

2019 Summer Strong Afternoon Enrichment: Grant Information Session

Available November 14, 2018

The funding for the 2019 Summer Strong Afternoon Enrichment Application at a District of Columbia Public School (DCPS) or a Department of Parks and Recreation (DPR) site 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) and grant awards are contingent upon the availability of funds. United Way of the National Capital Area (United Way NCA) is the grant making partner that will award and administer these funds on behalf of the DME's OST Office.

Organizations **do not** need to be a member of United Way NCA to apply for this grant competition.

The 2019 Summer Strong Afternoon Enrichment Application invites District of Columbia based, high-performing, fiscally responsible, non-profit, youth development organizations serving children and youth between the ages of 5 – 13 years with a summer program that addresses key youth development outcomes to apply.

Youth Development Outcomes

The intent of this grant is to support high-quality summer programs that offer educational, social, emotional, and physical health opportunities and activities for youth throughout the District. The OST Office and United Way NCA are seeking to fund youth serving organizations that provide intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community.

Youth Developmental Outcomes: the results of programs and supports that are designed to engage youth to meet their developmental needs. These outcomes are the feelings, perceptions, behaviors and abilities that youth develop in an environment that uses an asset-based approach and positive youth development.

Outcomes: measurable, meaningful, and expected *changes* in the population served that result from a program's activities.

- Grant period is April 1, 2019 through August 30, 2019
- Programming must take place between
 - June 24, 2019 and July 26, 2019 from 1:00 pm – 6:00 pm
 - or August 12 to August 16, 2019 8:00 am – 6:00 pm
- Programs must serve a minimum of 30 unduplicated District children and/or youth by the end of the grant period
- Must maintain Adult to Child ratio of 1:15
- Programs must be free of charge

Total Amount of Funding

United Way NCA anticipates awarding a total of up to \$400,000 and up to \$100,000 per grantee.

United Way NCA and OST Office maintain the right to adjust the grant awards.

Grant awards are contingent on the availability of funds.

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
- Subsidized background checks for staff, and
- Opportunities to recruit DCPS summer school students.

The proposed DCPS Summer School Sites for 2019 include Beers Elementary, Brown Elementary, Bruce Monroe Elementary, Garrison Elementary, Ketchum Elementary, LaSalle Elementary, Marie Reed Elementary, and Plummer Elementary. Providers will need to serve DCPS summer school students exclusively and may not charge registration fees to participants.

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).

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.) in the cover sheet.

DPR/DCPS will not provide transportation off-site for special events

Summer 2019 Competitions

Comparison of the Summer 2019 Competitions

	2019 Summer Strong DC RFP	2019 Small Non Profit Summer Strong DC RFP	Summer 2019 Coordinating Entity RFP	Afternoon Enrichment Application – Released by end of October 2108
Youth Served	5 – 21 years K – 12 th grade	5 – 21 years K – 12 th grade	5 – 17 years K – 12 th grade	5 – 13 years K – 8 th grade
Minimum number of youth served by the grant	Same 30 youth throughout the grant period	Same 15 youth throughout the grant period	Same 30 youth throughout the grant period	Same 30 youth throughout the grant period
Geography	District wide	District wide	4 DCHA sites 3 DHS temporary housing sites	DCPS Summer School Sites and/or DPR locations to be identified
Maximum grant award	\$125,000	\$25,000	\$100,000	\$100,000
Organization status	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> Fiscal sponsor permitted	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> No fiscal sponsor permitted	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> No fiscal sponsor permitted	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> Fiscal sponsor permitted
Programming experience	Two years of programming	One year of programming	Two years of coordinating	Two years of programming
Financials	<input type="checkbox"/> 990's <input type="checkbox"/> Financial audits or financial reviews (commitment to have audits and/or financial review permitted)	<input type="checkbox"/> 990's <input type="checkbox"/> Income statements <input type="checkbox"/> Balance sheets	<input type="checkbox"/> 990's <input type="checkbox"/> Financial audits (commitment to have audits permitted)	<input type="checkbox"/> 990's <input type="checkbox"/> Financial audits or financial reviews (commitment to have audits and/or financial review permitted)
Organizational budget limit	Any organization can apply – there is no budget limitation	Organization's budget cannot exceed \$250,000	Any organization can apply – there is no budget limitation	Any organization can apply – there is no budget limitation
Amount of grant funds permitted for indirect expense	10%	20%	7%	10%
Payment disbursements schedule, pending the availability of funds	<input type="checkbox"/> 80% in May <input type="checkbox"/> 20% in October	<input type="checkbox"/> 80% in May <input type="checkbox"/> 20% in October	<input type="checkbox"/> 90% in May <input type="checkbox"/> 10% in October	<input type="checkbox"/> 80% in May <input type="checkbox"/> 20% in October
Dosage Minimum	5 hours per day 5 days per week 5 continuous weeks	5 hours per day 5 days per week 5 continuous weeks	8 hours per day 5 days per week 6 continuous weeks	1 to 6 pm daily 5 days per week 5 continuous weeks
Restrictions	Can apply for one only: 2019 Summer Strong DC or 2019 Small Non Profit Summer Strong DC		Open	Open

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ELIGIBILITY AND REQUIREMENTS

Organizational Requirements

- Organizations must be a 501(c)(3)
- Operating for a minimum of two years
- Fiscal sponsors are eligible to apply
- Organizations must have been incorporated and registered to operate in the District of Columbia
- Organizations must have an overall operating expense of no more than 20% of their total annual organizational budget to qualify
- Organization must be in good standing with United Way NCA, DME, DCPS and/or DPR

Operations & Finance

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

- Fiscal Year 17 (FY17) and Fiscal Year 18 (FY18) audits or financial reviews
- Pages 1-6 of 2016 and 2017 signed IRS Form 990 or Form 990 EZ
- IRS Determination Letter of 501(c)(3) status
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation
- DC Office of Tax and Revenue Clean Hands Certificate
- DCRA Certificate of Good Standing
- DCRA Basic Business License Charitable Solicitation

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Operations & Finance

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

A minimum of 93% of grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, curricula, program evaluation, or educational/learning field trip expenses.

Not more than 7% of grant funds may be used for general operating costs, overhead or indirect costs (costs that cannot be tied directly to programming) such as audits, management salary, administrative costs, rent, or grant-writing.

Operations & Finance

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.

Examples of entertainment and social activities that are not allowable are: fundraising events such as galas and award ceremonies, baseball games, amusement parks, ice cream socials, and other events that may have the perception of social activities.

Operations and Finance

Grant funds may not be used in conjunction with other District of Columbia government grants, such as Department of Employment Services (DOES) or Summer Youth Employment Program (SYEP) to serve the same program and the same youth.

SYEP youth may be used as additional staff support but cannot be counted toward the grant for participants served if the organization is receiving funds from DOES.

SUBMISSION AND REVIEW

References

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.

Specific information and results based on evidence should be included in the application. The application is an opportunity to show the reviewer the effectiveness of the program.

The strongest applications include details on how evidence is collected, the data itself, program changes that have been made based on data and information on how that affects outcomes.

- ☐ Cover Sheet (Appendix 2)
- ☐ Proposal Narrative (not to exceed 6 pages)
- ☐ Certification and Assurances (Appendix 3)
- ☐ Program Budget (any format) (Appendix 4)
- ☐ Summer Syllabus (Appendix 5)
- ☐ Reference List
- ☐ Attachments (Program and Financial listed on Slide 13)

Proposals and attachments must be compressed and submitted via email to grants@uwnca.org. Applications **MUST** be in by 5p.m. on Friday, December 14, 2018. **Proposals received after the deadline will not be reviewed.**

As a reminder:

- Applications without a confirmation email will not be reviewed.
- Incomplete proposals will NOT be accepted.
- Proposals will NOT be accepted by fax.
- Proposals will NOT be accepted by in person.
- No extensions will be granted for the submission of missing proposal components.
- Absolutely no applications will be accepted after 5 p.m. on Friday, December 14, 2018.

*A confirmation email will be sent out upon receipt of successfully submitted applications.

Review Process

- 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
- All applicants will be notified via email about the status of award by April 2019.

- Applicant may apply for up to \$100,000 to ensure diverse programming options for children and youth – program budget must be provided
- 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 must be compliant with the specific insurance requirements of the program location
- Questions may be submitted at any time to grants@uwnca.org

- Make sure proposal exactly follows order in RFP
- Do not submit documents/materials that are not requested in the RFP (e.g. curriculum, photos, etc.)
- Avoid general language, be detailed and specific especially regarding:
 - Past successes and challenges
 - Program activities and schedule
 - What is the youth involvement in the design and content of the program
 - Provide detailed budget information that relate to the activities discussed and be realistic

If Awarded, the grantee may be required to:

- Attend grantee meetings and activities
- Obtain a bank account that supports only grant funds for this grant only
- Participate in research and evaluation activities
- Participate in training and certification opportunities
- Add United Way NCA and the District to its general liability and automobile coverage (if needed)
- Participate in administrative and programmatic site visits
- Ensure that ALL staff acquire the required clearances
- Utilize the District's database – Learn24
- Provide programmatic updates
- Provide financial documentation

Points of Contact

United Way NCA Grants Team

Office: (202) 488-2008

grants@uwnca.org

Office of Out of School Time Grants and Youth Outcomes

Debra Eichenbaum

Office: (202) 478-5913

Debra.Eichenbaum@dc.gov

