



General Eligibility & Funding Guidelines

Revised July 2022



Introduction

The Ounce of Prevention Fund of Florida is a private, not-for-profit corporation founded in 1989 as a research and demonstration laboratory for health and human service programs for Florida's at-risk children and their families. Through prevention and early intervention the Ounce identifies, funds, supports, and tests innovative programs to improve the life outcomes of children, preserve and strengthen families and promote healthy behavior and functioning in society, recognizing that the wisest money is spent on prevention. Programs focus on improving educational achievement, facilitating economic independence, building strong families, and making communities drug-free.

Research and evaluation is the cornerstone of the Ounce of Prevention Fund's programs. Funding recipients are required to participate in ongoing evaluation efforts. The maximum funding cycle is up to three years. Proposals must include community acceptance and demonstrate the ability to secure continuation funding by the conclusion of funding by the Ounce of Prevention Fund.

All grants are cost reimbursement and provider must demonstrate the ability to cover upfront costs. A cash and/or in kind match of 25% is required.

Program Requirements

The Ounce of Prevention Fund will fund innovative, comprehensive, community-based, family-focused, and culturally relevant programs that assure the physical, emotional, social, cognitive, cultural, and spiritual development of children through strengthening and supporting the family.

One or more of the following broad outcomes must be achieved by the program:

- Reduce and/or prevent unintended pregnancies
- Reduce substance abuse (alcohol, tobacco and other drugs) among pregnant and parenting women and teenagers
- Improve maternal, child and adolescent health through education
- Improve health outcomes through nutrition education and increased physical activity
- Improve parenting
- Promote positive birth outcomes through education
- Reduce infant mortality through education
- Life skills/Academic Improvement
- Bullying prevention

To be considered an innovative program, one of the following criteria must be met:

- The program design or model is research based
- The program design or model has demonstrated effectiveness
- The program has been tried in Florida or elsewhere, but is now being proposed for a different setting or population

Eligibility Criteria

Eligible Applicants:

- Private, not-for-profit agencies, organizations or community groups in Florida that are incorporated and have 501(c)(3) status as designated by the IRS
- Private, not-for-profit agencies, organizations or community groups in Florida that have as a partner and fiscal agent an agency or organization that is incorporated and has 501(c)(3) status as designated by the IRS
- Public agencies or organizations, including units of local government and a combination of general local governments

Submission of Concept Papers

Concept papers are to be no more than 20, letter size, 1.5-spaced, typewritten pages, including budget and budget narrative. Please do not use report covers, binders, or notebooks. Do not send any unsolicited attachments or send any information by fax or email. Please use the cover page sample at the end of this document for your cover letter. The cover page must be from the applicant agency or organization and must be signed by the person who has the legal authority to apply for funding.

Concept papers will be accepted pursuant to the following schedule:

- February 1 through March 31 to be considered for funding
- Notification of award will be made to recipients at least 30 days prior to funding
- commencement. It is expected that programs will be fully operational within 30 days of subcontract execution.

**MAIL TWO COPIES OF THE
CONCEPT PAPER TO:**

Winifred P. Heggins, Vice President
Ounce of Prevention Fund of Florida
111 North Gadsden Street, Suite 200
Tallahassee, FL 32301-1507

Areas to be Covered in the Concept Paper

Concisely and thoroughly address each of the following areas in the concept paper.

1. Agency Information:

- a. The name of the agency, organization or community group that will operate the proposed program -- indicate the name of the parent organization, if applicable
- b. The agency, organization or community group's status (reference the eligibility criteria) -- if another agency will act as the applicant's fiscal agent, please provide the agency's name and its relationship with the applicant

2. Innovative Nature of the Program:

- a. An explanation of why the proposed program is innovative
- b. A description of the proposed program -- include the geographic area to be served and the location of the program
- c. An explanation of why the program is needed
- d. A description of who the program will serve
- e. A description of the specific strengths the operating agency brings to the proposed program

3. Organizational Capacity:

A description the agency, organization or community group's ability to develop, implement and operate the proposed program, including the following:

- a. The mission and history of the agency, organization or community group
- b. The agency, organization or community group's expertise relevant to the children and families who will be served by the program
- c. A description of the agency, organization or community group's current and/or anticipated collaborative efforts with other agencies for services and resources
- d. A description of the agency, organization or community group's potential to generate matching funds and identify contributors and potential contributors of funds

4. Program Description:

A. Detailed Program description

Provide a description of the intended program, including the target population, number of families or individuals to be served, geographic boundaries and clarification of specifically who (what agency) will be implementing the program. Discuss local collaborators involved and their contribution to the program.

B. Services to be provided

Describe the specific services that are to be provided and by whom. Clarify who will receive services as well as how many people will be served. **Detailed staffing information must be provided in the budget narrative and other budget documentation.

C. Manner of service delivery

Provide information on the planned frequency and duration of services to be provided. Identify curriculums to be used in conjunction with these services, if any.

D. Program goals, objectives, and outcomes

-To be outlined in the logic model. Instructions included.

5. Evaluation:

Provide a description of the preliminary program evaluation design including frequency of service, method of documentation and suggested measurement tools. The evaluation design is a statement of how you will demonstrate the program's performance in achieving the program's goal(s). The evaluation will include the following sections:

- a. A logic model that interprets the program description in the form of program goal(s), process objectives, service objectives, short-term outcomes (example attached)
- b. A list of relevant variables (i.e. demographics, program participation or service type) by which the program can be described and analysis can be conducted on the service objectives and outcomes
- c. Copies of the valid and reliable measurement tools and methods to be used in assessing outcomes

Note: In the event that benchmarks or indicators are used, they should be relevant to the service objective or outcome.

6. Staffing:

Outline of proposed program and administrative staffing composition.

7. Estimated Cost of Program:

Estimate total cost of the program for one year. A minimum 25% match (cash or in-kind) is required. Funds are legislatively appropriated and are restricted to State of Florida spending guidelines.

See the budget narrative guide attached and download the budget form at www.ounce.org/funding.html.

NOTE: All grants are cost reimbursement and provider must demonstrate the ability to cover upfront costs. A cash and/or in kind match of 25% is required.

For more information, visit

www.ounce.org/fci.html

ATTACHMENT II

BUDGET NARRATIVE GUIDE

Instructions

Please use this language as a guide to complete the budget narrative section of Attachment II. Show all calculations to justify budget request.

I. Direct Expenses

A. Salaries and Wages

- Should include salaries and wages for all program staff such as the on-site program manager, supervisor/coordinator, assessment worker, data entry specialist, case manager, family support workers, home visitor, nurse, group facilitator, etc. This should include lead entity and subcontracted staff that is directly related to the program.
- State the position title and percent full-time employment (FTE)
- Totals should include annual cost of living or merit increase the agency may choose to assign
- Note: We do not pay bonuses or comp time

Note: Administrative staff of lead entity should be included in the indirect cost

B. Payroll Taxes and Benefits

- Provides for employee health and life insurance, FICA, worker's compensation, retirement and unemployment taxes
- State percentage for benefits package

C. Program Consultants and Contractuals

- Should include the use of experts for such things as client assessments, and/or clinical or technical trainers for staff, presenters for program, etc.

D. Other Consultants and Contractuals

- Provides for the payment of a pro-rated amount of any legal fees incurred by the agency due to program sponsorship

E. Participant Education Materials

- Provides for books, videos, pamphlets, developmental toys or equipment, parent education curriculum, and health education curriculum

F. Consumable Program Supplies

- Provides for paper/pens, participant manuals, arts and crafts supplies, journals, training/teaching supplies, and appropriate supplies

G. Assistance to Participants

- Provides for participant approved admission fees, child care during program activities, testing fees or job training fees

H. Office Expenses

- Provides for monthly telephone service, monthly utility service, garbage collection, fax line, postage and shipping, and office supplies

I. Operating Capital Outlay

- Capital expenditures are items costing \$1,000.00 or more with a useful life of one year or more. These items should be individually listed with the estimated price per item. The agency must maintain insurance on the full insurable value of assets purchased with grant funds. At the termination of the agreement for services the Ounce reserves the right to recover any fixed assets purchased with grant funds.

Example: computers, office furniture, copiers, fax machine, cellular phone

J. Lease/Rent

- Provides for the costs of renting office equipment (i.e. copier, computers)
- Provides for the costs of renting office space (space allocation if building is owned)
Note: This should be a prorated amount of building for actual program staff

K. Maintenance

- Provides for minor exterior and interior repairs such as plumbing, painting, air conditioning/heating, flooring and janitorial services
Note: This should be a prorated amount of building for actual program staff

L. Insurance

- Provides for the payment of insurance premiums to cover such things as director's and officers' liability, property, and liability
Note: This should be a prorated amount of building for actual program staff

M. Staff Travel

This line item is divided into two types:

- In-area travel: This is defined as program related travel within the designated service geographical area. As of this printing, a maximum of 44.5 cents per mile will be reimbursed for travel.
- Out of the area travel: This is defined as program related travel occurring outside of the designated service geographical area. This would include travel for training, conferences or Ounce meetings. The staff person would be reimbursed by the provider for airline fees, hotel, ground transportation and per diem
 - Meal Allowance: Breakfast-\$6, Lunch-\$11, Dinner-\$19

Note: Where itemized payment for travel expenses are permitted in this contract, bills submitted for any travel expenses must be in accordance with Section 112.061 F.S. or at such lower rates as may be provided in this contract.

N. Conferences and Staff Development

- Provides for registration fees for staff development and training

O. Membership Fees and Subscriptions

- Provides for expenses incurred for agency memberships in organizations which provide benefits to the program in the form of services, publications, materials, etc. Individual memberships are not reimbursable. The line item also allows for subscriptions to periodicals and publications and the purchase of related books.

P. Advertising

- Provides for costs for community awareness advertising, publication of job vacancies and recruitment ads

Q. Outside Printing and Artwork

- Provides for the costs of printing pamphlets, posters, newsletters, participant materials and program stationary

R. Other Allowable Costs

- Provides for costs discussed and approved with funder. Also one-time-only preapproved minor construction costs (i.e. room dividers, storage cabinets, bookshelves, etc.) as approved by funder.

II. Indirect Expenses

A. Defined as the agency's fixed operating costs, a portion of which can be appropriately allocated to the funded program. This amount generally represents an allocation of administrative cost from the provider agency and cannot exceed 10% of the grant amount. This cost cannot be duplicative of other items listed in the budget. The calculation for indirect cost must be presented. The agency must provide assurances that the indirect costs are allocated across all program funding received by the agency.



CONCEPT PAPER COVER PAGE

Proposed Program's Name: _____

Lead Agency's Name: _____

Address: _____

City: _____ Zip Code: _____

Telephone: _____

Fax: _____

Website address: _____

Chief Officer/Authorized Official Name: _____

Chief Officer/Authorized Official Title: _____

Lead Contact Person: _____

Telephone: _____

Email: _____

Project Summary: (below)