



Request for Proposals 2017-2018
Community Resource Development

The Partnership for Children of Essex (PCE), as part of the New Jersey Children's System of Care (CSOC), is committed to partnering with existing community providers and also facilitating the expansion and development of additional resources to meet the needs of children and families.

PCE is announcing the availability of funds specifically designated to create or expand Outpatient Mental Health Services for children and their families. The priority need area(s) for this RFP are:

- Social Skills/Recreational programming for youth with Developmental Disabilities
- Specialized programming for young children aged 10 years old and under

The application with an explanation of the proposal components is attached. All of this information can also be downloaded at the www.pcenj.org website or requested by calling (973) 323-3000 ext. 1009

Total Funds Available: \$25,000

Application deadline is December 8, 2017 at 4:00 p.m. (No exceptions)
Late applications will not be accepted.

Applications will be reviewed by a selection team using the following criteria:

- Applicant embodies the values of the NJ Children's System of Care (CSOC) and PCE.
- Services will be child-centered, family friendly, strengths-based, culturally competent, individualized, community based and easily accessible.
- Services are tailored to meet the needs of the children and families in Essex County.
- Applicant commits to a "no eject, no reject" policy for children referred by PCE.
- Applicant commits to working in partnership with PCE and other community based resources.
- Ability to document and measure service outcomes.
- Costs to families are reasonable.
- Sustainability of services is demonstrated beyond this initial funding.
- Applicant is preferably a community-based provider with a record of assisting children and families in the Essex County area.

Please note, while the funding is being provided through PCE, the funds originate from the Children's System of Care (CSOC), and any award by PCE requires final authorization from CSOC. Once this process has been completed, all award decisions will be final.

PCE is requesting proposals in areas that address the needs of the youth and families we serve. While PCE community development funding can support programs that serve families other than PCE, the programs must be designed to support children with complex behavioral health/developmental needs and/or their families.

Proposal Components

Each proposal should be submitted using the following component headings.

- I. **Organizational Overview:** Please provide a brief overview of your organization, including mission statement, length of existence, existing programs, incorporation and tax status.
- II. **Proposed Project:** Describe the new service or program to be implemented with this grant, including demographics of populations to be served and specific program components. How will this differ from your existing services? How will this project benefit children and families enrolled in PCE? Include how your organization will staff this project, hours of operation, staff qualifications, staff to child ratios, etc. **Please also indicate the number of children and/or families that will be served by the program.**
- III. **Program Evaluation and Outcome Indicators:** Describe the measurable outcomes of this proposed service (i.e. behavior changes, skills developed, etc).
- IV. **Proposed Budget:** Attach a proposed budget for this project including line items and total costs.
- V. **Sustainability:** Describe how this project will be sustained on an on-going basis after being initially “seeded” by PCE.
- VI. **Licenses, Certifications, and Insurance:** If the program you are proposing requires any specific licenses, certifications, or insurance, please include a copy of these documents or indicate how you will obtain the required documents

Proposals should not exceed ten (10) pages. Applicants **MUST** submit an electronic copy and eight (8) copies of the cover sheet and completed proposal to:

Erika Rowe
Director of Community Resource Development
Partnership for Children of Essex
100 Executive Drive, Suite 130
West Orange, NJ 07052
erowe@pcenj.org

The PCE community development funding committee will be scoring the proposals based on the materials submitted. Once scored, the committee may request an oral presentation from finalists to further describe the program and answer questions of the committee.

(Cover Sheet – next page)



Partnership for
Children of Essex
A Pathway for Hope

APPLICATION FOR COMMUNITY DEVELOPMENT FUNDS 2017-2018

COVER SHEET

Date of Request: _____

Contact person for this proposal: _____

E-mail: _____

Name of Organization: _____

Mailing Address: _____

Phone: _____

Fax: _____

Website (if applicable): _____

*Please be sure to include this cover sheet when submitting proposals.