



## Criteria for Selecting New Enhancement Providers

*Enhancement providers* offer afterschool programs a variety of rich, content-based activities in specialized areas such as arts and culture, literacy, academics, sports, recreation and wellness, environmental education and technology, service learning and other activities that help to promote positive youth development. In addition, enhancement providers are responsible for building capacity in afterschool programs by providing training, coaching, and other supports to their afterschool practitioners. Priority will be given to non-profit and tax-exempt organizations with status under 501(c) (3) of the Internal Revenue Service Code (IRC). For-profit organizations will be considered, based on community needs and services.

In order to be considered for a contract with Prime Time, a prospective enhancement provider must satisfy the following organizational and programmatic criteria:

- Strong *administrative and fiscal oversight* of its organization;
- The ability to access *materials and equipment* needed to deliver the programming content;
- A *knowledgeable staff* who can effectively deliver the programming content to youth and to the program staff;
- A *staff* who demonstrates strong skills to *engage* children, youth and staff;
- The ability to deliver *challenging*, age-appropriate, and skill-level-appropriate programming for primary and secondary school-aged children.

To be considered for a Prime Time contract, the scope of work must address the criteria above and be submitted to the Director of Community Engagement and Supports at Prime Time for evaluation.

A trial period may be implemented in order to assure that prospective enhancement providers can meet the above criteria. Once granted a full contract, enhancement providers are required to maintain training requirements as specified in their annual contracts. Contracts are renewable on an annual basis, pending available funding and contract compliance.

Prime Time does *not* fund:

1. Afterschool programs
2. Organizations whose sole focus is selling or marketing to afterschool programs
3. Organizations that impose religious beliefs

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Tel 561-732-8066 | Fax 561-732-8094 | [www.primetimepbc.org](http://www.primetimepbc.org)

Prime Time Palm Beach County, Inc. is funded by the Children's Services Council of Palm Beach County, The Blue Foundation for a Healthy Florida, the Quantum Foundation and the Sun-Sentinel Children's Fund.



## Enhancement Provider Scope of Work 2010-2011 Contract Year

**Organization Name:**  
**Contact Person:**  
**Email Address:**

**Program Name:**  
**Phone Number:**

**Instructions:** The questions below are to serve as a guide to assist in describing the programming your organization proposes to provide to afterschool programs for the 2010-2011 fiscal year. Please be as concise as possible, limiting your responses to two single-spaced, typed pages, excluding the budget, resumes and job description portions. The budget may be submitted in SAMIS or Excel spreadsheet format with similar line item budget narrative and descriptions.

### **Program Description:**

What services will your organization offer? What qualifies your organization to offer these services? Who will you serve? What is your target age group? How often? What are the goals and expected outcomes of the program? Is your curriculum aligned with the Florida Sunshine State Standards? How will you measure the outcomes?

### **Program Quality:**

Prime Time's work is governed by five afterschool quality standards for Palm Beach County. You can locate these Palm Beach County standards on Prime Time's website at [www.primetimepbcc.org](http://www.primetimepbcc.org) under tabs *Quality Improvement--Quality Standards*. How does your organization meet these standards? Additionally, how will you promote positive, supportive relationships between program participants and instructors? How do you plan to support afterschool practitioners to sustain enhancement activities after the offering is completed?

### **Key Staff:**

Please attach resumes and job descriptions for key staff.

### **Budget:**

Please provide a detailed narrative along with your budget. For example, if you are purchasing program supplies, please list the items to be purchased in the narrative.

*If you have any questions, please don't hesitate to call Rhonda Rogers, Director of Community Engagement and Supports, at 561-732-8066.*

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