

## REQUEST FOR GRANT PROPOSALS



### 2025-2026 Youth Services Network Request for Grant Proposals

Applicants must submit the proposed project via jotform at <https://form.jotform.com/243474499775072>. Incomplete applications will not be considered for funding.

For more information: [antiochca.gov/rfp](http://antiochca.gov/rfp)

## I. OVERVIEW

The City of Antioch's Public Safety & Community Resources Department invites organizations to apply for the Fiscal Year 2025-26 Youth Services Network Grants, funded through the General Fund and subject to City Council approval. These grants support innovative, high-quality programs and services for youth and young adults aged 12-26 who reside in or attend school in Antioch. We seek proposals that align with the City's youth development and community enrichment priorities, fostering collaboration with grassroots, community-driven initiatives to create meaningful, lasting change. This funding directly benefits Antioch residents and students within the Antioch Unified School District, promoting their welfare and development while strengthening the local community.

We aspire to offer Antioch's young people a wide array of services within the following pillars:

- **Personal Growth and Enrichment**  
Programs/Initiatives/events that focus on individual self-discovery, creativity, and opportunities to develop unique talents and passions.
- **Academic Achievement and Support**  
Programs/Initiatives/events that center on providing the educational tools and resources youth need to succeed in school and beyond, ensuring intellectual development.
- **Mentorship and Guidance**  
Programs/Initiatives/events that address the need for positive role models and structured guidance to inspire and shape future aspirations.
- **Social and Emotional Wellness**  
Programs/Initiatives/events that emphasize mental health, emotional resilience, and interpersonal skills are critical for managing relationships and personal challenges.
- **Civic Engagement and Social Responsibility**  
Programs/Initiatives/events that encourage a sense of belonging, leadership, and contribution to the community, fostering responsibility and ethical values.
- **Career Readiness and Workforce Development**  
Programs/Initiatives/events that prepare youth for economic independence by building practical skills, providing career exploration opportunities, and connecting them to employment pathways.

## II. ELIGIBILITY

To be eligible for the youth services grants partnership, organizations must be a non-profit corporation or have a qualifying fiscal agent with tax-exempt status under section 501(c)(3), 501(c)(4), or 501(c)(6) of the Internal Revenue Code. Organizations/ Fiscal Agents must provide a copy of their current 501(c)(3), 501(c)(4), or 501(c)(6) IRS determination letter when applying. Applications must be received by 4:00 p.m. on Friday, January 24, 2025. **Late applications will not be accepted under any circumstance.** Please apply at: <https://form.jotform.com/243474499775072>

### **Program Guidelines:**

This proposal is designed for nonprofit and community-based organizations seeking financial support from the City's Youth Services Network under the jurisdiction of the Public Safety & Community Resources Department. These funds are specifically allocated for programs and activities performed directly to benefit and enrich the lives of all Antioch youth and young adult residents and/or students enrolled in the Antioch Unified School District (AUSD). The proposed program(s) and activities are for participants between 12 (or those entering the 6th grade) and 26. The City reserves the right to adjust grant awards based on budgetary circumstances following the adoption of the Fiscal Budget.

1. IRS 501 (C) Tax Exemption Determination Letter (if applicable);
2. Proof of Insurance and endorsements (Listing of policies by type and coverage amount, indicating policy end dates, or copies of certificates of insurance);
3. City of Antioch business license.

Applicants must fully meet all requirements as specified in the application packet provided. We strongly urge applicants to carefully review and understand the instructions and all application materials, ensuring that all relevant information and criteria are followed. It is essential to emphasize that any grant funds awarded must be exclusively used for eligible activities directly linked to the proposed project.

### **Eligible use of funds includes, but not limited to:**

- Staff salary for program implementation and planning;
- Program-related supplies and tools;
- Marketing and outreach of services;
- Professional services;
- Food and beverage related to the program or event (excluding alcohol)

### **Grant funds may not be used for:**

- Technical assistance, events, or programming with exclusive participation, including restriction of access to programs based on sex, race, color, religion, ancestry, national origin, disability, medical condition, marital status, or sexual orientation;
- General operating expenses that are not specific to the proposed project;
- Cost incurred or obligated outside of the grant period;
- Re-granting, contributions to other organizations, donations, and

III. APPLICATION PROCESS & TIMELINE

Schedule Of Events

DATE	ACTION
December 13, 2024	RFGP Release Date
December 18, 2024	Deadline for Emailed Questions
December 23, 2024	Final Response to Written Questions
January 24, 2025	Due Date
March 31, 2025	Award Recipients Notification & Contracting
July 1, 2025	Program Start date

\*\*\* The City of Antioch will strive to adhere to the provided schedule but reserves the right to make schedule amendments when it is deemed necessary. Any changes to the schedule will be communicated through a notice of amendment posted at [www.antiochca.gov/pscr](http://www.antiochca.gov/pscr). We encourage all stakeholders to stay informed through this platform if schedule adjustments are required. \*\*\*

A selection committee of multiple stakeholders will evaluate and score these applications based on various factors, such as the content of the proposals, the capacity of the organizations, the feasibility of the projects, and other relevant scoring criteria. Eligible applicants may also be asked to present their proposed projects to the selection committee as part of the comprehensive review process.

*The City reserves the right to accept or reject any or all proposals received in response to this request, negotiate with any qualified applicant, or modify or cancel the RFP in part or in its entirety if it is in the City's best interest.*

**Application Instructions:**

Applicants must submit the proposed project via jotform at <https://form.jotform.com/243474499775072>. Incomplete applications will not be considered for funding.

**DUE DATE: Friday, January 24, 2025 by 4:00 p.m.**

#### IV. SCOPE OF WORK AND BUDGET

**Organization/Group Overview:**

- Organization/ Group Name:
- Name of Fiscal Agent (if applicable): \_\_\_\_\_
- Point of Contact/Title: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Website/Social Media (if applicable): \_\_\_\_\_
- Amount of City Funds Requested: \$ \_\_\_\_\_
- Total Project Budget: \$ \_\_\_\_\_

Please **select** one or more areas your **program/activity** will address:

- Personal Growth and Enrichment
- Academic Achievement and Support
- Mentorship and Guidance
- Social and Emotional Wellness
- Civic Engagement and Social Responsibility
- Career Readiness and Workforce Development

The following questions must be addressed within the narrative and scope of work. Please provide clear and concise answers and attach additional pages or supporting documents if needed by emailing them to [youth@antiochca.gov](mailto:youth@antiochca.gov).

1. Project/Program Description

- Please describe your project/program in detail, including its purpose and the specific activities or services you plan to provide. (PLEASE NOTE: Applicants must comprehensively describe the proposed project or activity within their application. This description should outline the organization's strategy for implementing the project or activity. Additionally, the details of the project or activity's deliverables must be quantifiable and directly related to the project's goals and the requested

YOUTH SERVICES REQUEST FOR GRANT PROPOSALS  
2025-2026

funding. Within the project narrative, applicants must also outline their approach to ensuring that the residents of Antioch and/or students in the Antioch Unified School District are the primary beneficiaries of the project or activity.)

2. Goals and Objectives
  - What are the goals and objectives of your project/program? How will they support Antioch youth and young adults?
3. Youth Population Served
  - What youth population will your project/program serve? Please describe the demographics (age, background, etc.) and explain why this group is your focus.
4. Number of Participants
  - How many participants will your project/program will serve during the grant period.
5. Timeline
  - What is your project/program timeline? Please include key milestones and expected completion dates.
6. Budget
  - What is the budget for the specific project/program for which funding is requested? Please email a detailed budget, including any activities or components currently funded by other sources to [youth@antiochca.gov](mailto:youth@antiochca.gov).
7. Impact Measurement
  - How will you measure the success of your project/program? Please describe the tools, methods, or metrics you will use to evaluate its impact.
8. Experience and Capacity
  - What experience does your organization have in running similar projects/programs? Please share relevant qualifications, past projects, and success stories highlighting your capacity to deliver on this proposal.
9. Partnerships and Collaboration
  - Are you working with other organizations, community groups, or individuals on this project/program? If so, please describe the partnerships and the role each partner will play.
10. Sustainability
  - How will this project/program operate after the funding period ends? Please describe any plans or strategies for long-term sustainability.
  - Do you currently receive funding from any other organization or company to carry out this activity, such as First 5, City of Antioch, Celebrate Antioch Foundation, Antioch Unified School District, etc...? If so, please list activities and funding amounts on a separate sheet.
12. Community Engagement
  - How will you involve Antioch youth, young adults, and their families in the planning, development, and execution of your program?

**V. EVALUATION & SCORING**

Applications that meet basic eligibility requirements will be rated using the scoring matrix below:

**Organization Scoring Matrix:**

<p><b>Alignment with Youth Services Network:</b> Rooted in one or more of the YSN pillars, engagement activities connect to and advance youth voice, youth connectivity, creative work, physical health, civic/social engagement, workforce development, and/or academic support. Evidence of the community need has been informed by experience by engaging the youth community.</p>	<p>20%</p>
<p><b>Project Design and Proposal Elements:</b> Goals/objectives are well-defined and connected to the issue the group or organization addresses. Outlines plans to achieve goals and provides a detailed and realistic timeline. Detailed goals and outcomes that include appropriate benchmarks and approaches used to collect evidence to monitor the quality and impact of outreach work.</p>	<p>30%</p>
<p><b>Budget and Budget Narrative:</b> Clearly explains how the budget will support the activities and people described in the proposal. Justifies why outreach award funds are needed in addition to other funding and/or how outreach award funding will be leveraged for other funding (if applicable).</p>	<p>25%</p>
<p><b>Collaboration:</b> Community/School collaboration is clearly defined</p>	<p>10%</p>
<p><b>Youth Involvement:</b> The details of youth involvement in the project and how youth will be supported, included, trained, and/or mentored are well-defined.</p>	<p>10%</p>
<p><b>Agency Capacity to Deliver Project &amp; Financial Management:</b> Qualification of the organization, overall experience, partnerships, budget management, and experience with past City funding for expenses on a cost reimbursement basis.</p>	<p>5%</p>

**VI. REPORTING REQUIREMENTS**

All grant recipients must execute a grant or service agreement, and all required information and documents, including insurance requirements, must be satisfied before the program can commence. Organizations that receive funding are required to submit attendance and/or monthly reports as determined by the City. A final report is required upon program completion, as determined by the City. The City will provide a template for reporting requirements. **Grant awards may be distributed on a reimbursement basis.** Organizations must submit an invoice with supporting documentation. Organizations must show how budget line items directly benefit the program beneficiaries.