

**THE BROOKDALE RELATIVES AS PARENTS  
PROGRAM (RAPP) LOCAL AND REGIONAL INITIATIVES – YEAR 2019**

**Guidelines**

Relatives As Parents Program (RAPP)  
2019 Request for Proposals (RFP)  
Local and Regional Initiatives

**Introduction**

The Brookdale Relatives as Parents Program (RAPP) aims to develop or expand services for grandparents or other relatives who have taken on the responsibility of surrogate parenting when the biological parents are unable to do so. Up to 15 programs will be selected through this Request for Proposal (RFP) process from within the United States. Each selected organization will receive a seed grant of \$15,000 (\$10,000 and \$5,000 respectively), contingent on progress made during year one and potential for continuity in the future. On-going technical assistance will also be provided.

The deadline for the completed proposals is **Wednesday, June 12, 2019**. Selected applicants will be required to attend, as a guest of the Foundation, an Orientation and Training Conference to be **held October 24-26, 2019 in Teaneck, NJ**.

**Goals of the Relatives as Parents Programs**

- supportive services to relative caregivers and the children they are raising, with emphasis on relative caregiving families that are not in the formal foster care system;
- start new or expand current services in response to caregiver and family needs;
- Services and assistance to relative caregivers and the children in their care must include **regular ongoing support, educational or social groups and at least two of the following:**
  - benefits and legal guidance
  - individual and/or family counseling
  - childcare
  - children's services
  - transportation assistance
  - services with local schools
  - mental health services
  - educational seminars
  - health care services
  - housing assistance
  - group recreational activities
  - services to special populations
  - other programmatic initiatives
- establish collaboration with community organizations and other service systems such as family services, child care, aging, education, legal, health care, mental health and extension services;
- initiate programs that have assurance of continuity beyond the two-year grant period; and
- create replicable models of cost-effective, quality services across the region

**General Guidelines**

- The sponsoring organization must have a 501(c)(3) or equivalent tax-exempt status.
- The proposal should reflect responsiveness to all of the goals listed above.
- The sponsor must show linkages to other community agencies. Letters of support from collaborating agencies should be included in the appendix of the proposal and reflect the kinds of supportive services and activities they will contribute to this project.

- The sponsor must assign a senior staff member who will have overall administrative and supervisory responsibility for the Program, and should also designate a person to serve as RAPP Coordinator to manage the day-to-day operations.
- The proposal must include a clear statement of how direct services will be provided to meet the needs of relative caregiver families. It will not be sufficient to simply refer the grandparents/relatives elsewhere for assistance.
- The seed grant must be matched 100%, either in-kind or in cash before the initiation of the program. The source of matching financial support may be the sponsor, other community agencies or public/private funds.
- The sponsor is responsible for the appropriate management of the seed grant and must comply with the reporting requirements of the Foundation.
- Evidence of the ability to continue the program beyond the seed grant period should be included in the project proposal.

### **Additional Guidelines**

In addition to the General Guidelines, Local RAPP sponsors are subject to the following additional guidelines:

- NEW SERVICES/PROGRAMS to caregivers and their families may be proposed by agencies that are not currently part of the Brookdale Relatives As Parents Program.
- EXPANDED SERVICES may be proposed by agencies that are currently part of the Brookdale Relatives As Parents Program who wish to initiate additional services or replicate their programs in another area.
- A Community Advisory Committee should be established to facilitate the program goals.
- Grant recipients will be eligible to apply for renewed funding at the end of their two-year grant period if they have demonstrated tangible results.

### **Additional Guidelines for Sponsors Proposing regional group activities in a broad geographic area**

Sponsors proposing activities in a broad geographic area are subject to the following additional guidelines:

- Sponsors will be responsible for serving a broad geographic area and support the development of a variety of local or regional group activities.
- Sponsors must demonstrate that they have experience in developing and operating services for relative caregivers and their families.
- A broad-based Regional Advisory Committee should be created to bring together representatives from various fields and communities to: facilitate program goals and serve as a focal point of information on programs and policies; stimulate the development of services to caregivers and their families across the region; and link local programs and interested agencies into a regional network to address the issues faced by relative caregivers and their families.

## **Exclusions**

Seed grant funds cannot be used:

- for building funds, renovations or capital improvements;
- to support existing services; or
- for indirect costs or overhead

## **Submission of the Proposal and Required Attachments**

All attachments must be securely stapled to the back of each proposal and labeled Attachment A, B, C or D as appropriate.

- Attachment A:** Verification of organization's 501(c)(3), public entity or equivalent tax-exempt status – the name on the verification must match your organization's name.
- Attachment B:** Resume of staff person who will be the sponsoring agency's supervisor.
- Attachment C:** Resume of proposed RAPP Program Coordinator, if known.
- Attachment D:** At least three letters of support from key agencies in the community should be submitted. Organizations should indicate resources or support they are willing to provide to your program. All letters of support must be attached to your proposal.

All attachments must be submitted with the proposal. Letters of support and any other attachments will not be accepted if they are sent separately from the submission of the four hard copies of the proposal, or the emailed grant application. Proposals that do not follow the above format or are not received by **4:00 PM ET on Wednesday, June 12, 2019** will not be accepted.

Four (4) hard copies of the grant proposal are to be mailed to:

**The Brookdale Foundation Group  
300 Frank W. Burr Blvd., Suite 13  
Teaneck, NJ 07666**

Or, emailed as attachments to: [rappfp@brookdalefoundation.org](mailto:rappfp@brookdalefoundation.org)

For further information contact:

Melinda Perez-Porter, Director  
Relatives As Parents Program  
The Brookdale Foundation Group  
300 Frank W. Burr Boulevard, Suite 13  
Teaneck, NJ 07666  
[mpp@brookdalefoundation.org](mailto:mpp@brookdalefoundation.org)