FY20 Summer Strong DC Small Nonprofit Request for Applications: Grant Information Session

Available October 08, 2019
Partnership Roles

The funding for the FY20 Summer Strong DC Small Nonprofit Request for Applications 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 grantmaking partner that will award and administer these funds on behalf of the DME’s OST Office.
For more than 40 years United Way of the National Capital Area (United Way NCA) has worked diligently to change the lives of people and families in our local area. 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.
The 2020 Summer Strong DC Small Nonprofit Request for Applications (RFA) invites high-performing, fiscally responsible, non-profits that focus on youth development and serve school-aged children and youth with summer programs to apply. Organizations applying must serve youth through a positive youth development approach.

Summer grants support specific program sites and slots.

Summer programming is defined as a structured, supervised learning or youth development opportunity offered to a distinct group of District children and youth during the summer months for a minimum of 5 hours per day, 5 days a week, for 5 consecutive weeks.
Total Amount of Funding (pgs. 3-4 of RFA)

United Way NCA anticipates awarding a total of up to $225,000 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.
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 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, services and supports that are designed to engage youth to meet their developmental needs and refer to changes in knowledge, attitude or behavior. These outcomes have been framed into two categories:

- **Identity**: a sense of personal well-being and connection and commitment to others.
- **Ability**: knowledge, skills, and attitudes that prepare youth for adulthood.

Outcomes: knowledge, skills, attributes, abilities, and behaviors youth need to be healthy, caring, and responsible as they transition to adulthood.
Target Population (pg. 4 of RFA)

School-aged children and youth between the ages of 5 – 21 years.

Preference will be given to applicants that serve children and youth who are most in need or at-risk and require access to high-quality, low- or no-cost summer opportunities.

Considerations for need include family income, specific populations, neighborhood conditions, transportation issues, ages served, and the number of programs offered in the community.

Organizations must be able to describe the community need that the program addresses in the narrative.
Summer Grant Period, Camp Programming

Period and Dosage (pg. 4-5 of RFA)

• Grant period is April 6, 2020 through August 28, 2020
• Programming must take place between June 15, 2020 and August 28, 2020
• Programs must offer services for a minimum of:
  5 hours per day
  5 days per week for
  5 consecutive weeks
  *CANNOT be 5 one week programs
• 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
Grants are programmatic and site specific. Sites must be clearly described in the application. Programming may occur at any accessible and safe location in the District or outside the District.
If applying to provide services at a DC Public School Site, the applicant must submit an Approval Form (Appendix 15) 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 grades 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@k12.dc.gov for approval.

All letter requests must be submitted to Ms. Franken by 5:00 pm on December 3, 2019. The letter will be signed and returned to the applicant to provide services at the proposed DC Public School Site, pending grant award.
## Comparison of the Summer 2020 Competitions

<table>
<thead>
<tr>
<th>2020 Summer Strong DC RFA</th>
<th>2020 Small Non Profit Summer Strong DC RFA</th>
<th>Summer 2020 Coordinating Entity RFA</th>
<th>Summer Enrichment Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Youth Served</strong></td>
<td>Ages: 5 – 21 years Grades: K – 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Ages: 5 – 21 years Grades: K – 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Ages: 5 – 13 years Grades: K – 8&lt;sup&gt;th&lt;/sup&gt; Teens at DPR evening/weekends</td>
</tr>
<tr>
<td>Minimum number of youth served by the grant</td>
<td>Same 30 youth throughout the grant period</td>
<td>Same 15 youth throughout the grant period</td>
<td>Same 30 youth throughout the grant period</td>
</tr>
<tr>
<td>Geography</td>
<td>District wide</td>
<td>District wide</td>
<td>DCPS Summer School Sites and/or DPR locations to be identified</td>
</tr>
<tr>
<td>Maximum grant award</td>
<td>$120,000</td>
<td>$25,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Organization status</td>
<td>□ 501(c)3 □ Fiscal sponsor permitted</td>
<td>□ 501(c)3 □ No fiscal sponsor permitted</td>
<td>□ 501(c)3 □ Fiscal sponsor permitted</td>
</tr>
<tr>
<td>Programming Experience</td>
<td>Two years of programming</td>
<td>One year of programming</td>
<td>Two years of programming</td>
</tr>
<tr>
<td>Application items recommended/required</td>
<td>□ Logic Model □ References □ Syllabus</td>
<td>□ References □ Syllabus</td>
<td>□ Camp Agenda □ References □ Syllabus</td>
</tr>
<tr>
<td>Financials</td>
<td>□ 990’s □ Financial audits or financial reviews (or commitment)</td>
<td>□ 990’s □ Income statements □ Balance sheets</td>
<td>□ 990’s □ Financial audits or financial reviews (or commitment)</td>
</tr>
<tr>
<td>Organizational budget limit</td>
<td>None</td>
<td>$250,000</td>
<td>None</td>
</tr>
<tr>
<td>Maximum percent of grant funds permitted for indirect expense</td>
<td>10%</td>
<td>20%</td>
<td>7%</td>
</tr>
<tr>
<td>Payment disbursements schedule, pending the availability of funds</td>
<td>□ 80% in May, 2020 □ 20% in September, 2020</td>
<td>□ 80% in May, 2020 □ 20% in September, 2020</td>
<td>□ 80% in May, 2020 □ 20% in September, 2020</td>
</tr>
<tr>
<td>Dosage Minimum</td>
<td>5 hours per day 5 days per week 5 continuous weeks</td>
<td>5 hours per day 5 days per week 5 continuous weeks</td>
<td>8 hours per day 5 days per week 6 continuous weeks</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Can apply for multiple grants, but with exception of Coordinating Entity, may only receive one</td>
<td>1 to 6 pm daily 5 days per week 5 continuous weeks OR Week long camp(s) or Evening/weekends</td>
<td></td>
</tr>
</tbody>
</table>
ELIGIBILITY AND REQUIREMENTS
Organizational Structure and Status Requirements (pgs. 5-6 of RFA)

• Applicants may apply for multiple Summer Strong DC Grant Competitions however, with the exception of 2020 Summer Strong Coordinating Entity competition, applicants will only be eligible to receive one grant award.
• Organizations must be a 501(c)(3)
• Operating for a minimum of two years
• Fiscal sponsors 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 25% of their total annual organizational budget to qualify.
As part of the application, the applicant must include copies of:

- Fiscal Year 17 (FY17) and Fiscal Year 18 (FY18) Income Statement and Balance Sheet
- Pages 1-6 of 2017 and 2018 signed IRS Form 990 or Form 990 EZ
- IRS Determination Letter of 501(c)(3) status, dated April 6, 2019 or earlier (Appendix 9)
- DCRA Certificate of Incorporation or Registration as a Foreign Entity dated no later than April 6, 2019 (Appendix 10)
- DC Office of Tax and Revenue Clean Hands Certificate, dated April 6, 2019 or later (Section A.3.1, Appendix 11)
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing valid through August 28, 2020 (Section A.3.1, Appendix 12)
- DCRA Basic Business License Charitable Solicitation, dated April 6, 2019 or later (Section A.3.1, Appendix 13)
Grant Fund Limitations
(pg. 6-7 of RFA)

Grant funds may only be used to support youth with a primary resident within the District of Columbia.

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.
Grant Fund Limitations (pg. 8 of RFA)

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 of any kind;
- award and scholarships of any kind;
- 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.
Grant Fund Limitations (pg. 8 of RFA)

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.
SCORING RUBRIC
Scoring (pg. 11 of RFA)

40 point scale as follows:

- Program History and Staff Experience (12 points)
- Program Description and Success (16 points)
- Budget (12 points)
About the Scoring Rubric (pg. 31 of RFA)

• 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

<table>
<thead>
<tr>
<th>Section 1: Program History and Staff Experience (12 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unacceptable or Did Not Respond (1 point)</strong></td>
</tr>
<tr>
<td>☐ Does not define history and mission of organization</td>
</tr>
<tr>
<td>☐ Does not describe key people that will deliver the program or who will manage the grant</td>
</tr>
<tr>
<td>☐ Person has experience in managing funds and program successfully</td>
</tr>
<tr>
<td>☐ Does not describe successes and challenges of the program</td>
</tr>
<tr>
<td>☐ Does not describe outcomes</td>
</tr>
</tbody>
</table>

UnitedWayNCA.Org
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.
Program History and Staff Experience - 12 Points (pgs. 9 & 34 of RFA)

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. 9 & 35 of RFA)

• 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
Budget

12 Points (pgs. 10 & 35 of RFA)

• 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
Logic Models (pg. 10 of RFA)

• Not an eligibility requirement, but will be shared with reviewers as a supplemental document for the narrative to help reviewers visualize the program
• Not being scored in the rubric
• Is likely to become a required document in future competitions

Attend the next Fair Chance Training on creating program logic models

• Tuesday, October 29, 2019, from 9:30 am – 12:00 pm, click here to register
• Wednesday, October 30, 2019, from 9:30 am – 12:00 pm, click here to register
Reference Survey (pgs. 6, 9 & 21 of RFA)

• 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 provide 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 program’s 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, 9 & 21 of RFA)

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, 9 & 21 of RFA)

* 4. How do you know this organization? Please select an option below.
  - Program Partner (that provides free and sustained programs for youth)
  - Volunteer or Mentor
  - Principal or School Staff
  - Other (please specify)

* 5. How long have you known this organization? Please select a choice below.
  - Less Than 1 Year
  - 1 - 3 Years
  - 3 - 5 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
Reference Survey Continued

(pg. 6, 8 & 20 of RFA)

* 7. Would you recommend this program to someone you know?
   - Yes
   - No
   - Unable to answer

* 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.
Required Documents (pg. 9 of RFA)

- Cover Page (Appendix 2)
- List of all proposed program(s), location(s), address(s), ward(s), age range(s) to be served, estimated number of youth served per site and programming hours, including days program will be closed, if any: (i.e. Monday – Friday 8am – 6pm from July 6 – August 14 and closed July 3)
- Certifications and Assurances (Appendix 3)
- Narrative (6 pages maximum, including budget narrative)
- Summer Program Syllabus (Appendix 4)
- Logic Model, optional (Appendix 5)
- DCPS Approval Form, if applicable (Appendix 15)
- Reference Form, click here to access the form. (Section A.3.2, Appendix 6)

Note: Application checklist is attached for organizations to follow and help ensure proper format and order (see Appendix 1). Checklist should not be attached to submitted RFA.
Required Documents Continued (pg. 9 of RFA)

- Organizational and Programmatic Budget (Appendix 7)
- IRS Determination Letter of 501(c)(3) status, dated December 10, 2017 or earlier (Appendix 9)
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or Registration as a Foreign Entity dated no later than December 10, 2017 (Appendix 10)
- Income statement (also known as statement of activities) for the past two years (Section A.3.1)
- Balance sheet (also known as statement of financial position) for the past two years (Section A.3.1)
- Two most recent IRS Form 990 or Form 990 EZ, pages 1-6 (Section A.3.1)
- DC Office of Tax and Revenue Clean Hands Certificate, dated December 10, 2018, or later
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing valid through dated August 28, 2020, or later
- DCRA Basic Business License Charitable Solicitation, dated December 10, 2017, or later

Note: Application checklist is attached for organizations to follow and help ensure proper format and order (see Appendix 1). Checklist should not be attached to submitted RFA.
Applications and attachments must be submitted through www.ecimpact.com by Tuesday, December 10, 2019, at 5:00 pm.

As a reminder:
- Applications without a confirmation email will not be reviewed.
- Incomplete applications will NOT be accepted.
- Applications will NOT be accepted by fax.
- Applications will NOT be accepted by in person.
- No extensions will be granted for the submission of missing application components.
- Absolutely no applications will be accepted after 5 p.m. on Monday, December 10, 2019.

*A confirmation email will be sent out upon receipt of successfully submitted applications.*
Review Process (pg. 11 of RFA)

• Each application 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.
Notification of Awards (pg. 11 of RFA)

• All applicants will be notified via email about the status of award by late February 2020.
• Applicants will receive reviewer scores sheets in March 2020.
Application Tips

• Make sure application exactly follows order in RFA
• Do not submit documents/materials that are not requested in the RFA (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
Successful Grant Applicant Requirements  
(pg. 11 of RFA)

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 (pg. 10 of RFA)

• Tuesday, October 8, 2019: RFA released
• Wednesday, October 23, 2019: Grant Information Session
• Tuesday, October 29, 2019: Logic Model Workshop Part I (optional)
• Wednesday October 30, 2019: Logic Model Workshop Part I, repeated (optional)
• Friday, November 1, 2019: Questions submitted to proposals@uwnca.org
• Thursday, November 7, 2019: Logic Model Feedback Session (optional)
• Friday, November 8, 2019: Frequently Asked Questions published
• Tuesday, December 3, 2019: Approval Form for Organizations Applying to Run Programs at A DC Public Schools Site, if applicable
• Tuesday, December 3, 2019: References Due
• Tuesday, December 10, 2019: Completed applications due electronically to United Way NCA by 5:00 p.m. Please complete application in E-ClImpact. Applicant must receive an email confirmation of submission.
• Late February 2020: Awards announced via email
United Way NCA Point of Contact

For grant competition updates please contact

Learn24@dc.gov
OR
United Way NCA Grants Team
Office: (202) 488-2044
proposals@uwnca.org
www.uwnca.org