

Queen Anne's County Department of Community Services  
Local Management Board

## Partnering For Youth

Request for Proposals  
and  
Guidelines for the 2026-2027 Grant Project



**Applications MUST be submitted electronically. No printed copies will be accepted.**

**Last Day to Submit Questions about the RFP: 6/22/2026**

**Deadline for Submission: 6/29/26**

**Application Last Updated: 3/31/2026**

# Queen Anne's County Department of Community Services

## Local Management Board Partnering For Youth Grant After School/Out of School Time: Programs and Clubs

### Background and Purpose

The Queen Anne's County Community Partnerships for Children and Families (Local Management Board - LMB) is committed to ensuring high-quality, accessible, and affordable after-school programming for students in Queen Anne's County. The Partnering for Youth (PFY) Program offers structured after-school clubs and activities spanning athletics, STEM, arts, and leadership development. These programs provide students with opportunities to engage in enriching extracurricular activities, receive academic support, and build positive peer relationships in a safe, supervised environment.

The PFY program currently operates at:

- Bayside Elementary
- Kennard Elementary
- Matapeake Elementary
- Centreville Middle
- Matapeake Middle
- Stevensville Middle
- Sudlersville Middle

The fall session typically runs from September to December, and the spring session runs from February to May. The program is designed to enhance academic performance, promote social development, and support working families by providing a structured and supervised after-school environment.

For FY27, one vendor will be selected to manage and oversee the PFY program across all participating schools for the 2026-2027 school year. This includes responsibility for program administration, staffing, scheduling, and ensuring high-quality programming at each school site.

### Scope of Services

The selected vendor will oversee all aspects of the Partnering for Youth (PFY) program, ensuring high-quality programming across multiple school sites in Queen Anne's County. This includes strategic planning, program execution, and continuous improvement efforts to meet the needs of participating students and families. The vendor must coordinate diverse after-school activities that foster academic enrichment, social development, and physical well-being. Additionally, they will be responsible for hiring and training qualified staff, monitoring attendance and student progress, and maintaining compliance with all relevant policies and guidelines. Strong communication with parents, school administrators, and stakeholders is crucial to ensure program success. The vendor is expected to propose innovative approaches to enhance student engagement and adapt programming to meet evolving community needs.

The selected vendor will be responsible for:

- Coordinating and managing after-school programs at the designated school sites
- Offering diverse, engaging activities in areas such as:
  - STEM (robotics, coding, engineering challenges, etc.)

- Athletics and sports
- Arts, music, and theater
- Academic enrichment and homework support
- Leadership and personal development programs
- Ensuring all programs operate for the full fall and spring sessions
- Providing transportation solutions to enhance accessibility
- Implementing a structured homework help program at each school
- Ensuring healthy snacks are provided to students
- Engaging parents through regular communication and updates
- Recruiting and managing qualified program staff
- Monitoring and reporting program effectiveness based on performance measures

## Funding Details

This grant is for the Partnering for Youth (PFY) program, which serves students in grades K-8 across Queen Anne’s County by providing high-quality, structured after-school programs. The program aims to foster youth engagement in extracurricular activities, improve social competency skills, enhance academic performance, and increase school attendance. Funding awarded through this grant will be used to operate the PFY program at designated school sites and ensure accessibility for all students. The selected vendor will be responsible for delivering diverse and engaging programming that aligns with the outlined priorities.

A total of \$300,000 is available for the 2026-2027 school year. This funding is intended to cover program staffing, activity costs, transportation, and other direct program expenses. The selected vendor must ensure the successful implementation of programming at all designated school sites for the full fall and spring sessions. The funding period for the proposal is from the time of the award through June 30, 2027.

- **Total Available Funds:** \$300,000
- **Grant Period:** August 1, 2026 – June 30, 2027
- **Allowable Costs:** Personnel, program materials, transportation, snacks, facility rental, equipment, and other direct service costs.

## Eligibility Requirements

Any organization that currently serves or intends to serve children and their families in Queen Anne’s County can apply. This includes non-profits, private not-for-profits, faith-based organizations, community organizations, public agencies, and all other groups serving or intended to serve youth and families in Queen Anne’s County. The applicant must comply with all applicable Federal and State laws, regulations, including Child Care Administration regulations where applicable and follow the Maryland Out of School Time Standards. Grants may include budget line items such as personnel costs, operating expenses associated with daily functions, equipment/supplies, and travel. Emphasis should be on direct service. Cost(s) incurred prior to the approval of the grant may not be funded through this award. QAC does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation in matters affecting employment or in providing access to programs.

Organizations eligible to apply must:

- Have at least two years of operational experience
- Possess a valid tax identification number and recent financial audit
- Demonstrate financial and operational capacity to implement the program
- Comply with all applicable Federal and State laws and regulations, including the Maryland Out of School Time Standards (<https://www.mostnetwork.org/our-priorities/quality/>)
- Provide necessary documentation, including licensing and insurance

# Priority Areas

## Target Population & Funding Priorities

This grant aligns with the Maryland Children’s Cabinet’s commitment to improving outcomes for children and families. Programs should target:

<b>Theme</b>	<b>Results Area</b>
<b>Health</b>	<b>Healthy Children Health Insurance Coverage Substance Use</b>
<b>Education</b>	<b>School Readiness Kindergarten Assessment School Success – Academic Performance, School Absence and Truancy Bullying and Harassment School Completion – High School Drop Out Rate</b>
<b>Community Life Stability</b>	<b>Child Poverty; Childhood Hunger; Homeless Children; Out of School Time Opportunities. Communities are Safe for Children, Youth and Families; Mental Health; Decrease Child Maltreatment</b>

Key funding priorities include:

- Ensuring accessibility at all designated school sites
- Providing programming throughout both fall and spring sessions
- Incorporating transportation services for student accessibility
- Offering structured homework help sessions
- Providing nutritious snacks for students
- Maintaining strong parent communication and engagement

## Program Requirements & Performance Measures

Programs are required to track and report on the following recommended performance metrics to assess program impact and effectiveness:

### How Much Was Done (Quantity-Based Metrics)

- Student Attendance: Number of students participating per session
- Variety of Programs: Number of Programs Offered
- FARMS Participation: Number of students from the Free and Reduced Meals program enrolled
- Program Frequency: Number of days PFY operates per week
- Session Length: Number of total weeks the program runs per session
- Equitable Programming: Number of Schools Served
- Capacity: Number of Instructors/Staff

### How Well Was It Done (Quality-Based Metrics)

- Student Engagement Rate: Percentage of enrolled students who regularly attend sessions

- Instructor-Student Ratio: Number of students per instructor to ensure optimal engagement and support
- Student Satisfaction: Percentage of students reporting positive feedback on program experience
- Parent Satisfaction: Percentage of parents expressing satisfaction with PFY program quality and communication
- Staff Satisfaction: Percentage of program staff reporting job satisfaction and feeling adequately supported

**Are Students Better Off? (Impact-Based Metrics)**

- Academic Improvement: Percentage of students showing improvement in grades, homework completion rates, or test scores (if feasible)
- Social-Emotional Development: Percentage of students demonstrating increased confidence, teamwork, and leadership skills as measured by pre- and post-program self-assessments
- Physical Activity Levels: Number of students participating in sports and wellness activities per session
- Parent Involvement Rate: Percentage of parents who attend events, meetings, or actively participate in program-related activities
- Staff Retention & Satisfaction: Percentage of staff retained year over year and percentage of staff reporting job satisfaction and professional growth

## Proposal Submission Guidelines

### Submission Requirements

All proposals must include:

1. **Narrative** – See application
2. **Budget Proposal** – Detailed budget breakdown
3. **Required Documentation** – Cover Sheet with Tax Identification Number, Narrative, Budget, Recent Financial Audit, Proof of Licensing, Proof of Insurance

**Submission Deadline:** 6/29/2026

All proposals must be submitted by email to: Brian Barnshaw, Resource Development Specialist, [BBarnshaw@gac.org](mailto:BBarnshaw@gac.org)

### Evaluation Criteria & Grading Rubric

Applications will be scored based on the following rubric:

Category	Points
Abstract	10
Organizational Capacity	20
Program Narrative	50
Budget Proposal	20
Total	100

## Proposal Guidelines

1. **Last day to submit questions for RFP:** Questions must be submitted by close of business on **6/22/26**. Please email: [BBarnshaw@gac.org](mailto:BBarnshaw@gac.org)
2. **Addendums:** Proposals are subject to change in the form of addendums. Updates will be announced on the website: [www.communitypartnerships.info/grants/](http://www.communitypartnerships.info/grants/)
3. **Qualifications:** The Proposal must be in compliance with the laws regarding conducting business in the State of Maryland.
4. **Award of Proposal:** A review committee will meet to make recommendations on proposals. Recommendations will be based on the quality of the proposal. Final selections are made by the Queen Anne's County Local Management Board's Executive Committee. The LMB's decision is final and not subject to appeal or reconsideration.

Applicants selected for funding must enter into a Contract or Memorandum of Agreement with LMB including, but not limited to fiscal procedures, program reporting and monitoring requirements, inventory control procedures, and retention of records policies, etc. In addition, all Contractors may be required to adhere to all additional terms and requirements of the Maryland Children's Cabinet as set forth in the current State of Maryland Policies and Procedures Manual for Local Management Boards, which can be found at [goccp.maryland.gov/wp-content/uploads/LMB-Manual-07-01-2021.pdf](http://goccp.maryland.gov/wp-content/uploads/LMB-Manual-07-01-2021.pdf), or Queen Anne's County.

5. **Insurance:** The Proposer may be asked to provide the County with Certificates of Insurance within ten (10) days of Proposal award notification evidencing the required coverage. Proposer must provide Certificates of Insurance before commencing work in connection with the contract.
6. **Right to Reject:** The LMB reserves the right to reject any and/or all Proposals or to waive any technicality it deems in the best interest of the County.
7. As there is significant funding available at both federal and state levels, the QAC LMB OST Grant Program must ensure that there **is no duplication of benefits**. Applicants must identify all sources of funds, including local and private, that have been applied for and/or received for requested projects and activities.
8. Queen Anne's County Standard Operating Policies: Procurement Policy #400-010  
It is the responsibility of the proposer to review and adhere to all of Queen Anne's County Procurement Policies, #400-010. The policies can be located at <https://www.gac.org/593/Procurement>.

**Queen Anne's County Department of Community Services  
Local Management Board – Partnering For Youth Grant**

**PROPOSAL COVER SHEET**

**To:** After School/Out of School Time: Programs and Clubs

**Date:**

**Organization:**

**Authorized Official:**

**Title:**

**Address:**

**Phone:**

**Email:**

**Federal Tax ID:**

**Website:**

**UEI Number:**

**Contact Person if Different from Authorized Official:**

**Title:**

**Address:**

**Phone:**

**Email:**

## **Timeline for RFP Activities:**

6/1/2026	RFP Announcement (QAC County and LMB Website)
6/22/2026	Last Day to Submit Questions at <a href="mailto:BBarnshaw@qac.org">BBarnshaw@qac.org</a>
6/26/2026	All questions/updates regarding the application will be posted on the website, <a href="http://www.communitypartnerships.info/grants/">www.communitypartnerships.info/grants/</a> , by 4:00 p.m.
6/29/2026	All proposals must be submitted by email to: Brian Barnshaw, Resource Development Specialist, <a href="mailto:BBarnshaw@qac.org">BBarnshaw@qac.org</a>
7/9/2026	LMB Approves Proposal
7/13/2026	Tentative Proposal Announcement
7/20/2026	Acceptance of Grant Offer by Applicant
8/01/2026	Proposed Program Start Date

## **Application Checklist:**

- Cover Sheet with Tax Identification Number**
- Narrative**
- Budget**
- Recent Financial Audit**
- Business License or Certificate of Good Standing**
- Proof of Insurance**

## Grading Rubric

The following criteria will be used in determining which applications will be selected for funding.

1. **Abstract** (10 points) – Summary overview of the applicant's total grant proposal.
2. **Organizational Capacity** (20 points) – History of operation/scope of work (specific to proposed project in QAC), Experience Demonstrated. Program feasibility, secured venue, staffing.
3. **Narrative – Program Description** (50 points) –
  1. Programs are required to track and report on performance metrics determined by the Out of School Time Committee to assess program impact and effectiveness.
    - For recommended performance metrics, please refer to the Program Requirements & Performance Measures section of the RFP.
  2. Program Components:
    - Structured time for homework completion with support
    - Provision of nutritious snacks and meals
    - Recreational and physical activity opportunities
    - STEM, arts, leadership, and enrichment activities tailored to different age groups
  3. Program Structure & Quality:
    - Clearly defined schedule and curriculum aligned with best practices
    - Activities that connect to but do not replicate school-day learning
    - Ensuring activities are developmentally and culturally appropriate
    - Providing student leadership opportunities and decision-making roles
  4. Family & Community Engagement:
    - Strategies to engage parents and guardians in program activities
    - Regular communication with families on student progress and engagement
  5. Program Sustainability & Impact:
    - Clearly defined performance measures tied to student success and well-being
    - Incorporation of research-based best practices and continuous improvement strategies
    - Sample schedule illustrating daily and weekly program structure
  6. Staffing & Supervision:
    - Qualifications and responsibilities of program instructors and support staff
    - Strategies for staff recruitment, training, and retention
    - Plans for ensuring a safe and structured dismissal process
  7. Use of Previous Funding (if applicable):
    - Explanation of past funding allocation
    - Data on population served, student engagement, and program outcomes
4. **Budget** (20 points) – Reasonable, realistic, itemized, and matches stated goals of program. Completed and accurate budget tables and written justification of budget that matches table.

## Application

A complete application consists of a **narrative** and **budget** for the program. Please address the following questions:

1. **Abstract:** Briefly summarize your proposal, emphasizing your organization's ability to manage the Partnering for Youth program effectively and achieve program goals.
2. **Organizational Capacity:** Describe the history and capacity of your organization to manage the PFY program successfully.
3. **Performance Measures & Outcomes:** Explain how your program aligns with key performance indicators such as student engagement, social-emotional development, and academic improvement.
4. **Program Enrollment & Accessibility:** How will students be recruited? What strategies will be implemented to ensure strong participation, including for students of all abilities?
5. **Parental & Community Engagement:** Describe how families and community members will be involved in the program.
6. **Program Curriculum & Structure:** Detail the range of activities to be offered, scheduling, and key curriculum components.
7. **Transportation & Logistics:** How will students be transported to and from the program sites?
8. **Staffing & Supervision:** Provide an overview of staff qualifications, training, and background check processes.
9. **Measuring Program Success:** Explain how program impact will be evaluated and provide examples of past program success (if applicable).
10. **Budget Justification:** Provide a breakdown of requested funds and how they align with program needs.

## Projected Budget

Expenditure Category	Grant Funds Requested
A. Personnel	
B. Operating	
C. Transportation	
D. Equipment	
E. Contractual Services	
F. Other	
<b>Grand TOTAL</b>	<b>\$300,000</b>

Include clear budget narrative detailing each category. Matching funds are not required.

## Additional Documents

Please include the following additional documents with your application:

- Tax Identification Number
- Recent Financial Audit
- Business License or Certificate of Good Standing
- Proof of Insurance
- **Do not** include any letters unless they are letters of commitment. Letters of commitment can be included in the appendix but are not required. Do not include in your application any letters only expressing support.