



February 28, 2019

Smart Start Partnership for Children is a non-profit organization whose mission is to support, educate and advocate to build a strong foundation for young children in our community. To that end we support programs that focus on early childhood education, health, and family engagement for families with children age birth thru five.

Smart Start Partnership for Children requests proposals yearly. There is a three-step grant request and review process for the 2019-2020 funding cycle.

Letter of Intent:

The first step is submission of a 1-2-page Letter of Intent. It should briefly outline the following:

- 1) Name of your organization and contact information
- 2) Project Title
- 3) Estimate of grant request amount
- 4) Your organizations mission and work
- 5) Statement of Need
- 6) Scope of Work
- 7) Overall goals and objectives

Request for Proposal:

The second step is the submission of a complete Request for Proposal. The RFP package will be provided to agencies upon review and acceptance of their letter of intent.

The Review Process:

Smart Start Partnership for Children Board Committees will review the RFP's carefully to ensure the proposals fit our current priorities and resources. During this period the committee may request additional information or a face to face interview. Recommendations for funding will be submitted to the full Board of Directors on June 27, 2019 for final awards. Notifications will occur on Friday June 28, 2019.

Timeline

February 28, 2019	Release Request for Letters of Intent
March 14, 2019	Letters of Intent Due (by 3:00 p.m.)
March 28, 2019	Request for Proposals released to approved LOI's
April 30, 2019	Request for Proposals Due (by 3:00 p.m.)
May 13 – May 31, 2019	Board Committee Review
June 27, 2019	Board Meeting
June 28, 2019	Award Notification

For more information about the programs funded please visit our website at www.smartstartpfc.org. All questions can be directed to Sonia Girona, Executive Director at 693-1580 or sonia@smartstartpfc.org.