



2019 Summer Strong Afternoon Enrichment Application at DCPS/DPR location

The Government of the District of Columbia (the District) is committed to supporting District children and youth in preparing for a bright future. In service of that commitment, the District is seeking to build and support strong organizations that can provide children and youth with a high-quality afternoon enrichment experience at a designated District of Columbia Public School (DCPS) or Department of Parks and Recreation (DPR) facility. The funds available through this Afternoon Enrichment Application will be made available through the Office of Out of School Time Grants and Youth Outcomes (OST Office) located in The Office of the Deputy Mayor for Education (DME). United Way of the National Capital Area (United Way NCA) is the grantmaking partner that will award and administer these funds on behalf of the DME.

Applicants should complete this application and submit attachments to be considered as a provider for children and youth ages 5 - 13 with an engaging, fun, and educational afternoon enrichment between June 24, 2019 and July 26, 2019 or week long experience between August 12 and August 16, 2019. Applicants must ensure and maintain an adult to participant ratio of at least 1:15 at all times. Deadline for applications to be received is December 14, 2018.

Providers will be selected based on information supplied in this application. Providers will be notified by April 2019 if selected. Providers may apply to program at multiple locations for the same program. A separate application is required if the provider applies to provide multiple programs at one or more sites.

Organizations providing afternoon enrichment programming in DCPS summer school sites will receive the following benefits:

- Waived rental fees
- Waived custodial fees
- Waived DCPS Letter of Support
- Security provided free of charge
- DCPS summer school students will be funneled to program so there is no need for recruitment efforts
- Subsidized background checks for staff

Organizations providing afternoon enrichment programming in DPR sites will receive the following benefits:

- Waived permit fees
- Waived custodial fees
- Subsidized background checks for staff (certain restrictions may apply)
- Meals for program participants, monitored and operated by DPR (eliminating the requirements for Food Handling licensure, etc.)
- Shared use of location amenities, in collaboration with other site program offerings (i.e. computer lab, pool)

Provider Eligibility

Applicant must be in good standing with United Way NCA, DME, DCPS, and/or DPR.

Applicants must be a charitable organization approved to conduct business in DC and must provide the following:

- IRS Determination Letter of 501(C)(3) non-profit organization status and operating for a minimum of two years,
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity, and
- DCRA Basic Business License Charitable Solicitation.

Program Expectation

- Applicant must provide programming from 1:00 pm – 6:00 pm, Monday to Friday, for five consecutive weeks between June 24, 2019 and July 26, 2019, with the exception of July 4, 2019 and/or at a DPR site from 8:00 am – 6:00 pm, Monday to Friday for one week from August 12, 2019 – August 16, 2019.
- Applicant may not charge families or youth to participate in programs. All programs must be offered free of charge.
- Applicant must provide programming for a minimum of 30 youth.
- If programming at a DPR site, providers may be expected to participate in youth enrollment and recruitment leading up to afternoon enrichment. No recruitment will be necessary for the one week programming in August.
- All staff that interact directly with youth must complete the required site clearances prior to the start of programming.
- Staff working directly with youth will be expected to attend a free training and orientation/planning meeting prior to the start of programming.
- Staff may be requested to assist with afternoon enrichment outreach to families of youth enrolled in their program(s).
- Organizations must maintain and be able to provide documentation related to the grant for five (5) years after the final payment. The District and United Way NCA may request the organization's invoices, vouchers, receipts and/or statements as related to the grant.
- The grant period is from April 1, 2019 to August 30, 2019.

Site Requirements

Providers will be required to attend a site visit in the spring to become familiar with the physical space. Providers will need to detail any special facilities requests (e.g. gym space, a room with sinks, etc.). DPR/DCPS will not provide transportation off-site for special events.

Finance

As part of the application, the applicant must include copies of:

- Fiscal Year 17 (FY17) and Fiscal Year 18 (FY18) Audits or Financial Reviews conducted by an independent Certified Public Accountant (CPA). The report must clearly have the name and contact information of the CPA, with Income Statements and Balance Sheets.
 - Organizations with revenues of \$250,000 or greater are required to submit FY17 and FY18 audits. If the FY18 audit is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform the FY18 audit
 - Organizations with revenues of less than \$250,000 may choose to submit an audit but are required to submit FY17 and FY18 financial review reports. If the financial review for FY18 is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform the FY18 financial review.
- Pages 1-6 of 2016 and 2017 signed IRS Form 990 or Form 990 EZ
- DC Office of Tax and Revenue Clean Hands Certificate
- DCRA Certificate of Good Standing

Grant Restrictions

Grant funds may only be used to support youth residing in the District.

No more than 7% of grant funds may be used for indirect or general operating costs such as audit, organizational rent, management salary, and grant-writing.

Grant funds may not be used for any of the following activities: serving youth from other jurisdictions; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; pension plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment, social activities or recruitment; food or beverages for staff or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising; investment management costs; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses and/or staff or board incentives; tuition, award and scholarships; youth cash incentives or gift cards (other than for nominal amounts); re-granting (also known as sub-granting) and payment or fees to other government agencies except as may be needed to comply with the District of Columbia's Criminal Background Checks policy.

Narrative – Please answer the following questions in six (6) or fewer pages.

Program History and Staff Experience

- Describe your program's history and mission including why the applicant chose to apply for this community.
- Describe any past work history with DCPS and/or DPR, including the specific project(s), if applicable.
- Who are the key people that will deliver the program? Describe their experience working with youth and why they would be a good fit to be part of the afternoon enrichment.
- Name key personnel and describe their ability to deliver the program as proposed, manage the grant funds, and submit grant reports.
- How many years has the program been offered and describe past successes and challenges. Describe the impact the program has had on children and youth in the community with supporting stories, data or numbers.

Program Description and Success

- Describe the activities, opportunities, services, supports, and projects that youth will experience and be engaged with during the program period and describe how these align to the syllabus provided.
- Define the target population.
- Describe how the organization measures success. Include targets, goals, activities, and how the organization defines success for participants.
- Describe youth's involvement, and role(s) in contributing to the design and content of the program or opportunities for youth leadership.

Budget

- Provide a programmatic budget. (Appendix 4)
- Describe how the organization will track grant expenditures and the systems that are in place to manage and comply with grant requirements.
- Provide budget information that is detailed, accurate, and directly related to the activities in the grant.
- Provide a budget narrative which includes clarifying information regarding the sources of funding and whether the funding is secured or pending.

Technical Assistance Sessions

Information Question and Answer Sessions:

- Wednesday, November 7, 2018: 11:00 am – 1:00 pm: District of Columbia Public Schools, 1200 First Street NE, Washington, DC 20002
- Tuesday, November 13, 2018: 6:00 pm – 7:30 pm: Ridge Road Recreation Center, 800 Ridge Road SE, Washington, DC 20019

Submission and Review Process

- Proposals and attachments must be compressed and submitted to grants@uwnca.org by Monday, December 14, 2018 at 5:00 pm.
- Applicant must include a list of two references that can attest to the programs quality, community connection and success. DCPS and/or DPR may contact the references to verify community connection and program quality. List should include name of contact, organization, email and phone number.
- Applicant must provide a Summer Syllabus. (Appendix 5)
- Successfully submitted applications will receive a confirmation email. Applications without a confirmation email, late or incomplete proposals will not be reviewed. No extensions will be granted for the submission of missing proposal components.
- Each application may be reviewed by members of United Way NCA, DME, DCPS and/or DPR. Selection of applicants will be based on the information provided in the narrative and the programming described therein as well as the specific needs of each location as determined by DCPS/DPR. The syllabus, references, financial and organizational information will also be taken into consideration.
- Applicant interviews may be requested.

Other Relevant Information

- Applicant may apply for up to \$100,000 to ensure diverse programming options for children and youth.
- Applicant may employ students who are retained by Summer Youth Employment Program (SYEP).
- Programming may take place on-site or off-site but description of how the children and youth will be transported safely must be described.
- Insurance Requirements - Grantees will be required to add United Way NCA and the Government of the District of Columbia as additionally insured for a minimum general liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Grantees will also need to provide evidence of automobile (if appropriate) and worker's compensation coverage. Grantees must be compliant with the specific insurance requirements of the program location.
- If awarded, grantee must provide a Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq.

Questions

Questions regarding this application may be submitted at any time. Questions may be sent to grants@uwnca.org

Appendix 1: Checklist

- Cover Sheet
- Certification and Assurances
- Response Narrative Questions – No more than six (6) pages
- Audits or Financial Reviews
- IRS Determination Letter of 501(C)(3) non-profit organization status and operating for a minimum of two years, dated no later than April 1, 2017
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity, dated no later than April 1, 2017
- Pages 1-6 of 2017 and 2018 signed IRS Form 990
- DC Office of Tax and Revenue (OTR) Clean Hands Certificate, dated April 1, 2017 or later
- DCRA Certificate of Good Standing, dated April 1, 2017 or later
- DCRA Basic Business License Charitable Solicitation, dated April 1, 2017 or later
- Summer Syllabus
- Program Budget
- Reference List

Appendix 2: Cover Sheet

I. Applicant Information

Organization Name			
Mailing Address			
Requested DCPS Location Note: DCPS will make the final decision as to where grantees are placed.	<input type="checkbox"/> Beers Elementary	<input type="checkbox"/> Bruce Monroe Elementary	<input type="checkbox"/> Dorothy Height Elementary
	<input type="checkbox"/> Cleveland Elementary	<input type="checkbox"/> Marie Reed Elementary	<input type="checkbox"/> Smothers Elementary
	<input type="checkbox"/> Garrison Elementary	<input type="checkbox"/> No preference	
	<input type="checkbox"/> Plummer Elementary		
Requested DPR Location	<input type="checkbox"/> Ward 7	<input type="checkbox"/> Ward 8	<input type="checkbox"/> No preference
Program Budget		Grant Amount Requested	

II. Contact Information

Name and Title			
Email		Phone	

III. Program Information - If selected as an applicant, information in this section may be shared with children, youth and families for recruitment and marketing of the camp.

Describe the program in 50 words or less. This description should be geared towards children and youth.			
Target Age(s) and Grade(s)			
Minimum number of students per session		Maximum number of students per session	
Will the programming take place on-site or off-site? If off-site occasionally, please explain and describe transportation plan.			
Describe resources, facilities and space requirements you may request for the programming such as sink, computer lab, electrical outlets, field space, etc.			
At the end of summer, what will the children or youth have learned as a result of the program?			

IV. Staff Information

Number of full-time employees:	Number of part-time employees:	Number of front line staff engaged in youth programs:
Number of AmeriCorps, Senior Corps, Vista or other service members engaged for youth program(s):		Number of volunteers engaged in youth program(s):

Appendix 3: Certifications and Assurances

Executive Director or Board President must sign this document acknowledging and agreeing to these policies.

Financial Management

I certify the organization has effective financial controls that ensure safe care of assets; divides financial responsibilities among several people; and are fully disclosed to, and understood by, all concerned parties.

Terrorist Exclusion

I certify that the organization named in this application is in compliance with all statutes, executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries and entities, or individuals subject to economic sanctions administered by the U. S. Department of the Treasury's office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. Should any changes in circumstances pertaining to this certification occur at any time, the organization will immediately notify both United Way NCA and Office of Personnel Management's Combined Federal Campaign Operations.

Non-Discrimination Policy and Delivery of Services

I certify that the organization named in this application has a policy and demonstrates a practice of non-discrimination as it relates to the operation of the organization, including service delivery on the basis of race, creed, color, religion, gender, age, national origin, physical or mental health, sexual orientation or any characteristic protected by law.

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

Staff Clearances and Requirements

In the best interest of the children and youth served, I certify that all adults, paid and unpaid, who have regular (more than one interaction per week) contact with youth will have the appropriate clearances required by the programming site on file. We grant United Way NCA, DPR, DCPS and/or the District access to these records at their request or during monitoring visits.

Personal Assurance

I certify that all information contained in this application is true and accurate to the best of my knowledge and belief.

Signature/Title/Date

Appendix 4: Budget

Provide a budget for your programming in any format.

Description of Expenses	Calculation	Total
Staff Hours	3 staff x 5 hours a day x 5 days x 5 weeks x \$25.00 per hour	\$9,375
Supplies (Soccer balls, nets, journals, etc.)	30 campers at \$15 per child	\$450
Camp End Showcase	30 campers at \$5 per child	\$150
	Total	\$9,975

Appendix 5: Summer Syllabus Sample

Weekly Agenda

	Monday	Tuesday	Wednesday	Thursday	Friday
1:00 – 1:30	SNACK				
1:30 – 2:00	Center Welcome; Teambuilding Activities; Creating Community Agreements; Center Chant and Poem – focused on creating structure and routine				Field Trip: Field Day at Anacostia Park with Vendor ABC to conduct team building activities and group ropes course competition
2:00 – 3:00	Literacy Time- delivered by our team				
3:00 – 3:15	Mindfulness and/or Meditation Activity				
3:15 – 4:15	Sports Math Curriculum: Learning math through sports and analytics				
4:15 – 5:15	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	
5:15 – 6:00	Center Wrap-up; shout-outs; reflections and goals for tomorrow; group showcase				

Literacy Time Syllabus

Objective: Scholars will select a book of their choice to read. Scholars will complete the “Story Map and Movie Trailer to display at the summer end showcase.

Time	Goals	Sample Activities
Week 1	Selection of Book: Three Cups of Tea (Read up to chapter 3) or Nothing But the Truth (Read Chapter 1)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions.
Week 2	Three Cups of Tea (Read up to chapter 9) or Nothing But the Truth (Read Chapter 5)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions.
Week 3	Three Cups of Tea (Read up to chapter 13) or Nothing But the Truth (Read Chapter 13)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions, drafting Story Map
Week 4	Three Cups of Tea (Read up to chapter 18) or Nothing But the Truth (Read up to Chapter 15)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions, finalizing story map and start video production
Week 5	Three Cups of Tea (Read up to chapter 22) or Nothing But the Truth (Read up to Chapter 19)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions, finalize video production.