
1 Civic Center Plaza  
Irvine, CA 92606-5208

**All applications must be received at either of the above addresses no later than 5 p.m. on November 1, 2012. Late, faxed or emailed applications will not be accepted.**

An Applicant Workshop will be held at the Irvine Civic Center on September 27 at 9 a.m. in Conference Room L102, One Civic Center Plaza, Irvine, to address questions about the application process. Attendance is not mandatory. Questions regarding the City of Irvine Educational Partnership Fund Application may be directed to:

Laurie Gruschka, Senior Management Analyst  
City of Irvine – Community Services Department  
Phone: 949-724-6680  
Email: [igruschka@cityofirvine.org](mailto:igruschka@cityofirvine.org)



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### Attachments

- A. Educational Partnership Fund Application Part One
- B. Educational Partnership Fund Application Part Two

## ABOUT THE EDUCATIONAL PARTNERSHIP FUND PROGRAM

The City of Irvine strives to create a safe community where children, youth and families thrive emotionally, physically, academically and socially. The City is committed to strategies that are effective, build upon existing resources and promote the values of volunteerism and community service. The City believes in an asset-driven approach, one that builds upon community strengths and seeks to prevent rather than repair problems. The City Council affirmed the City's vision in greater detail through the Strategic Plan for Children, Youth, and Families in May 2008.

The Educational Partnership Fund Program supports the City's Strategic Plan for Children, Youth and Families by providing grants to be used exclusively within the public schools attended by Irvine children K-12 to address shared areas of interest between the City, the Irvine Unified School District (IUSD) and the Tustin Unified School District (TUSD), which are discussed in "The Conditions of Children, Youth, and Families in Irvine Indicators Report of 2005." Established in 2006, followed by voter approval in November 2010, the Educational Partnership Fund Program embodies the mission to advance the goal of providing Irvine residents with the safest community, the highest quality of life and the best public resources available. Qualified school districts and/or lawfully formed California nonprofit corporations in good standing that partner with them are eligible to apply for funds that will be used to directly enhance health services (for example: on-site nursing or nutrition programs) or guidance services. Since 2006, the City Council has approved nearly \$4 million in Educational Partnership Fund grants addressing student school performance issues, such as general health and nutrition, physical fitness, juvenile delinquency, child abuse and domestic violence.

All referenced documents are available on the City of Irvine's web site at: [cityofirvine.org/EdPartnerFund](http://cityofirvine.org/EdPartnerFund).

## FUNDS AVAILABLE

The City has allocated \$500,000 for the Fiscal Year 2013-2014 Educational Partnership Fund (EPF) Program. All awards and funding allocations are contingent upon City Council approval. No more than \$100,000 will be allocated to any one grant.

This Request for Application (RFA) does not commit the City of Irvine to award a contract or to pay any costs incurred in the preparation of an application.

Types of funding may include:

**Seed Funding:** EPF start-up dollars to assist in the establishment of new, innovative programs, including replicating a program at a different school site. Funds are typically used for staff, program equipment and materials and outreach for a one-year period. During this period, the program will also be seeking other funding streams to sustain beyond the developmental period when EPF funding will cease. The grant application should include specific information about potential funding sources and collaborative relationships being established.

**Bridge Funding:** A designated amount of funding to assist programs during a period when current or anticipated funding sources are uncertain and temporary gap funding is necessary to maintain a base level of services. The grant application should include specific information about potential funding sources and collaborative relationships being established.

**Leverage Funding:** Funds would be provided for a designated time period during which the EPF dollars received will be leveraged to seek other funding opportunities. The grant application should include specific information about potential funding sources and collaborative relationships being established.

**Enhancement Funding:** Funding to enhance existing programs above and beyond the previous year's service activity and scope. The applicant should provide detailed information on how to establish funding sources and collaborative relationships.

**Grant Writing Funding:** As part of any eligible program funding application, applicants may request up to \$5,000 for contract grant writing services to research and prepare applications for federal, state, private corporate and foundation grants.

## **FUNDING LIMITS AND PRIORITIES**

Applications may be submitted for a one-year program or for a multi-year program. No more than \$100,000 will be allocated to any one application.

The funds available for grants will be distributed to schools located in Irvine within the Irvine Unified School District and the Tustin Unified School District based upon the pro rata number of students residing within the City of Irvine and attending the respective school districts. This funding amount will be determined through the following process:

By November 30 of each year, the respective school districts will be required to provide to the City of Irvine a subset of enrollment numbers from each district's annual California Basic Education Data System (CBEDS) enrollment report. The subset shall include the number of students by grade level, enrolled in the district, who reside inside the boundaries of the City of Irvine. The data subset may include Special Education students and Home School students who reside in the City of Irvine and are served by the district. Using these two numbers, the City will calculate a ratio that will determine each district's portion of the funds to be distributed.

Based on data from CBEDS, it is considered that in the FY 2011-12, 32,322 students reside within the City of Irvine and attend elementary, middle and high schools. Of this, 4,217 students attend schools within the Tustin Unified School District (TUSD) and 28,105 students attend within the Irvine Unified School District (IUSD). At IUSD, there are 19,280 in elementary and middle schools, and 8,825 in the high schools. At TUSD, there are 3,154 in elementary and middle schools, and 1,063 in high schools located in the City of Irvine. Based on these enrollment numbers, 86.95 percent of the available Educational Partnership Funds will be earmarked for IUSD programs, and 13.05 percent of the available funds will be earmarked for TUSD programs.

## **FUNDING CYCLE**

The funding cycle will begin July 1, 2013. Approved grant applicants will be compensated based upon an agreed method and schedule of payment as determined at the time of contract negotiations. Funding will not be available until contracts have been processed.

## **FUNDING REQUIREMENTS**

The following requirements must be met to be eligible for funding:

- Grant applications must be for programs/activities designed to directly enhance health services (for example: on-site nursing, nutrition programs or guidance services) for Irvine children K-12.
- The applying organization must be a public school district or a lawfully formed California nonprofit corporation in good standing that works in partnership with Irvine Unified School District or Tustin Unified School District.
- Applicants must deliver the program/activity at a public school(s) located within the boundaries of the City of Irvine.
- No more than \$100,000 will be allocated to any one grant.
- Applications may be submitted for a one-year program or for a multi-year program.

## **EVALUATION CRITERIA**

Applications will be evaluated on the extent to which:

- The program is designed to directly enhance health services (for example: on-site nursing, nutrition programs or guidance services) for Irvine children K-12.
- The program addresses children and families most in need of service and will reach a significant number of Irvine children.
- The application includes an appropriate and realistic sustainability plan, which outlines the applicant's strategy to secure new funding sources and to maintain the program activity after the Educational Partnership Funds are spent.
- The program is compatible with school district curriculum. Upon application submittal, the City Manager will consult with the respective Superintendent.
- The program does not duplicate or supplant existing services.
- The program mission and goals are realistic and address the needs of the target audience. The direct benefits to the target audience are clearly identified.

- The program objectives and activities are specific and measurable, and the program outcomes are appropriate for the identified goals.
- The program timeline to achieve stated goals is realistic.
- The evaluation method is appropriate and clearly identifies how results will be measured, what data will be used, and how program effectiveness will be assessed.
- The application includes an appropriate plan to market and obtain participants from the target audience.
- The applicant has appropriate experience in conducting services and programs. The program staff has the necessary education and experience to successfully work with the target population and carry out the program. The program's staffing ratios are appropriate.
- The program budget clearly identifies how the funding will be used. The budget is financially feasible and appropriate.

The Educational Partnership Fund Application will be scored in accordance to the criteria outlined in Attachment A of the application. Each section is weighted as follows for a maximum possible score of 100 points.

Section I	Program Need and Appropriateness	25 Points
Section II	Program Workplan	25 Points
Section III	Target Audience	10 Points
Section IV	Program Expertise	10 Points
Section V	Program Sustainability	20 Points
Section VI	Budget	10 Points
<b>Total Points Available</b>		<b>100 Points</b>

## APPLICATION SELECTION PROCESS

The following is the timeline for the selection process for the FY 2013–14 funding round:

<b>September 27, 2012, 9 a.m.</b>	<b>Applicant Workshop (Optional)</b>
<b>November 1, 2012, 5 p.m.</b>	<b>Applications due to City of Irvine</b>
<b>November – December 2012</b>	<b>City Review</b>
<b>February – April 2013</b>	<b>City Council determination of EPF grant awards</b>

## APPLICATION INSTRUCTIONS AND CHECKLIST

- Applications will only be accepted in hard copy format. One (1) original, clearly marked "Original" and five (5) copies, clearly marked as "Copies" of the application must be submitted.
- Complete and submit Attachment A: Part One (Sections I-V) and Attachment B: Part Two (Section VI)
- Please adhere to all space requirements. Applications that do not adhere to space parameters will not receive full credit
  - ✓ Applications may not exceed ten pages (this does not include the budget pages)
  - ✓ Page margins must be at least one inch (top, bottom, right and left)
  - ✓ Font size must be at least 12 point
  - ✓ Font type must be Times New Roman or Arial
- You may attach letter(s) confirming support from key agencies (support letters do not count toward the ten page limit)
- Submit six (6) completed applications (the original and five copies) in a sealed envelope **by 5 p.m. on November 1, 2012. Please write the bid number on the envelope.** If you submit your application in person, please ask the receptionist for a receipt.

### Submit Application to:

#### By mail:

City of Irvine  
Purchasing Agent  
P.O. Box 19575  
Irvine, CA 92623-9575

#### Overnight or hand delivery:

City of Irvine  
c/o Receptionist  
1 Civic Center Plaza  
Irvine, CA 92606-5208

**All applications must be received at either of the above addresses no later than 5 p.m. on November 1, 2012. Late, faxed or emailed applications will not be accepted.**

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Laurie Gruschka, Senior Management Analyst  
City of Irvine – Community Services Department  
Phone: 949-724-6680  
Email: lgruschka@cityofirvine.org



# EDUCATIONAL PARTNERSHIP FUND

## 2013-14 Application for Funding: Part One



**Name of Organization:** \_\_\_\_\_

**Type of Organization:**     Nonprofit     School District

**For Nonprofits: Identify Partnering School District**     IUSD     TUSD

**Program Name:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Tax ID #:** \_\_\_\_\_

**Request to Fund a Multi-Year Program?**     Yes     No    **If Yes, # Years:** \_\_\_\_\_

**This request is for:**     A New Program     An Existing Program  
     Seed Funding     Bridge Funding  
     Leverage Funding     Enhancement Funding

**Briefly describe how funds will be used:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

\_\_\_\_\_ **City:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact person regarding the application:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Contact person throughout administration of the program:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **City:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Two officials authorized to sign contracts and expend funds for the organization:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

I hereby certify that if funds are granted to our organization, they will be used to benefit residents of the City of Irvine. We understand that liability insurance will be required for our program activities and that our formal agreement with the City will define other reporting provisions and required assurances.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION NARRATIVE**

Please address the following in the project narrative:

**Section I: Program Need and Appropriateness** **25 Points**

Describe the program to be provided. Include the following:

- a. Program description and mission
- b. How will the services generally benefit the City of Irvine and its residents?
- c. How will the program directly enhance health services or guidance services for Irvine children K-12?
- d. How will services be delivered?
- e. What applicable fees will be charged?
- f. What is the length of the program (number of years)?
- g. Describe how this program is unique. Indicate if the program will duplicate or supplant any existing programs
- h. Describe the program compatibility with the school district curriculum

**Section II: Program Workplan** **25 Points**

Identify the program goals, objectives, and projected outcomes using the form Exhibit 1 included in the RFA. Provide specific and measurable information, i.e. who will be served, number of participants, etc. In addition, please include the following in the written narrative:

- a. How will the program goals address identified needs?
- b. What are the goals based on (research data, past experience, etc.)?
- c. Describe specific and measurable program activities and how they support the program objectives, goals, and projected outcomes.
- d. For enhancement funding requests, clearly differentiate the proposed enhanced level and scope of services from the previous year
- e. Program timeline (include anticipated start date).
- f. How will program outcomes be measured and evaluated? What data will be collected?

**Section III: Target Audience** **10 Points**

Describe the program's target audience. Include the following:

- a. Who will be served (identify grade levels, schools, school districts and any other specific criteria that will be used to target program participants)?
- b. How will the target audience specifically benefit from this program?
- c. How does this program address children and families most in need of service?

- d. How many participants will be served and how was this number determined?
- e. How will participants be recruited? Describe the program's marketing or outreach plan.

**Section IV: Program Expertise****10 Points**

Describe the organization's experience in conducting services and programs. Include the following:

- a. Describe the organization's previous program experience.
- b. Describe any existing partnerships between the applicant and the school district to be served (if applicable).
- c. Describe the staff's qualifications, experience and training.
- d. What is the staffing ratio?

**Section V: Program Sustainability****20 Points**

Describe how the organization will maintain the service or activity beyond the period for which Educational Partnership Funds are available. Provide the requested information according to the type of funding application. In addition, applicants may propose contract grant writing services as part of the program sustainability plan and request up to \$5,000 in the program budget.

Seed Funding Applications:

- a. What level of financial and other resources will be needed to maintain the program in the future? Identify funds and sources already committed.
- b. Who are the most likely future funders, and what is the organization's relationship with them? What is it about the proposed program that will elicit their support?
- c. Explain why the program only needs one year of EPF funding.
- d. What steps will be taken to achieve program sustainability?
- e. Provide a timeline for meeting the program's sustainability goals.

Bridge Funding Applications:

- a. What level of financial and other resources will be needed to maintain the program? What is the anticipated duration and amount of EPF funding needed to sustain the program?
- b. How and from whom will the organization seek to gain support? Who are the most likely future funders, and what is the organization's relationship with them? What is it about the proposed program that will elicit their support?
- c. What steps will be taken to achieve program sustainability?
- d. Provide a timeline for meeting the program's sustainability goals.

Enhancement / Leverage Funding Applications:

- a. What level of financial and other resources will be needed to maintain the program?
- b. How and from whom will the organization seek to gain support? Who are the most likely future funders, and what is the organization's relationship with them? What is it about the proposed program that will elicit their support?
- c. What steps will be taken to achieve program sustainability?
- d. Provide a timeline for meeting the program's sustainability goals.

**Section VI: Program Budget**

**10 Points**

Provide the program budget using the spreadsheets in Attachment B. The budget should be reasonable, reflect the sustainability plan outlined in Section V, identify personnel and non-personnel expenses and provide clear budget detail by line item.

Attach additional budget narrative pages as necessary to describe how funds will be used in conducting services and programs. Also indicate how the applicant would respond to receiving less than the full requested grant amount.

<b>One Year EPF Program Budget Form</b>		
Provide a detailed budget on how grant funds would be spent and include a brief and clear budget justification for each line item. Do not include information on spending from other sources. If a category does not apply to your program, indicate \$0. Total expenditures should equal total funding request.		
<b>Line Item Budget</b>	<b>Grant Budget Amount</b>	<b>Budget Justification or Detail</b>
<b>Personnel: Salaries</b>		
	\$	
	\$	
	\$	
<b>Personnel: Benefits</b>	\$	
<b>TOTAL PERSONNEL</b>	\$	
<b>Operations</b>		
Program Supplies	\$	
Program Equipment	\$	
Communications (Telephone, Postage, Copying, etc.)	\$	
Insurance	\$	
Travel Expense	\$	
Program Transportation	\$	
Printed Materials	\$	
Special Events	\$	
Training/Workshops	\$	
Contract Services (i.e. grant writing)	\$	
Administrative Support	\$	
<b>TOTAL OPERATIONS</b>	\$	
<b>TOTAL EXPENSES</b>	\$	

<b>One Year Program Funding Sources</b>		
Identify all funding sources (e.g. Tobacco Prevention grant, private donation, district general fund, etc.) applied to the applicant's total program operating budget and include a brief description of expenditures.		
<b>Funding Source</b>	<b>Amount</b>	<b>Detail</b>
Educational Partnership Funds Requested	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL FUNDING</b>	<b>\$</b>	

**CITY OF IRVINE  
EDUCATIONAL PARTNERSHIP FUND PROGRAM**

**Please complete the information below for Application Cycle Fiscal Year 2013-14:**

Applicant Name: \_\_\_\_\_ Program Name: \_\_\_\_\_  
Program Report Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Grant Amount: \_\_\_\_\_ Project Year: 2013-14

**FUNDING SUMMARY:**

**PROGRAM GOALS:**

**PROGRAM OBJECTIVES AND OUTCOMES DIRECTLY RELATED TO EPF GRANT:**

PROGRAM OBJECTIVES	PROJECTED OUTCOMES FOR 2013-14	ACTUAL OUTCOMES FOR REPORTING PERIOD AND YEAR-TO-DATE
		N/A
		N/A

**CITY OF IRVINE  
EDUCATIONAL PARTNERSHIP FUND PROGRAM**

PROGRAM OBJECTIVES	PROJECTED OUTCOMES FOR 2013-14	ACTUAL OUTCOMES FOR REPORTING PERIOD AND YEAR-TO-DATE
		N/A
		N/A

**Following are the six strategic goals from the 2008-2013 Strategic Plan for Children, Youth and Families. Please check the strategies your program best impacts:**

- Child Care and Readiness for School:** To expand early care and educational opportunities for parents and children with the lowest levels of access to high quality child care programs.
- Health and Fitness:** To improve health and fitness outcomes of children and youth in Irvine.
- Underage Drinking:** To reduce the harmful effects of alcohol by users under the age of 21.
- Aid to Families in Need:** To reduce or eliminate poverty and the harmful effects of near-poverty status among families in Irvine.
- Community Service and Volunteerism:** To enhance and expand community service by youth and adults in Irvine.
- Children’s Health and Mental Health Strategies:** To improve the health and well being of children in Irvine through early identification of mental health and behavior problems, and by developing the capacity of parents, schools, and childcare programs to address those needs.