# Application for RFP # 2023-01 FORM 4 -Site Profile

#### Complete a site profile for each site requesting funding

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| **1.Site information** | | | |
| **Organization Name** |  | | |
| **Site Name** |  | | |
| **Program Name** |  | | |
| **Site Address (Please provide full address)** |  | | |
| **Site Contact Name** |  | | |
| **Site Phone Number** |  | | |
| **Enrollment Phone Number** |  | | |
| **Site Contact Email** |  | | |
| **Website** |  | | |
| **Social Media links** | **Facebook:** | **Twitter:** | **Instagram:** |
| **Site Grades Served** | **Elementary**  **Kindergarten 1st grade 2nd grade 3rd grade 4th grade 5th grade**  **Middle School**  **6th grade 7th grade 8th grade**  **High School**  **9th grade 10th grade 11th grade 12th grade** | | |
| **Overall # of children at site**  Provide the overall number of children served for afterschool program for the last year (if any), expected # without any CTAC funding and additional # of children expected if CTAC funded | Total # of afterschool children served at this site last school term\_\_\_\_\_\_\_\_\_\_\_  Total # of afterschool children you expect to serve this school term (Non-CTAC funded) ­­­\_\_\_\_\_\_\_\_\_  Total # of additional afterschool children you expect to serve this school term (CTAC funded) \_\_\_\_\_\_\_\_\_  Total # overall (CTAC funded and Non-CTAC funded) \_\_\_\_\_\_\_\_\_\_ | | |
| **Site Hours of Operations**  Provide specific dates and hours of operations afterschool services will be offered |  | | |
| **Site Description:**  Provide a brief description of the facility, including amenities, number of rooms, maximum occupancy, and any other information to show that the facility can safely meet the needs  of children during the afterschool program. Note: **If your organization does not own the facility that your afterschool program will be held in, you must provide the CTAC with a facility agreement before contract execution.** |  | | |
| **Executive Summary**  Provide an executive summary of the program and services offered at this site (100 words or less). This summary will be used in reports and promotional materials developed by CTAC |  | | |

**Instruction: Describe how your site will provide appropriate staffing. Refer to RFP guidelines for staffing requirements including positions and ratios**

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| **2. Site Staffing** | | |
| **Position Name** | **Number of Positions** | **Description of Duties** |
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