

## **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: \_\_\_\_\_

---

Authorizing Signature

Title

Date

## **Kaleidoscope Play & Learn Scope of Services and Specification**

Children & Youth Partnership for Dare County (CYP) is seeking proposals for the Kaleidoscope Play & Learn program in Dare County for the period of July 1, 2024-June 30, 2027.

Kaleidoscope Play and Learn will provide gatherings of parents and young children that offer activities to promote children’s development through play, and adult social support. Weekly groups will be held at various locations for caregivers and children birth to five. Facilitator(s) will offer structured activities, model developmentally appropriate interactions with children and caregivers, and facilitate social exchanges among the caregivers who attend. A small snack may be served and educational materials and program incentives may be distributed.

The facilitator will complete required Kaleidoscope Play & Learn training and maintain annual affiliation. The program will be implemented with model fidelity.

### **Outputs**

Number of parents/guardians participating Number of children participating
---

### **Outcomes**

Increase in parent social support
-----------------------------------

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.