**Application Instructions**

**All applicants must submit an**

[**intent to apply**](https://www.cityofmadison.com/dpced/community-development/contracts-funding/funding-opportunities/2024-older-adult-services-rfp) **by 4:30pm, June 17th, 2024**

**Full Applications are due: 4:30pm July 1st, 2024**

**LATE APPLICATIONS WILL NOT BE ACCEPTED. NO EXCEPTIONS.**

All organizations requesting funds **must** submit a completed application.

Applicants wishing to be considered for funding through the RFP process **must submit** an [INTENT TO APPLY FORM](https://www.cityofmadison.com/dpced/community-development/contracts-funding/funding-opportunities/2024-older-adult-services-rfp) by **4:30pm June 17th CST**, to CDDapplications@cityofmadison.com

**Application Workshop**

All agencies applying for any funds within the Older Adult Services program area should attend a scheduled workshop. Do **not** attend this workshop if you are not applying for funds in this area.

**When:** 11am-1pm Wednesday, June 5th [[Register for Zoom](https://cityofmadison.zoom.us/meeting/register/tZ0rcemgqTktGNJvvHZusYZ2HjgKAHMs7evX)]

**Location:** Workshop will be held via [Zoom](https://cityofmadison.zoom.us/meeting/register/tZ0rcemgqTktGNJvvHZusYZ2HjgKAHMs7evX)

*If you are unable to attend the workshop, you must contact either Garrett Tusler* *gtusler@cityofmadison.com**, or Yolanda Shelton-Morris* *yshelton-morris@cityofmadison.com* *to discuss other possible arrangements before the workshop on June 5th.*

**Updates:** Subscribe to our email list on the [website](https://www.cityofmadison.com/dpced/communitydevelopment/funding/child-and-youth-funding/152/) to receive updates about the funding process.

**Application Materials:** Please visit the [Community Development Division Funding Opportunities website](https://www.cityofmadison.com/dpced/community-development/contracts-funding/funding-opportunities) to access all application materials.

**Submitting Applications:** Submit applications via email to: CDDapplications@cityofmadison.com. Please include “Older Adult Services RFP” in the subject line and attach Parts 1-3, Letters of Commitment, MOUs or MOAs, and the Fiscal Agent form and Budget Narrative form(s) if needed. If you submit your application before 3pm July 1st, 2024, you will receive a confirmation email prior to the 4:30 p.m. deadline. If you submit your application between 3:30 – 4:30 p.m. on July 1st, 2024, you will receive a confirmation the following business day.

**Joint/Multi-Agency Applications**

The identified lead agency within Joint/multi-agency applications will submit all materials on behalf of all identified joint/partner applicants.

**\*APPLYING FOR MULTIPLE PROGRAMS? \***

Please submit an application PER PROGRAM with all required materials to **CDDapplications@cityofmadison**. In other words, if your agency plans to apply for three separate programs, we expect to see three separate email submissions including all of the required materials listed below.

**The following items are found under** [**Step 5 of the Process Overview**](https://www.cityofmadison.com/dpced/community-development/contracts-funding/funding-opportunities/2024-older-adult-services-rfp) **and should be included as attachments to your email submissions:**

* Part 1 – Organization Narrative(s)
	1. If you are applying as a Joint/Multi-Agency, the designated Lead Agency will complete the Organization Partnership Narrative
* Part 2 – Program Narrative

If you are applying under multiple program types, you **must** complete an application for each program.

* Part 3 - Budget Workbook
	1. Budget Narrative document(s) – Joint/Multi-agency applications ONLY
* Letters of Commitment – Agencies that identify key partnerships (In addition to Partner/Joint Applicants, see Program Narrative – question 4c) in their application must provide written documentation of agreement/commitment from each listed partner.
* Fiscal Agent Form (if applicable)

**Format for Document Titles**

Please follow the file naming format provided below.

**[Program name]\_[ Your Agency’s name]\_ [Program Type]\_[ [Document Type]\_[Applicant Type]**

**Example**

Age Out Loud \_ Older Adult Agency Inc.\_Culturally Relevant services\_Organization Narrative\_ JOINT/MULTI PARTNER

**Instructions: The bulleted item below is intended to help in following the file naming format provided above.**

Click on the first box entitled “Click or tap here to enter text” and provide the proposed program name. Using your mouse, select the subsequent text boxes/drop down menus and provide the appropriate information.

* Click or tap here to enter text. **\_**Choose an item.**\_** Click or tap here to enter text.**\_\_**Choose an item.**\_** Choose an item.

**GENERAL INSTRUCTIONS:**

**Parts 1 and Part 2: Organization and Program Narrative Forms**

Part 1, the Organization Narrative responses should include when and why your organization was founded. Pertinent milestones of the organization, such as obtaining 501c3 status, initiating specific programs, or receiving a significant grant should also be included.

Part 2, the Program Narrative portion of the application, is your opportunity to demonstrate to reviewers that your project meets the requirements outlined in the RFP Guidelines. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

• Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program to fit funding priorities and special considerations articulated in the RFP Guidelines.

• Be clear and succinct. Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.

• Avoid circular reasoning, i.e. the need identified should not be defined as the lack of your proposed program.

• Explain how a goal/objective will be achieved. Avoid simply stating that it will be met.

• Don’t make assumptions. Even if you have received funding from the Community Development Division in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.

• Respond to each question in the order they are presented and include only information specific to the question. Answer each question, avoid using “see answer submitted in question above/below”.

• Complete and submit the application and other required documentation BEFORE the deadline to avoid any technical difficulties or unexpected issues.

**Joint & Single Applications**

For organizations choosing to submit a **joint/multi-agency** application,

* All entities (Lead agency, and Partner Agency/Agencies) are required to complete the organization narrative document, detailing their respective histories, milestones, and missions.
* The identified “Lead Agency” will also complete the organization partnership narrative section, detailing history of partnership, rationale behind the partnership, division of roles and responsibilities, anticipated challenges, and previous collaborations or partnerships.
* The identified lead agency in the joint application will submit a *single* program narrative form per program type outlining their collaborative program proposal for funding.
* Only the lead agency will submit a budget workbook for the proposed program. Funds intended for partner agencies within the application will be located on the EXPENSES page of the budget workbook under the account category D. SPECIAL COSTS, line-item PARTNER/JOINT AGENCY/AGENCIES
	+ All identified partner agencies within a Joint/Multi-Agency application, and only partner agencies, will complete a budget narrative form to be included in the application.

Organizations applying as a **single** agency application,

* The agency is expected to complete both the organizational and program narrative forms independently, providing a comprehensive overview of their organization and proposed program.
* Budget Workbook

**Part 3: Budget Workbook**

Please complete the Budget Workbook, including all costs for which you are requesting through this RFP. The budget should also include any leveraged resources (as applicable) used to support the program. All costs must be reasonable, allowable, and necessary among the stated cost categories. All applications, whether they be joint or single, must include a budget workbook for the applicant.

1**. Do not attempt to unlock the protected worksheets.** If you are struggling with something, call us. We will not give you the password, but we can be helpful.

2. **Fill in yellow areas.** This document is designed to auto fill, particularly the budget information, to provide consistency of reported numbers throughout various sections. White boxes that have auto filled cannot be altered without going in and altering the information you first entered in the yellow cells.

3. **Only use whole numbers.**  Round your answer to the nearest dollar. Do not include cents in your answers. If you enter a formula, please convert it to a whole number before submitting your application.

4. **Error Messages.** The word ERROR will appear on App. II and App. III if your dollar amounts do not match or are too high. Fill out App. I, App. II, and App. III completely, then go back and make corrections if you still receive any error messages. *Hover over the red triangle in the right corner of the box for hints on how to get rid of the error message.*

**PLEASE NOTE:** Recommendations regarding the distribution of funds will be determined not only by the quality of proposals (i.e. application review score) but also with considerations regarding the provision of an array of programs across the Older Adult service arena, specific demographic groups and geographically across the city in underserved neighborhoods.

**Questions:** After reading through the RFP documents, if you have any questions **related to the content of the application**, please email Yolanda Shelton-Morris - yshelton-morris@cityofmadison.com or

Garrett Tusler - gtusler@cityofmadison.com

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please email Garrett Tusler, gtusler@cityofmadison.com