



FY19 Small Nonprofit Summer Strong DC Grant Competition: Grant Information Session

Available November 1, 2018

Partnership Roles

The funding for the FY19 Summer Strong DC RFP 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.

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About United Way of the National Capital Area

At United Way of the National Capital Area (United Way NCA), we work to help all members of our community to have a better life. We focus on the building blocks of a good life — a quality education, financial stability for individuals and families, and good health.

United Way NCA fights for the education, health and financial stability of every person in the community. We convene the people and organizations necessary to create solutions to our region's most pressing challenges. We collaborate with effective partners. We serve as the catalyst for community change.

We bring together the voices, expertise and resources needed to define, articulate and create community impact in the national capital area.

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Scope of Grant (pg. 3 of RFP)

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

The FY19 Small Nonprofit Summer Strong DC Grant Competition Request for Proposals (RFP) invites District of Columbia based, high-performing, fiscally responsible, non-profit, youth development organizations serving children and youth between the ages of 5 – 21 years with a summer program that addresses key youth development outcomes to apply.

Summer grants support specific program sites and slots.

Youth Development Outcomes (pgs. 3-4 & 19)

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 is 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.

Target Population (pg. 4)

Children and youth between the ages of 5 – 21 years.

Applicants must serve children and youth who are most in need or at-risk and require access to high-quality, low- or no-cost summer opportunities.

Organizations must be able to describe the community need that the program addresses in the narrative.

Grant Period and Program Expectation (pg. 4)

- Grant period is April 1, 2019 through August 30, 2019
- Programming must take place between June 3, 2019 and August 30, 2019
- Programs must offer services for a minimum of:
 - 5 hours per day
 - 5 days per week for
 - 5 consecutive weeks
- Programs must serve a minimum of 15 unduplicated District children and/or youth by the end of the grant period
- Must maintain Adult to Child ratio of 1:15 if serving youth under the age of 17

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Total Amount of Funding (pg. 3)

United Way NCA anticipates awarding a total of up to \$400,000 and up to \$25,000 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.

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Location Requirements (pg. 4)

Grants are programmatic and site specific. Sites must be clearly described in the proposal. Programming may occur at any accessible and safe location in the District or outside the District.

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DC Public School (DCPS) Summer School Sites - Afternoon Enrichment (pgs. 4 &5)

DCPS is encouraging providers to apply for the Afternoon Enrichment Application, which will be released at the end of October 2018. Organizations providing afternoon enrichment programming in DCPS summer school sites will receive the following benefits:

- Waived rental fees
- No custodial fees
- Security provided free of charge, and
- Opportunities to recruit DCPS summer school students.

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

DC Public School (DCPS) Non-Summer School Sites (pg. 5)

If applying to provide services at a proposed DCPS Non-Summer School Site, applicant must submit a letter of support signed by the school principal and DCPS Manager of Partner Engagement, Thomasin Franken. This letter should include the name of the school, the number and ages of students to be served, and the dates and times of the program. Applicants must have the letter signed by the principal prior to sending to Ms. Franken at thomasin.franken@dc.gov for approval. All letter requests must be submitted to Ms. Franken by 5:00 pm on November 5, 2018. The letter will be signed and returned to the applicant to provide services at the proposed site, pending grant award.

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Comparison of the 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 (pg. 5)

- Organizations may submit applications for either 2019 Summer Strong DC RFP or 2019 Summer Strong DC RFP Summer Strong DC RFP , but not both.
- Organizations must be a 501(c)(3)
- Operating for a minimum of two years
- Fiscal sponsor are **NOT** eligible to apply
- Organizations must have been incorporated and registered to operate in the District of Columbia.
- Must have an organization budget of **\$250,000 or less**
- Organizations must have an overall operating expense of no more than 20% of their total annual organizational budget to qualify.

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Operations & Finance

(pgs. 5-6)

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

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

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Operations and Finance

(pg. 6)

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

A minimum of 80% 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 20% 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, rent, and grant-writing.

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Operations & Finance (pg. 6)

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 (pg. 6)

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.

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SCORING RUBRIC

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Scoring Rubric (pg. 9)

40 point scale as follows:

- Program History and Staff Experience (12 points)
- Program Description and Success (16 points)
- Budget (12 points)

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About the Scoring Rubric (pg. 26)

- The Rubric consists of four sections
- Each row will be scored from 1 - 4 points
- Checkboxes are listed under each description
- Applicant will receive completed score sheets

Section 1: Program History and Staff Experience (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<input type="checkbox"/> Does not define history and mission of organization	<input type="checkbox"/> Describes history and mission of organization, lacks details or clarity	<input type="checkbox"/> Describes history and mission of organization in detail <input type="checkbox"/> Describes why the organization chose to provide services in the proposed neighborhood	<input type="checkbox"/> Clearly describes history and mission of organization <input type="checkbox"/> Describes why the organization chose to provide services in the proposed neighborhood <input type="checkbox"/> Describes specific history and experience in the neighborhood <input type="checkbox"/> Describes specific ways that the organization is supported by the neighborhood
<input type="checkbox"/> Does not describe the key people that will deliver the program or who will manage the grant	<input type="checkbox"/> Describes key personnel but lacks details <input type="checkbox"/> Personnel have experience in managing funds and program successfully <input type="checkbox"/> Describes how personnel relate to, have similar experiences with or are best suited to serve the target community	<input type="checkbox"/> Describes in detail key personnel that will manage grant funds and program <input type="checkbox"/> Personnel have expertise, experience and success in managing funds and program <input type="checkbox"/> Details how personnel relate to, have similar experiences with or are best suited to serve the target community	<input type="checkbox"/> Describes in detail key personnel that will manage grant funds and program <input type="checkbox"/> Personnel have expertise, experience and success in managing funds and program and provides examples <input type="checkbox"/> Details how personnel relate to, have similar experiences with or are best suited to serve the target community and provides examples <input type="checkbox"/> Details why these key personnel are best suited to serve the population
<input type="checkbox"/> Does not describe the successes and challenges of the program <input type="checkbox"/> Does not describe outcomes	<input type="checkbox"/> Describes successes and challenges of the program <input type="checkbox"/> Describes program outcomes	<input type="checkbox"/> Details successes and challenges of the program <input type="checkbox"/> Describes program outcomes and provides some evidence	<input type="checkbox"/> Clearly describes successes and challenges of the program and cites examples <input type="checkbox"/> Clearly describes program outcomes and history of success with quantitative and qualitative evidence

Evidence – Quantitative and Qualitative

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.

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Program History and Staff Experience- 12 Points (pgs. 7 & 26)

While the summer grants are programmatic grants, the proposal must also discuss:

- Organization's history and mission and experience in the neighborhood and how the organization is supported by the community.
- Programming successes and challenges with evidence
- Explanation of key personnel expertise and capacity to manage grant funds in the past.
- Explanation of why key personnel best suited to serve the population.

Program Description and Success

16 Points (pgs. 7 & 27)

- Describes the target population and if they are at-risk
- Describes a quality program and how quality is measured
- Describe targets, goals and activities
- If one has not already been created, a detailed programmatic syllabus should be written (see Appendix 4)
- Describe clear alignment and rationale between the syllabus and the youth experiences and how they connect to past successes of participants
- Describes authentic youth involvement and leadership opportunities and provides evidence

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Budget

12 Points (pgs. 7 & 30)

- The budget is a part of the narrative not a separate section
- Systems in place to manage and comply with grant requirements, including tracking grant expenditures
- Provide detailed and clear program and organizational budgets that describe expenses and revenue with accurate math
- Provides a detailed budget narrative
- Detail sources of funding and status (secured or pending)
- Provide all necessary documentation
- Describes how the organization will continue program even if not funded

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Reference Survey (pgs. 6 & 17)

- Applicants must have between 2 and 5 programmatic partners complete a short reference form directly to United Way NCA
 - Eligible references include program partners who provides free and sustained program for participants, volunteers and mentors, principals or school staff, family members of youth, youth, ANC Commissioner, or others who can attest to the programs quality, success, and connection to the community.
 - Board members, central administrators, paid staff, paid partners or contractors, family members of staff or other individuals who would directly benefit from this grant are not eligible to be a reference.

Reference Survey Continued

(pgs.6 & 17)

Each reference will respond to 9 questions about the partnership

* 1. Please provide the information below:

Your Name

Your Company, if
applicable

Contact Email

Contact Number

* 2. Which organization are you providing a reference for?

* 3. I certify that I am not a Board member, central administrator, paid staff, partner or contractor, family member of staff or an individual who would directly benefit from this grant and I am eligible to be a reference for this organization.

☐ Agree

☐ Disagree

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Reference Survey Continued

(pgs.6 & 17)

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* 4. How do you know this organization? Please select an option below.

- ☐ Program Partner (that provides free and sustained programs for youth) ☐ Family Member of Youth
- ☐ Volunteer or Mentor ☐ Youth
- ☐ Principal or School Staff ☐ ANC Commissioner
- ☐ Other (please specify)

* 5. How long have you known this organization? Please select a choice below.

- ☐ Less Than 1 Year ☐ 3 - 5 Years
- ☐ 1 - 3 Years ☐ More Than 5 Years

* 6. On a scale of 1-5 (1 being the least and 5 being the most), how would you rate this program's connection to the neighborhood.

1 - Least Connected	2	3 - Neutral	4	5 - Most Connected
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Reference Survey Continued

(pgs.6 & 17)

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* 7. Would you recommend this program to someone you know?

☐ Yes

☐ Unable to answer

☐ No

* 8. Please explain why you would recommend this program.

9. Is there anything else you would like to provide to help us better understand the impact of this program?

Reference Survey Continued

- Responses from references will be provided to reviewers and will become part of the application and review
- Responses from references will not be provided to the applicants and will be kept confidential
- Applicants will be notified via confirmation email as to whether the reference requirements have been met and
- Applications without the minimum number of references will not be reviewed.

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Required Documents (Pg. 13)

- ☐ Proposal Cover Page (Appendix 2)
- ☐ Proposal Narrative (not to exceed 6 pages)
- ☐ Survey link to between 2 and 5 references, [click here to access survey](#) (Appendix 5)
- ☐ Summer Program Budget (Appendix 6)
- ☐ Organization annual budget (any format) (Appendix 6)
- ☐ Attachments (Program and Financial)

Note: Proposal checklist is attached for organizations to follow and help ensure proper format and order (see Appendix 1). Checklist should not be attached to submitted RFP.

Proposal Submission (pg. 8)

Proposals and attachments must be compressed and submitted via email to grants@uwnca.org. Applications MUST be in by 5p.m. on Monday, November 19, 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 Monday, November 19, 2018.

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

Review Process (pg. 8)

- Each proposal will be reviewed by a panel of reviewers. The role of a panelist is to review and score an application's content according to the established review criteria using the attached rubric. The panelist will provide a consensus score that is used by the District to make final award determination.
- The District may provide additional preferences and priorities in order to make final award decisions.
- All reviewers are trained in the use of the rubric for consistency.
- All reviewers are screened for conflicts of interest.
- All funding decisions are final and are not subject to review, appeal or protest.

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Notification of Awards (pg. 8)

- All applicants will be notified via email about the status of award by late February 2019.
- Applicants will receive reviewer scores sheets in March 2019.

Proposal Tips

- 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.)
- Budget narrative should be detailed (show all math) and based on *each* line item in budget
- Avoid general language, be detailed and specific especially regarding:
 - Connection to the community and community support for the program
 - Program activities and schedule
 - How you have incorporated youth voice in program design and evaluation
 - How you are tapping other revenue streams for your program

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Successful Grant Applicant Requirements (pgs. 8-9)

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

Important Dates

- Friday, October 5, 2018: RFP released on United Way NCA's website
 - Thursday, November 1, 2018: GIS Session for Small Nonprofits
 - **Monday, November 5, 2018: GIS Session for Coordinating Entity**
 - Friday, October 24, 2018: Questions submitted to grants@uwnca.org
 - Wednesday, October 31, 2018: Frequently Asked Questions available on United Way NCA website
 - Monday, November 19, 2018: Completed proposals due electronically to United Way NCA by 5:00 p.m. Please email completed proposals to grants@uwnca.org.
- Applicant must receive an email confirmation of submission.**
- Late February 2019: Awards announced via email

United Way NCA Point of Contact

United Way NCA Grants Team

Office: (202) 488-2008

grants@uwnca.org

For updates grant competition updates go to

www.uwnca.org