**Grandfamilies/Kinship Support - Inquiry Questions**

The inquiry should not exceed five (5) single-spaced pages, minimum 11-point font.

All inquiries are due by **Monday, March 7 by 5:00pm EST.** Completed inquiries should be submitted via email to rfi@williampennfoundation.org

For questions, please contact Jennifer Stavrakos at jstavrakos@williampennfoundation.org

1. **Organization Information**

**Legal Name of Organization:**

**Web address:**

**Fiscal Sponsor (if applicable):**

1. **Proposal Contact Person**

**Name:**

**Title:**

**Email:**

**Phone:**

1. **Service Population**

Provide a description of the kinship families you serve.

* How many kinship families do you serve annually? How many of these families are in the foster care system?
* What are the demographics of the kinship families you currently serve (i.e., race, caregiver gender, caregiver age range, number of children in care, income level)
* What are the most significant needs related to your grandfamilies/kinship care participants (caregivers and children)? Please include physical, mental, educational, basic needs, social support needs, etc.
* What needs of the target population are unmet and how do you know?
1. **Organizational Capacity**
* How long has your agency been working with kinship families, and what are the primary services you offer to them? Please identify some of the successes and challenges that you have identified in this work.
* What strengths does your organization bring to the planning and implementing of your proposed efforts?
* Do you have any data/reports/acknowledgments that reflect the impact of your program? If so, describe.
* Who are some of your current collaborators, and what do they currently provide?
1. **Proposed Services / Activities**

Describe your agency's proposed plans for improving outreach and services to grandfamily/kinship families.

* What gaps in your agency services and infrastructure prevent you from meeting more of the needs of kinship families?
* Describe your proposed plan to improve support to kinship families. Examples may include expansion of current services, increasing the number of families served, staffing, professional development, participant outreach/engagement, caregiver training, materials development, technology, kinship emergency funds, strengthening internal data use, etc.
* What methods were used to develop your plans (i.e., focus groups, surveys, recent reports)? Provide a summary of your findings.
* What is your timeline to implement your proposed activities?
* What other resources (public/ private and formal/informal) are available to your agency to further this initiative? Please identify collaborators and the roles they can fill.
1. **Management and Staffing**
* What is your proposed staffing for this effort? Please explain the rationale for selected staffing.
* What are the relevant experiences of existing staff members, and what key roles will they play in your proposed initiative?
1. **Budget**
* What is the estimated total cost for the project described above?
* What amount do you expect to request from WPF for your proposed three-year kinship support effort? Please provide a budget estimate and bulleted list of budget items/categories that summarize how funds will be used (e.g., staff time, meeting expenses, stipends, consultant fees, etc.)
* How, if at all, do you envision continuing your efforts following the end of a potential three-WPF grant?