



Application for Capacity Building Partnership July 15, 2021 – June 30, 2022

Thank you for your interest in partnering with Child Care Aware® of Missouri for Capacity Building Services. Please complete this application and send to Child Care Aware® of Missouri to carissa@mo.childcareaware.org along with all required documents (listed below) no later than 11:59 PM on Friday July 2, 2021. Any questions regarding this application should be directed to carissa@mo.childcareaware.org.

Applying Organization Name:

Organization’s Representative First and Last Name:

Phone Number:

Email:

Applying Organization’s Status (For Profit/Non-Profit):

Applying Organization’s Website URL:

Check one Capacity Building Region to serve as the Capacity Building Partner:

Capacity Building Region	Counties
1	Atchison, Nodaway, Holt, Andrew, Buchanan, Worth, Harrison, Gentry, DeKalb, Daviess, Clinton, Caldwell
2	Mercer, Grundy, Livingston, Putnam, Schuyler, Scotland, Clark, Lewis, Marion, Shelby, Macon, Linn, Sullivan, Adair, Knox
3	Platte, Clay, Ray, Carroll, Saline, Cooper, Pettis, Johnson, Cass, Jackson, Lafayette
4	Charlton, Randolph, Monroe, Ralls, Pike, Lincoln, St. Charles, Warren, Montgomery, Callaway, Boone, Howard, Audrain,
5	Henry, Benton, Morgan, Hickory, Camden, Dallas, Laclede, Moniteau, Cole, Miller, Osage, Maries, Pulaski, Phelps, Crawford
6	St. Louis City, St. Louis County
7	Bates, St. Clair, Polk, Greene, Christian, Taney, Stone, Barry, McDonald, Newton, Jasper, Lawrence, Barton, Dade Version, Cedar
8	Webster, Wright, Texas, Douglas, Ozark, Howell, Dent, Shannon, Oregon, Iron, Reynolds, Carter, Ripley
9	Washington, Jefferson, Madison, Bollinger, Cape Girardeau, Perry, Francois, St. Genevieve
10	Wayne, Butler, Stoddard, Scott, Mississippi, Dunklin, New Madrid, Pemiscot

List the addresses of applying organization's Missouri business location(s):

Street Address	City	Zip

List all organization's social media sites

Facebook		Snapchat	
LinkedIn		Instagram	
Other		Other	

1. Please provide a brief narrative describing how the applying organization's mission demonstrates shared values and beliefs with CCAMO.

2. Please provide a brief narrative describing how the applying organization's current community presence and involvement in the entire prescribed region and/or plan for engaging parts of the region where organization will grow impact.

3. Please provide a narrative describing how the applying organization will demonstrate proof of impact in the prescribed region such as mapping how the applying organization is influencing change, what activities are making a difference, what connections exist between activities and accomplishing the goal.

4. Please briefly describe what metrics the applying organization will track as a result services described in the Scope of Work-Capacity Building Partners.

5. Documents required for complete application submission include the following. Please note, applications without all required applicable documentation will not be considered. When submitting application, it is permissible for additional email if documents exceed 10K MB.

- Provide two (2) letters of recommendation:
 - a) These letters may be from providers, programs, funders, or community/civic leaders that have knowledge or have benefitted from the applying organization's services and further demonstrates relationships throughout the entire prescribed region.
- Resumes of key employees who will deliver services under this RFA.
- Applying organization's Articles of Incorporation or most recent 990.
- Applying organization's Proof of Good Standing with the Missouri Secretary of State.

If the applying organization is not incorporated in Missouri, please explain how you will utilize Missouri residents to deliver contracted services.

6. By submitting this application, the applying organization agrees to:
- a) Provide a statement that applying organization:
 - 1) Has, or will obtain, general business liability insurance; and
 - 2) Is willing to add CCAMO as an additional insured if applying organization's application is accepted.
 - b) Provide a statement of agreement that applying organization will maintain an ongoing collaborative relationship with CCAMO which includes regular and prompt communication to ensure excellence in our Capacity Building program.
 - c) Provide a statement of agreement that all contractors will maintain enrollment and participation in the E-Verify federal work authorization program including:
 - 1) Maintaining E-Verify records on all employees who will provide services under this contract,
 - 2) Information needed to confirm the person can legally work in the US;
 - 3) Information needed to conduct a criminal background check and/or Missouri Family Child Safety Registry (FCSR) evaluation; and/or
 - 4) Other information (including fingerprints, proof of citizenship or other personal information) as to assess employees, as required by the State of Missouri.
7. Capacity Building Partners will need the following resource and equipment. Please check all that currently apply to your organization.

Computer with Microsoft Office Suite 2013 or newer	Ability and willingness to use Child Care Aware® of Missouri's brand logo on communications related to services provided
Ability to print/copy materials	Business Phone number that can be widely distributed

High speed internet	Voicemail with professional personalized outgoing message
Professional email with professional signature block	Storage space for supplies and collateral

Important Events	Location/Method	Date/Time
Request for Applications (RFA) Release Date	https://www.mo.childcareaware.org/about/partner-agencies/	May 5, 2021
Pre-Bid QA Meeting	Calendar invite for zoom meeting will be emailed by May 1, 2021.	May 12, 2021 1:00 p.m.
Application Due	Submit online through CCAMO website https://www.mo.childcareaware.org/about/partner-agencies/	July 2, 2021, 11:59 pm
Application Review	You will receive an email if application has been selected for further review.	July 5-9, 2021
Notification of Award	You will receive an email if application has been chosen as Capacity Building Partner.	July 15, 2021
Signed contract due to Child Care Aware® of Missouri	Send to: Carissa Figgins, Assistant Chief of Community Impact Carissa@mo.childcareaware.org (PDF or photo image accepted)	Within 10 days of receiving your contract from Child Care Aware® of Missouri
Service period begins	n/a	Date of contract award July 15, 2021 through June 30, 2022
Service period ends	n/a	June 30, 2022 with potential for one (1) year renewal (July 1, 2022-June 30, 2023, contingent upon CCAMO being awarded the contract)

Email completed form and all required attachments of application to
 Child Care Aware® of Missouri
 Carissa Figgins, Assistant Chief of Community Impact
carissa@mo.childcareaware.org