**Application Instructions**

**Application Presentation & Specification:**

* **Proposals must be received by 2 p.m. on Monday, November 27, 2023 to the Columbus County Partnership for Children office at 109 W. Main St. Whiteville NC 28472.**
* 1 original signed paper application (postal mailed) and 1 complete electronic file emailed to charmaine.bluesingletary@columbussmartstart.org. (Microsoft WORD & EXCEL or PDF)
* Letter size paper
* Order of documents as follows:

1. Application

2. Budget Workbook– 2023 -2024 (budget, budget narrative, and

 personnel detail)

3. Logic Model – 2023 -2024

* Original should be bound with a binder clip (no staples, please)
1. **Application**
* Read all instructions prior to completing application. Be sure to answer each question clearly and with complete sentences.
* If you are a current CCPC contractor, make sure that the previous allocation amounts listed are the *final* year end allocations.
* Pay attention to the questions in the application and answer them as clearly and directly as possible.
* Aligning with our Strategic Plan, the application contains questions about equity strategies.
* The Smart Start ContractActivity Descriptions (CAD) are summaries of each of the activities going out to bid with the expected outcomes. The ContractActivity Descriptions must be your guide in completing the application. Address all activity components included in the Contract Activity Description within the logic models. Copy and paste the CAD for which you are applying below directly onto page 1 of the application.
* If you are making application for a new activity or service, please provide a detailed description of the proposed activity under the “Section B” of the ***Smart Start Application for Funding.***

**SAMPLE NCPC PROJECT DESCRIPTION**

Inclusive Child Care,

The Inclusive Child Care project will promote the social and emotional development of young children enrolled in child care facilities and preschool programs in Columbus County. The program aims to assist facilities in better preparing children for Kindergarten by addressing developmental and behavioral symptoms in the classroom. Strategies and techniques from the Pyramid Model which incorporates positive, problem-focused, goal-directed interventions that prevent and address challenging behaviors in young children will be used to promote successful social and emotional competence. This project will be staffed by a Program Administrator and a Behavior Specialist. The Behavior Specialist position may be filled by no more than two individuals. The professional staff will at minimum, meet Level 11 Technical Assistance requirements and will be certified by the NC Institute for Child Development Professionals or a licensed mental health clinician, such as a licensed clinical social worker or licensed professional counselor. Program staff will provide trainings, education, classroom observations, consultation, coaching, and support through implementation of techniques, interventions and strategies to ensure fidelity to the model. Referral and linkage to other community services and resources will also be provided, when needed.

 Measurable Outcomes Include:

* Improved teacher/child interaction

**2. Logic Model**

* Use the sample logic model format.
* Logic models must include current, local data as much as possible in the needs statement column.
* Please enter an output for each of the activity components included in the Contract Activity Description.
* You may list multiple outputs that relate to a single outcome.
* Project outcomes using the (x of y) format for the percentage of goal to be achieved.

**3. FY 2023 -2024 Projected Budget Amounts**

Budget requests should be reasonable and necessary to carry out the program and meet projected outputs and outcomes described in the activity’s logic models. New applicants and those seeking to change the scope of their services should reach out for a phone consultation prior to application due date to Charmaine Blue-Singletary at 910-499-4545.

**4. Budget Forms**

You will find a Budget Proposal Excel Workbook entitled Budget Proposal 2023-2024 with the following tabs:

* Instructions
* Budget Proposal
* Budget Narrative
* Personnel Detail

Read the instructions. Complete each tab. Make sure you include as much detail as possible in the narrative description. Personnel descriptions should include each position, the projected number of hours, FICA, benefits, insurance, and retirement. Refer to the North Carolina Partnership for Children’s Cost Principles for allowable expenses.

**5. Program Guidelines**

 Complete the attached Program Guidelines by using the bulleted list as a guide for describing the operating procedures of your program. This document is required of all funded activities and is monitored by the North Carolina Partnership for Children.

**Frequently Asked Questions List (FAQs)**

Staff will be available to consult with you throughout the application process:

* For questions regarding the application, program, logic model or budget, please forward questions to charmaine.bluesingletary@columbussmartstart.org or selena.rowell@columbussmartstart.org.