



Commission on
Fatherhood

June 2015: Responsible Fatherhood Month Application Instructions

Ten (10) non-profit organizations and/or government entities will be selected on a first-come, first-serve basis, provided they submit an application that shows how the planned event clearly meets ALL of the requirements below.

To be eligible for one of the Responsible Fatherhood Month awards, the planned June, 2015 event must:

1. Include an informational presentation on the issue of fatherless children in the applicant's local area, the importance of fatherhood, services available for fathers and how fathers can participate in those services ;
2. Include an informational presentation about how service providers can get involved in the fatherhood movement
3. Promote positive parenting and includes opportunities for father-child interaction;
4. Invite and showcase local service providers, organizations and agencies who will provide additional resources and information that support responsible fatherhood (e.g., local child support agency, Ohio Means Jobs,);
5. Indicate an appropriate use of funds for the event;
6. Include a list of service providers and/or other organizations that will be invited;
7. Include a drafted flyer and agenda/program of event. If awarded, grantees will receive the official required logo to be placed on all final printing materials. ; and
8. Include all required attachments as specified.
9. Include signed copy of Standard Affirmation and Disclosure Form

Each selected applicant will be required to sign an ODJFS grant agreement for an award of **up to \$2,000**. Funds for the events will be made available on a reimbursement basis only; FUNDS WILL NOT BE AVAILABLE PRIOR TO THE RESPONSIBLE FATHERHOOD MONTH EVENT.

Selected applicants (*or grantees, or selected organizations – as you prefer*) will be required to submit invoices and receipts for actual costs incurred and money spent. Upon submission of appropriate documentation, OCF will reimburse grantees for actual expenditures up to \$2,000. Funding for Responsible Fatherhood Month is only available for June 2015 fatherhood events. All expenses must be incurred by June 30, 2015. The award of funds is contingent upon the availability of funding to the State and certification of funds pursuant to Ohio Revised Code 126.07. The State is under no obligation to award any funds for this project, and may cancel or postpone this selection process at any time if for any reason the State decides not to proceed.

Applicants **must** be a government entity or non-profit organization in Ohio. Those applicants that are non-profit organizations must submit a copy of the organization's current not-for-profit 501(c)(3) tax status determination letter from the IRS and filed with the Ohio Secretary of State.

Applicants **must** also be a State of Ohio Certified Vendor and have an OAKS vendor ID. For applicants that do not have an OAKS Vendor ID, vendor forms are available to be printed or downloaded from the Ohio Shared Services Website, in the Vendor section, under Forms. To access the vendor forms, please go to <http://ohiosharedservices.ohio.gov/VendorsForms.aspx>. **Applicants must provide their OAKS vendor ID at the time of application.**

REIMBURSEMENTS

Examples of items **eligible** for **reimbursement** include, but are not limited to:

- Purchase of Fatherhood Curriculum (e.g., Nurturing Fathers, 24/7 Dads, Boot Camp For New Dads)
- Equipment Rentals (e.g., tables, chairs, audio visual, lecterns)
- Event Marketing Materials (e.g., graphic design, newspaper and radio spots to share event details)
- Cost for Keynote Speakers
- Printing and Supplies

Examples of items **not eligible** for reimbursement include, but are not limited to:

- Food and Beverage
- Entertainment (disk jockey, bounce houses, games, clowns)
- Raffles or prizes
- Health care activities (medical screenings, medical equipment)

APPLICATION SUBMISSION

Applicants must submit an electronic copy of their complete application (no components, attachments, or other information may be submitted separately) in a word document or adobe pdf format by the stated deadline, both date and time, to the following e-mail address: **fathers@jfs.ohio.gov**. Use **“Responsible Fatherhood Month Application”** as the e-mail subject.

ONLY THOSE APPLICATIONS RECEIVED AT THIS E-MAIL ADDRESS BY THE SPECIFIED DEADLINE ARE ELIGIBLE FOR CONSIDERATION. The State of Ohio is not responsible for applications delivered to any other e-mail address. Hard copies and faxed copies of applications will not be considered.

ATTACHMENTS

Label all files the following file name “Organization Name file type” examples Ohio Commission on Fatherhood Application, Ohio Commission on Fatherhood Agenda, Ohio Commission on Fatherhood Flyer, Ohio Commission on Fatherhood IRS Letter, Ohio Commission on Fatherhood Standard Affirmation and Disclosure Form, Ohio Commission on Fatherhood Budget.

Applications must be received by ODJFS **no later than 3:00 P.M. on March 27, 2015.***

* Proposals received at the specified e-mail address by the deadline will be reviewed *in the order in which they were received*. The first ten such applications that comply fully with all requirements as explained in this document will be accepted for award. Those ten successful applicants will be required to enter into grant agreements with ODJFS to define such things as responsibilities, roles, timeframes, compensation, and terms and conditions. Applications received after the receipt of the first ten successful applications will not be funded regardless of any other factors, including geographic distribution, population, or questions of need or merit, unless ODJFS is unable to secure a selected

applicant's signature on an agreement in a timely manner. In that event, ODJFS and OCF reserve the right to rescind that award and choose the next applicant that meets all requirements for funding.

For questions about the application process, please contact OCF via e-mail at fathers@jfs.ohio.gov.

REQUIREMENTS FOR FUNDED EVENTS

By submitting an application for this funding, your organization agrees that, if selected for one of the grant awards, it will comply with the following requirements:

- To sign and promptly return the ODJFS grant agreement that will be provided following the State's award announcements;
- To follow the directions of the assigned ODJFS Agreement Manager responsible for overseeing the performance of grant requirements; and
- To include the OCF logo on the event agenda and all promotional materials distributed at the event.