



OFFICE OF CHILDREN AND FAMILIES

REQUEST FOR APPLICATIONS

LIFE SKILLS PROGRAMMING AT MARTIN LUTHER KING, JR. MIDDLE SCHOOL

The City of Richmond's Office of Children and Families announces the availability of funds for eligible organizations to deliver comprehensive life skills programming at Martin Luther King, Jr. Middle School during the 2025-2026 school year. This initiative aims to strengthen critical life competencies that support academic success, positive behavioral choices, and long-term educational and career planning among MLK students.

The selected organization will work directly with students currently enrolled at MLK Middle School, focusing on measurable outcomes that promote positive youth development and create protective factors against youth violence. Programming should integrate evidence-based approaches to help students develop essential skills including conflict resolution, time management, self-regulation, academic planning, and other critical life skills. This may include, but is not limited to, mental health services, and case management.

The City expects funded programs to demonstrate meaningful impact through reduced disciplinary incidents, increased student engagement in academic planning, and improved life management capabilities that support both immediate academic success and long-term goal achievement. A total of \$250,000.00 is expected to be awarded through this RFA to support eligible activities during School Year 2025-2026.

Application materials can be made available in Spanish as well as other languages. To receive these documents or to request other translation and interpretation assistance, please email askoire@rva.gov or call (804) 646-0145.

Podemos tener disponibles los documentos de la solicitud en español y en otros idiomas. Para recibir estos documentos o solicitar otro tipo de asistencia de traducción e interpretación, envíe un correo electrónico a askoire@rva.gov o llame al (804) 646-0145.

Submission and Award Notice:

- Questions about this RFA may be directed to askocf@rva.gov.
- Applications, including all required attachments, must be submitted by email to askocf@rva.gov no later than 5:00 PM on Tuesday, September 2, 2025. Late applications will not be accepted.
- The City expects to notify successful applicants by email no later than 5:00 PM on Friday, September 26, 2025.

Project Period

- Though the City will consider requests for longer project periods, preference will be given to projects that can be completed within the 2025-2026 RPS School Year.

Funding Amount

- A total of \$250,000 is available through this RFA. Organizations may submit proposals requesting up to \$250,000, and the City anticipates funding no more than 2 proposals that collectively will not exceed the total available funding amount.



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ELIGIBILITY THRESHOLD

- Applicants must be Virginia nonstock (nonprofit) corporations authorized to conduct business in the Commonwealth of Virginia and be in good standing with the City of Richmond.
- Applicants must be in compliance with all federal, state, and local regulations, and have no outstanding violations, taxes, or penalties.
- Applicants must have a well-developed organizational structure and a currently active Board.
- Applicants must disclose any lawsuits to which they have been a party in the past three years, as well as any lawsuits and investigations, criminal or otherwise, relating to the financial or business practices of the organization that are pending at the time of application.
- Applicants must provide all attachments listed below:
 - Proof of liability insurance
 - Partnership agreement with Richmond Public Schools for School Year 2025-2026
 - Federal tax-exempt certification
 - Most recent IRS Form 990 (Must be a complete 990. Form 990-N will not be accepted)
 - Prior fiscal year audit and/or financial statement
 - List of Board of Directors
 - Current year operating budget
 - Project budget

Application Elements:

1. **Cover Sheet:** See Attachment A
2. **Narrative:** The completed narrative must have the following components and should be no longer than 5 total pages:
 - a. **Organizational Background and Capacity:** Briefly describe the organization's mission, history, and relevant experience in implementing an initiative of this kind. How has your program demonstrated success in the past (what quantitative and qualitative data can you share, how many people have you helped or supported, results of your program, etc.)?
 - b. **Program Description:** Provide a detailed description of the proposed project and the services that will be provided as a result of this funding. What are the goals and intended outcomes of your program? Please explain whether the proposed project is evidence-based or evidence-informed and provide citation for the evidence.
 - c. **Cost-Effectiveness and Sustainability:** This is a one-time funding opportunity. Please articulate how these funds will be leveraged to drive impact in School Year 2025-2026, and how your organization will adapt in future years in case of reduced funding availability. Can this project be delivered if you only receive partial funding? If so, how?
 - d. **Data and Reporting:** How will you track your effectiveness (e.g. data (qualitative and quantitative), performance measures, participant feedback)? Please provide a description of the data you plan to collect and your approach to reporting.
3. **Budget:**
 - Using the provided template, or your own template with at least the same level of information, please provide a complete project budget.



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4. Budget Narrative:

- In a concise manner, please explain the costs in each budget category, including which budget items will be covered by the grant and which ones will be covered by other sources of funds. Please include a short justification of each proposed line item describing the programmatic relevance.

5. Timeline:

- In a format of your choosing, please provide a project timeline with key milestones.

Review Criteria - Applications will be evaluated based on the following criteria:

Program Design (25 points)

- Clarity and feasibility of program model
- Evidence-informed and evidence-based approaches

Organizational Experience and Past Performance (25 points)

- Demonstrated experience and success
- Organizational stability and track record of past performance. In partnership with the City of Richmond and/or in other settings, the applicant has demonstrated the capacity to complete the proposed project.
- Staffing qualifications and expertise

Cost-Effectiveness and Budget (15 points)

- Clear, reasonable, and well-justified budget
- Cost per participant/outcome
- Leveraging of additional resources
- Sustainability planning

Data Collection and Evaluation (15 points)

- Clear data collection plan and reporting capabilities
- Appropriate performance measures

Community Impact and Outcomes (20 points)

- Potential for meaningful impact on target population
- Alignment with community needs and priorities
- Promotes the development of specific CDC-identified protective factors against youth violence
- Promotes the development of specific social-emotional skills



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Review Process Steps

- **Eligibility Screening:** All applications will be screened for completeness and eligibility requirements
- **Technical Review and Scoring :** Eligible applications will be evaluated against the review criteria by the scoring committee of subject matter experts.
- **Final Selection:** The scoring committee and City leadership will together review the top scoring applications to identify 1-3 grantees for funding. A minimum score of 80 will be required to advance to the final selection phase.



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**Attachment A
Application Cover Sheet**

Organization Information:

Organization Name: _____

Federal Tax ID: _____

Project Name: _____

Project Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Board Chairperson: _____

REQUIRED ATTACHMENT CHECKLIST

☐ Narrative

☐ Project budget

☐ Budget narrative

☐ Timeline

☐ Proof of liability insurance

☐ Partnership agreement with Richmond Public Schools for School Year 2025-2026

☐ Federal tax-exempt certification

☐ Most recent IRS Form 990 (Must be a complete 990. Form 990N will not be accepted)

☐ Prior fiscal year audit and/or financial statement

☐ List of Board of Directors

☐ Current year operating budget

Signature of Authorized Representative (CEO, Executive Director, Board Chair, or other Authorized Representative):
