

## **CHILDREN & YOUTH PARTNERSHIP FOR DARE COUNTY INSTRUCTIONS FOR PROPOSALS**

One original and one copy should be submitted. The proposal package consists of the following:

1. Cover letter that is signed and dated by an individual authorized to legally bind the applicant's organization.
2. The application form signed and dated.
3. A proposal narrative:
  - Describe how the tasks outlined in the Scope of Services section will be accomplished. How will you meet program objectives?
  - What experience do you or your organization have with this type of activity? What can you or your organization bring to this project that others cannot?
  - Who will be involved in the supervision and implementation of this activity?
  - Who will handle the financial aspects of the project?
4. A budget proposal for each year requested in the scope of services.
5. Resume of parties who will work on the proposal
6. References
7. Any additional materials that support the application

**Completed proposals are due by 5:00 pm, May 17, 2024, and should be mailed or delivered to:**

**Children & Youth Partnership for Dare County  
534 Ananias Dare Street  
Manteo, NC 27954**

The contract will be awarded to the organization, group, or individual submitting the best responsible application complying with the requirements of the Request for Proposal (RFP), provided the application is reasonable and is in the best interest of the Partnership to accept. The applicant selected will be notified at the earliest practical date. The decision regarding the acceptability of any application shall remain entirely with the Children & Youth Partnership for Dare County. The criteria for making this judgment will include but not be limited to demonstrated capacity and general responsiveness to the RFP. For further information or assistance, please call (252) 441-0614.

**Attached:**  
Proposal Specifications



# Children & Youth Partnership

FOR DARE COUNTY

Ensuring that our children, youth, families, and community all thrive.

## Proposal Application

Project Title: \_\_\_\_\_

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

Street Address/Post Office Box: \_\_\_\_\_

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

County: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Contact Person: Name & Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Tax Identification Number or Social Security Number: \_\_\_\_\_

Type of Organization:

Private  
Non-profit  
501(c) 3  
Other, please specify \_\_\_\_\_

For profit  
Public Agency

Project Beginning Date: \_\_\_\_\_ Project Ending Date: \_\_\_\_\_

Budget (FY2024/25): \_\_\_\_\_

Budget (FY2025/26): \_\_\_\_\_

Budget (FY2026/27): \_\_\_\_\_

Total Budget: \_\_\_\_\_

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Authorizing Signature

Title

Date

## **Kindergarten Transitions Scope of Services and Specifications**

Children & Youth Partnership for Dare County (CYP) is seeking proposals for a kindergarten transition program in Dare County for the period of July 1, 2024 –June 30, 2027.

This Kindergarten Transition activity is supported through a variety of pre-literacy programs for children and families in Dare County. Components operate in collaboration with other evidenced-based shared literacy and learning opportunities for young children such as Dolly Parton's Imagination Library and Raising a Reader programs. Smart Start funds will support an Education Manager who will oversee and coordinate all aspects of these projects. The Manager will assist with Kindergarten Transition activities designed to further support literacy outreach and increase communications and collaborations among parents, Kindergarten teachers, and pre-school teachers in the child care community. The Manager will work closely with community partners such as the public schools, the public library, and early care and education programs. Dolly Parton's Imagination Library and Raising A Reader will follow established policies and guidelines. The program will target children birth to age five in child care settings and at home with their families. Other funds may be used to support these projects.

<b>Outputs</b>
5-7 Kindergarten Transition Activities reaching at least 150 parents and children

<b>Outcomes</b>	
90% of parents returning a Kindergarten Kick-Off survey will ‘agree’ or ‘strongly agree’ that they feel less anxiety about their child entering Kindergarten.	90% of parents returning a Kindergarten Kick-Off survey will ‘agree’ or ‘strongly agree’ that they have a better understanding of a typical day of Kindergarten.

Proposals should address the method to achieve the goals and objectives identified in this request for proposal and provide timelines for accomplishing them. An explanation of how the program will be staffed should be included, as well as the organization’s/individual’s level of preparedness to implement the program.

The initial contract period will be July 1, 2024 through June 30, 2027. Separate annual budgets for FY 2024-25, 2025-26, and 2026-27 should be submitted as a part of the proposal. The contract may be renewed each year through 2027 contingent on availability of funds, a satisfactory evaluation of performance, and mutual agreement of both parties to enter into subsequent contracts.