

**Stokes Partnership for Children, Inc.**  
**Description of Allocations Process for Service Activities**

*For use by Partnership Staff, Board and Committees*

**I. Advertising**

The following advertisement or an advertisement with similar wording will be placed in each of the following newspapers: *Winston-Salem Journal* and *The Stokes News*:

*Advertisement: The Stokes Partnership for Children, Inc. wants to fund acceptable programs, which relate to young children (birth through age five) for fiscal year \_\_\_\_\_. Proposals will be accepted in the areas of family support, health, literacy and early care and education. Funding priority will be given to programs that will result in any one of the following: (To be determined annually by the Governance Committee). For details, contact: Stokes Partnership for Children, Inc. Applications are available to download at [www.stokespfc.com](http://www.stokespfc.com) or available by request by calling 336-985-2676. Individuals, organizations or agencies interested in seeking Smart Start funding should obtain details and attend a mandatory grant workshop in October or November. Application deadline: (to be determined each year by the Evaluation/Allocation Committee).*

**II. Request for Proposal (RFP) Process**

- A. Annually, an RFP document will be developed for use by prospective contractors.
- B. All prospective contractors will receive equitable treatment during the process.
- C. Information that is furnished to one prospective contractor will also be furnished to all others.
- D. The RFP document will clearly communicate the criteria upon which proposals will be evaluated and the requirements that prospective contractors must meet in order to enter into contract.
- E. The RFP document will be developed by the Governance Committee and will be approved by the SPC Board of Directors.
- F. A deadline for submission of proposals will be set and no proposals will be accepted after the deadline.

**III. Competitive Bidding**

A fair and open competitive bidding process that meets Smart Start Competitive Bidding requirements and guidelines will be followed. To that end, notification will be sent to agencies and individuals (or independent contractors) that have successfully provided services in the past and to other agencies and individuals that may be anticipated to be interested in providing services, or the opportunity to submit a proposal.

**IV. Eligibility Requirements for Proposals**

Proposals will be received from organizations and individuals with experience in delivering activities to children and families, including:

- A. Tax-exempt agencies and individuals (in rare instances, proposals may be entertained from for-profit groups or individuals with a history of exemplary service to children or families).
- B. Public agencies.
- C. Grassroots organizations, such as neighborhood groups, which partner with a tax-exempt or public agency.

**V. Restrictions for Proposals**

- A. All proposals must impact children from birth through five and not yet in kindergarten. Programs directed at children older than five cannot be considered, by legislative mandate.
- B. Funds may not be used for goods or activities that may be funded by other sources.
- C. Proposals should demonstrate continuation or expansion of existing activities in ways not available without Smart Start, or an innovative new activity.
- D. Funds should be used for activities, experiences, or equipment that has beneficial impact on children and are in compliance with Smart Start mandates.

**VI. Preferences for Proposals**

In considering proposals, funding decisions will be based on the level to which proposals:

- A. Respond clearly to the mission, goals and objectives of Stokes Partnership for Children and collectively support the Partnership's Strategic Plan.
- B. Target services relating to family support, health, literacy and early care and education programs. Priority will be given to programs that address the areas of need as identified by the Governance Committee who use PBIS data, local needs assessments and any other available means to identify need.
- C. Include collaboration with other agencies and individuals.
- D. Have a history of demonstrated effectiveness in service delivery and measurable outcomes for participants, or replicate programs found effective in research.
- E. Demonstrate the ability to provide a 10% match unless requirement is waived by the SPC Board of Directors.
- F. Meet the definition of Evidence Based or Evidence Informed as approved by the North Carolina Partnership for Children Board of Directors and/or as mandated by the NC General Assembly.

**VII. Allocations Timeline Example:**

November	RFP Packet Available
November	Required Grant Workshops Held
January	All Smart Start Proposals Due
January/February	SPC Staff reviews proposals for completeness
February	RFP notebooks ready for Evaluation/Allocation Committee members to pick up
February/March	Evaluation/Allocation Committee will conduct face to face interviews with applicants and meet for discussion
February/March	Evaluation/Allocation Committee will make a recommendation for approving Smart Start activities and funding the activities
March	SPC Staff works to complete Annual Plan
March	SPC Board of Directors will make Smart Start funding decisions, approve activities and the Annual Plan
March	Annual Plan due NCPC
June	NCPC notification of Annual Plan approval

**VIII. The role of SPC Committees:**

- A. The Governance Committee is responsible for setting the tone and identifying needs, which is necessary for a successful allocation process, however; the Evaluation/Allocation Committee is responsible for the actual implementation of the allocation process.
- B. The Evaluation/Allocation Committee will provide feedback and input to the Governance Committee who is responsible for looking at trends, means and methods to more effectively meet PBIS measures while also considering other local needs.
- C. The Governance Committee will develop the Request for Proposal (RFP) package.
- D. The Evaluation/Allocation Committee is responsible for the evaluation of proposed activities and the requested funding levels to determine how well they are designed to accomplish the mission of SPC, meet legislative mandates and are cost effective.
- E. The Evaluation/Allocation Committee shall make recommendations to the Board of Directors as to which activities should be funded, the degree to which an activity should be funded initially, and periodically to recommend the continuation, modification or termination of funding according to how well an activity helps the Partnership accomplish its mission.
- F. The Evaluation/Allocation Committee will conduct periodic evaluations necessary to determine whether funded activities are meeting expectations, need assistance, or should be discontinued. These evaluations may consist

of site visits, review of quarterly reports or by any method deemed appropriate.

- G. Members of the Evaluation/Allocation Committee shall avoid conflicts of interest and the committee shall be made up of primarily “non-conflicted” members and shall avoid having a vested interest in the funding of activities. Members shall declare any real or perceived conflicts of interest and will recuse themselves from any discussion or decision making in areas where conflicts exist.

**IX. Responsibilities of Partnership Executive Director, Administrative, Programmatic, and/or Financial Staff:**

- A. Prepare necessary materials for committees.
- B. Develop a thorough knowledge of the allocations process, procedures, and materials.
- C. Serve as a liaison between staff, committees, and agencies / individuals submitting proposals; schedule meetings and face to face interviews and make necessary arrangements.
- D. Thoroughly analyze program proposals including their compliance with legislative mandates and NCPC guidelines, and their need for inclusion in the Partnership’s Annual Plan.
- E. Assist agency and committee volunteers in fulfilling their roles and communicating in ways that are timely, clear, concise, and consistent.
- F. Attend committee meetings; provide administrative support, including but not limited to:
  - 1. Seeing that necessary meeting and materials are prepared ahead of time.
  - 2. Confirming meeting attendance and arranging for meeting set-up;
  - 3. Assisting in focusing discussion at committee meetings when needed.
  - 4. Ensuring that committee recommendations are committed to writing.
  - 5. Recording and following up with action items from the committee;
- G. Assist with ensuring that funding recommendations support partnership goals and/or PBIS standards and that selected programs can demonstrate desired results.
- H. Promote collaboration, cooperation, and mutual trust to facilitate and further enhance the sense of partnership with these agencies and individuals.

**X. Stokes Partnership for Children Board of Directors**

- A. Approves the allocations process and the RPF package based on recommendations from the Governance Committee.
- B. Makes final decision regarding which activities are approved for Smart Start funding, based on recommendations from the Evaluation/Allocation Committee and determines final funding level.

- C. Will review programmatic and fiscal monitoring and evaluation reports and may make recommendations to improve, modify or terminate programs.
- D. Has ultimate authority regarding any aspect of the Smart Start allocations process.

**XI. Grievances from Agencies and Individuals**

- A. Any concerns regarding funding decisions should be presented to Stokes Partnership for Children in writing.
- B. The Executive Committee and/or Board of Directors will review and respond to all grievances within sixty days of written notification.