



Request for Proposals

Children with Special Health Care Needs, Community Activity Grants Guidelines for Application - FY 2024

This Division of Maternal, Child & Family Health (MCFH), Philadelphia Department of Public Health (PDPH), Children with Special Health Care Needs Community Activity Grants Request for Proposals seeks to solicit applications from community-based agencies for projects designed improve/enhance systems of care serving children and youth with special healthcare needs and their families.

I. APPLICANT ELIGIBILITY

1. Applicant must be a not-for-profit community-based group or organization, with 501(c)(3) certification. If the applicant does not have its own 501(c)(3) certification, it is acceptable to partner with another agency that does.
2. Applicant must be located in **Philadelphia**.

II. PROJECT ELIGIBILITY

1. The target population for the project must be located in **Philadelphia**.
2. Project must focus on children with special health care needs, who are between the ages of birth and 21 years old and should respond to needs expressed by families.
3. Project should promote equal rights and equal opportunity.

III. GRANT AWARD FUNDING

1. The total amount available for grants is \$14,000 (subject to availability of Title V funds).
2. The maximum amount for any single grant awarded will be \$3,000.
3. The anticipated award decisions date is on or about December 22, 2023.
4. MCFH will disburse the grant monies for approved projects on a **reimbursement only** basis **upon submission of monthly invoices. Invoices must be submitted by the 15th of the month following that in which the expenses were incurred** (e.g., if expenses are incurred in February 2024, the invoice and supporting documentation must be submitted to this office by March 15, 2024).
5. **The final invoice is due by July 15, 2024.** Invoices submitted after this date risk not being paid.
6. **Projects cannot start before January 1, 2024 and must be completed by June 30, 2024.**
7. Grant funds may be used to cover expenses for:
 - Training staff
 - Speakers
 - Contracted equipment services (e.g. video services, photography services)
 - Parents to participate in the program
 - Miscellaneous goods and services (e.g. postage, printing, travel). Requests for travel reimbursement must be in accordance with the PA Department of Health rate schedule, which will be provided upon request with notice of grant award.
7. **Grant funds may not be used to:**
 - Purchase general equipment (e.g. computer hardware, software, video equipment, equipment for architectural improvement of land or buildings)
 - Purchase furniture

- Pay a staff salary
 - Pay for services that are EPSDT/MA reimbursable
8. All grants are subject to the availability of federal funds.
 9. If several proposals of equal merit are received, preference will be given to those submitted by agencies that have not received recent funding for one of these mini-grants. However, we still encourage all applications, as the quality of the proposals will still be a primary consideration in the awarding of grants.

IV. EVALUATION OF PROPOSALS

1. All proposals will be reviewed and evaluated by a panel of external, independent reviewers.
2. Evaluation criteria will include whether the proposal:
 - clearly states a project objective (i.e. what will be done?)
 - has a plan of action needed to meet the project objective (i.e. how will the plan be carried out?)
 - includes a budget that matches the plan of action (i.e. is the budget reasonable given the plan?)

V. SUBMISSION DEADLINE

Proposals are due on or before 5:00pm, Friday, December 1st, 2023.

VI. PROPOSAL SUBMISSION

1. Applicants must submit a proposal that includes:
 - A description of the applicant
 - A description of the specific project for which funding is being requested
 - A statement of the need for the project
 - Criteria for determining the success/impact of the project
 - A budget for the project
2. A separate cover sheet must be attached that includes:
 - Proposal title
 - Name of contact person
 - Phone, fax, email and name of organization

Funded projects will be required to submit a written report by July 31st, 2024 and will also be asked to make a presentation at the Philadelphia Special Needs Consortium in either July or September.

3. Completed proposal needs to be sent electronically. Send completed proposal (**maximum 5 pages** = cover sheet plus 4 pages) to mary.glazer@phila.gov

For further information, contact Mary Glazer at (267)357-3919 or mary.glazer@phila.gov