

2021 Request for Proposals (RFP)

Oscar & Rosetta Fish Fund

Speech Therapy Services for 3 to 5 year olds



DEADLINE TO APPLY ONLINE: Monday, November 22, 2021, 5:00 p.m. HST

PURPOSE

To provide speech therapy services for disadvantaged children ages 3 to 5 years old.

FUNDING AVAILABILITY & USE OF FUNDS

- Awarded grants will generally be no more than \$50,000 per a year. Agencies are allowed up to 5% of the grant for administrative costs.
- Eligible organizations may apply for up to three (3) calendar years of funding to start January 2022 through December 2024. (Note: second and third year funding will be contingent upon the receipt of annual reports that demonstrate satisfactory progress.)
- Funds should be used to pay for speech therapy services delivered by licensed speech therapists. Clients must have a treatment plan that identifies their individual treatment goals.

ELIGIBILITY

1. Non-profit organizations with tax exempt 501(c)(3) status.
2. Eligible organizations must provide services in the State of Hawai'i.
3. Organizations currently funded by HCF with overdue final reports are not eligible to apply.

CRITERIA FOR PROPOSAL REVIEW

1. Organization has demonstrated capacity to implement grant.
2. Program includes treatment plan for clients with measurable treatment goals.
3. Organization can report on results of program.
4. The funding request is reasonable given the cost of service per child and the frequency of services provided.

ONLINE SUBMISSION

Applications must be submitted online at: <https://nexus.hawaiicommunityfoundation.org/nonprofit>.

(Or, click on "NONPROFIT GATEWAY" at the top of the HCF homepage.)

If you are a new user, click "New User Registration;" the registration process may take up to 2 days so please register early!

APPLICATION INSTRUCTIONS

- Only complete applications will be accepted. Applications missing information or required attachments may be administratively denied.
- The online application has fillable boxes with character limits, including spaces. The character counts in MS Word may not match the character counts in the application. If you cut and paste your work into the application, please be sure your entire text fits the space provided.
- We recognize the significance of diacritical markings in written Hawaiian as pronunciation guides; however, the online application system is unable to accept diacritical marks. Please do not include these in your narrative; it may cause errors in the way the online system processes your proposal.
- HCF will make final award decisions based on a full review of complete proposals submitted, as well as fund availability. Organizations selected for funding are anticipated to receive grants with an award period beginning in January 2022.

NARRATIVE SUBMISSION

The following character counts are approximate to the specified page lengths based on single-spacing in Arial 12-point font with 1 inch margins.

➤ **Executive Summary** *(No limit, answers are usually about 3/4 page)*

A brief statement on your organization's speech therapy program and your track record of outcomes for the children and families you serve.

➤ **Project Narrative**

The Project Narrative should include the following:

1. **Describe your organization and its experience in offering speech therapy services to children ages 3 to 5.** *(No limit, answers are usually about 1/2 page)*
2. **Describe how clients access your speech therapy services** (e.g., where do referrals come from?). *(No limit, answers are usually about 1/2 page)*
3. We recognize that there is high demand for speech therapy services. **How do you prioritize who is eligible for your services** (e.g., financial need; first-come first-served; greatest degree of speech impediment, etc.)? *(No limit, answers are usually about 1/2 page)*
4. **How are treatment goals determined for each client?** *(No limit, answers are usually about 1/2 page)*
5. **How do you track the progress of your clients?** *(No limit, answers are usually about 1/2 page)*
6. **What results do you hope to achieve for the clients you serve? What is the projected number of clients you will serve, each year, for the next 3 years? How many clients have you served in the past 2 years? On average, what is the total number of hours of service provided to each client?** *(No limit, answers are usually about 1/2 page)*
7. **Please specify the geographic location and/or communities you serve with speech therapy needs. If you will serve multiple locations, please list them and include the number of clients you hope to serve in that specific location.** *(No limit, answers are usually about 1/8 page)*

➤ **Project Budget**

- Provide a budget narrative that describes in detail how funds will be used. *(No limit, answers are usually about 1/2 page)*
- A fillable budget template is provided on the online application and should be completed and uploaded as part of your application. Please complete a budget template for each year of the grant.

➤ **Supporting Documents**

Please upload the following documents as part of your application:

- The organization's current and previous year's operating budget (both income & expenses).
- The organization's current board list.

REPORTING REQUIREMENTS

All grantees are required to submit annual progress reports in order to receive subsequent years of funding. A final report will be due at the completion of the third year.

QUESTIONS ABOUT THIS RFP

For questions regarding this RFP, please contact Tricia Mabellos at (808) 566-5523 or tmabellos@hcf-hawaii.org. For questions on registering your nonprofit online or on the online application process, please contact Mary-Joy Llaguno at (808) 566-5533 or mllaguno@hcf-hawaii.org. Neighbor Islands may call our toll-free number at 1-888-731-3863.

DEADLINE: Submit your application by clicking the "Submit" button at the end of the online application by 5:00 p.m. HST, Monday, November 22, 2021.