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**PRO 2025 – 01 Request for Proposals (RFP)  
Level (3 ) Leading Grant**

**Holiday Out of School Time**

**Attachment (#1) – Cover Sheet**

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| “Organization Legal Name” must match agency name listed on the Florida Department of State Division of Corporation website: <http://sunbiz.org/>. | | |
| **1. Proposer Organization Legal Name:** | | |
| **2. CEO/ Executive Director Name:** | | |
| **3. Organization Address:** | | |
| **4. City:** | **5. State:** | **6. Zip Code:** |
| **7. Organization Phone Number:** | **8. Organization Website:** | |
| **9. Organization Type: \_\_\_\_\_\_** Not for Profit (Incorporation date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_)  \_\_\_\_\_\_ Government \_\_\_\_\_\_ Other (Please specify): | | |
| **10. Proposer’s Current Organization Total Budget: $** | | |
| **11. Cash reserve amount:** | | |
| **12. IRS Determination:**  \_\_\_\_\_\_ 501c3 \_\_\_\_\_\_ Other (Please specify):  **13. Registered Florida Charitable Organization:** \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No | | |

**Program Information:**

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| **14. Proposed Program Name:** |
| **15. Proposed Focus Age Group/Target Population:** |
| **16. Proposed Service Geographic Area:** |
| **17. Proposed Program Summary:** Describe proposed program services for the **general public’s** understanding. (50 words or less) |
| **18. A) Amount of Request from CBHC for First Year = $**  **B) Number of unduplicated participants to be served in First Year:**  Adults \_\_\_\_ Children \_\_\_\_ Total: \_\_\_\_  **C) Calculate and indicate the Unit Cost per Program Participant for First Year = $**  (Amount of Request from CBHC **÷** Total Number of Adults and/or Children to be Served) |
| **19. A) Amount of Request from CBHC for Second Year = $**  **B) Number of unduplicated participants to be served in Second Year:**  Adults \_\_\_\_ Children \_\_\_\_ Total: \_\_\_\_  **C) Calculate the Unit Cost per Program Participant for Second Year = $**  (Amount of Request from CBHC **÷** Total Number of Children and/or Adults to be Served) |
| **20. Proposed Program Focus Area (check all that apply):**  \_\_\_\_\_\_ Children are Ready to Learn and Succeed  \_\_\_\_\_\_ Family Support |

**Grant Contact Information:**

|  |  |
| --- | --- |
| **21. Grant Contact Person Name:** | |
| **22. Grant Contact Person Phone Number:** | **23. Grant Contact Person Email:** |

**Hillsborough County BOCC District:**

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| Refer to the Hillsborough County Website: <http://www.hillsboroughcounty.org/en/government/board-of-county-commissioners> and click on Find My Elected Official to determine in which Board of County Commission district the Proposer Organization resides. |
| **24. Commission District:**  **\_\_\_\_\_** 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 (District 5, 6, &7 are at large seats) |
| **25. If Proposer Organization is located within the city limit, please indicate:**  **\_\_\_\_\_** City of Tampa \_\_\_\_\_ City of Temple Terrace \_\_\_\_\_ City of Plant City \_\_\_\_\_ Not Applicable |

**SIGNATURES**:

* I have read and can comply with the CBHC General Terms and Conditions (Appendix #2).
  + I do hereby certify to the above statements that all facts, figures, and representations made in this proposal and supporting documents are true and correct.
  + I certify that I have been duly authorized to act as the Authorized Official of the Proposer Organization in connection with filling out this proposal and have obtained any necessary authorization from the Proposer’s governing body for the submission of this proposal.
* I acknowledge that this proposal and all additional documents submitted become the property of the Children’s Board and will become public record subject to the provisions of Chapter 119, Florida Statutes.

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Signature of Authorized Official Signature of Board Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name) (Printed Name)

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_