



Smart Start Funding Application

Fiscal Year 2021-2022 Funding Cycle

Important Deadlines

Action Item	Date
Request for Proposal Released	November 6th, 2020
Letter of Intent Due for ALL APPLICANTS	November, 30th, 2020
RFP electronic submission deadline	January 8th, 2021
RFP Hardcopy received or postmarked by	January 11th, 2021

Letter of Intent Instructions

- Thank you for your interest in applying your early childhood program for Smart Start funding for Fiscal Year 2021-2022! Durham's Partnership for Children is requesting all interested applicants submit a Letter of Intent (LOI) prior to submitting their formal Request for Proposal Application. **The Letter of Intent is due no later than November, 30th, 2020. Please submit all documentation electronically to Program Data Analysis Coordinator, Alee LaCalamito via email: alee@dpfc.net.** Staff will review the Letter of Intent and you will be contacted if there are any questions or if additional information is required. DPfC staff will notify you via email once your LOI has been accepted. **You may not submit an application unless you have submitted a Letter of Intent prior to the deadline.**

Below are the instructions and requirements the LOI must include. Please complete and submit the following documentation via email to alee@dpfc.net by no later than **November 30th, 2020.**

- Organization Information Document
- Acknowledgement and Agreements
- Letter of Intent
- COVID Program Impact Document



Organization Information

Name of Organization:

President/Director of Organization:

Address of Organization:

Website of Organization:

Primary Telephone Number of Organization:

Name of Primary Service Provider for Program:

Contact information of Primary Service Provider

Email:

Phone:

Other:

Signature of Applicant:

Date:

I hereby acknowledge that all information submitted is accurate.

Acknowledgement & Agreements

(Please read and check each box)

Eligibility

- I confirm that my organization is a....
- Community Based Non-profit Government Agency Other
- I understand that Smart Start funding may only be used for and must include evidence-based/evidence-informed (EB/EI) activities that clearly demonstrates measurable results for young children and families as defined by the North Carolina Partnership for Children (NCP) Board of Directors.
- I confirm that the activity I am applying for funding will be used to support services for young children, birth through age 5, and their families and/or educators who reside and/or work in Durham County, North Carolina.

Submission

- I Agree to submit all RFP documentation by the Electronic submission deadline of Friday January, 8th, 2021
- I Agree to submit all RFP documentation by the Hardcopy submission deadline of Monday, January 11th, 2021.
- I have read and understand the Application requirements and agree to submit all materials accurately to the best of my ability

Activity Requirements

- I agree to provide any information regarding my activity that is requested and participate in any audit or evaluation of Smart Start activities, required by the N.C. General Assembly, North Carolina Partnership for Children, Durham's Partnership for Children or other state officials or agencies.
- I agree to submit all required quarterly, mid-year, end year and any additional program and fiscal reporting requirements to Durham's Partnership for Children by the designated due dates outlined in the Direct Service Provider (DSP) Manual.

Funding

- I have read and understand all fiscal requirements necessary for receiving funding and agree to all rules, regulations and policies required by the N.C. General Assembly, North Carolina Partnership for Children, Durham's Partnership for Children or other state officials or agencies.
- I agree to provide any information regarding my activity that is requested and participate in any audit or evaluation of Smart Start activities, required by the N.C. General Assembly, North Carolina Partnership for Children, Durham's Partnership for Children or other state officials or agencies.

Letter of Intent

Instructions: Please provide your responses to the following questions. The LOI should not exceed 3 pages. Please refer to the following document regarding application and funding to help guide your responses.

- **What is the mission(s) and purpose of your organization?**
- **Provide a brief description of the “Need Area” the activity you are requesting funding for aims to improve and how you activity will integrate strategies to address one or more of the “Focus Areas” identified by the Partnership’s Board of Directors** *(please refer to the “Need Area” and “Focus Area” section(s) for more details).*
- **Please provide a brief description of the project for which grant funds are being requested and include a brief overview of how your activity will incorporate evidence-based and/or evidence informed practice.** *(Please refer to the “Evidence-based/Evidence-informed Practice” section for more information).*
- **Please identify which Community Early Childhood Profile indicator your project most closely aligns with** *(please refer to EC Profile Indicators section for further details).*
- **What is your anticipated amount of funding requested and what do you plan to use the funds for?**
- **What, if any, additional financial or in-kind resources will be contributed to this project?** *(Please see “Budget Information” Section for more details)*

COVID-19 Acknowledgement

Instructions: Please provide your responses to the following questions. Your responses should not exceed 2 pages.

- **How will you adapt your proposal to accommodate restrictions as a result of COVID-19?**
- **How will COVID-19 potentially impact their programming?**
- **How will they address any barriers related to COVID-19's impact**

Signature of Applicant:

Date: