

Introduction

First 5 Fox Valley is a nonprofit based in Appleton that serves children and their families following a collective impact model. This approach focuses on six core components of a successful backbone organization:

- **Guide Vision and Strategy** Convene and coordinate across sectors in defining and pursuing community Early Childhood vision and strategy
- **Support Aligned Activities** Facilitate centralized access to early childhood services for parents and families
- **Establish Shared Measurement Practices** Coordinate collection of data and establish metrics for evaluation & improvement
- **Cultivate Community Engagement and Ownership** Increase awareness and support of Early Childhood sector throughout the Fox Valley community
- **Advance Policy** Inform and influence state and local policy makers to support Early Childhood services for families
- **Mobilize Resources Develop** resources for initiative sustainability including funding and volunteers for First 5 Fox Valley

First 5 Fox Valley will be opening a Family Resource Center in the heart of downtown Appleton, at 111 College Avenue in the historic Trout Art Museum Building. Plans for the Family Resource Center include an open to the public play space on the first and second floors, office space for community partners and resources on the 4th and 5th floor, and large classroom spaces that could be used for childcare or children learning opportunities on the 3rd floor. As currently designed there is no dedicated outdoor play space.

To best utilize the third-floor space in a way that is consistent with our mission and in line with the work done at Family Resource Centers, we are requesting proposals from organizations for how they would use the space to address community needs surrounding childcare, children learning opportunities, or other areas of need.

Request

First 5 Fox Valley hopes to enter into a space sharing agreement with another organization for the third floor of the Family Resource Center that is being renovated in downtown Appleton. The third-floor space will include 2 separate classrooms for children, a multipurpose space, an attached kitchenette, restroom space for children's use as well as a separate unisex facility for staff, and an office/workroom for staff. It will also include 1 main entry with a desk to ensure proper check in and check out procedures can be established.

We are accepting proposals from local organizations that can provide childcare services and learning opportunities to help address unmet needs in the community. Because of the location of this space, programs must work with children who are 2 years and 9 months or older. These programs can include:

- Standard all day childcare for families to allow parents to continue in the workforce
- Drop-in childcare to allow for parents to conduct business, including connecting with partners in the FRC on the 4th floor

- Regular enrichment opportunities for parents to drop their children off at, having children in their care for up to 5 hours per day
- Other similar opportunities an organization might be interested in pursuing.

To inform our decision-making process as we select a partner for our third floor space, we are asking that you provide the following information about your organization and its plan to utilize our space.

Company Profile

Please provide the following information about your organization

- Contact information, including location of headquarters or main office
- Organization background, mission statement, and core values. Please demonstrate how these aspects of your organization match and complement those of [First 5 Fox Valley](#) and [the FRC](#)
- Any accreditation or licensing status that would be required to facilitate your program proposal
- Give examples of how your organization has engaged with community resources in the past, citing examples of partnerships and collaboration with other organizations

Program Proposal

Please provide details for your proposal to utilize the third-floor space, including:

- Please provide an overview of your proposal, including your vision for how you will utilize the space and the scope of your programming
- How your proposal will address an unmet need in the Fox Valley community
- Your staffing plan, including total FTE and plan to provide appropriate training and licensing if required
- Proposed hours of operation for your program
- In what ways will your proposal engage with a wide array of families and children in the community
- How your program will complement and work with other community partners based in the Family Resource Center
- How your program will prioritize participant safety and well-being while utilizing a multi-functional building
- How you will center the development and wellbeing of children in the community through your program

Expectations and Preferences

Our space is still being renovated and developed. First 5 Fox Valley cannot guarantee any amenities other than those mentioned above, but please provide us with preferences or other information you may need as you consider partnering with our organization. These can include:

- Preferred hours and operation of the FRC
- Amenities needed to provide services
- Additional space needs
- Parking or drop off space
- Food preparation space
- Other needs required by your program

Information submittal

Please email your proposal to Chris Stewart at chriss@firstfivefoxvalley.org no later than 4:30 pm on Friday January 26th. The proposal can be submitted as a word document and should be no more than 5 pages. The First 5 Fox Valley Leadership team will read proposals and follow up with any preferred proposals with the next steps in our process.

First 5 Fox Valley will also host virtual office hours to field questions from potential proposals and provide more information if it is requested. These will be held on (date) at (time) and can be attended by following this link.