

Call for Reviewers: Out of School Time Summer Grant Competitions

About the Grant Competitions

United Way of the National Capital Area (United Way NCA), is seeking volunteer grant application reviewers for four separate Request for Applications (RFA) to award close to \$2.825 million. United Way NCA is responsible for leading the review process and seeks a diverse group of reviewers.

RFA Synopsis

- RFA #1: 2020 Summer Strong DC RFA will award grants to high-performing, fiscally responsible, non-profit or Local Educational Agencies (LEAs) that focus on youth development and serve children and youth between the ages of 5-21¹ with high-quality summer programming.
- RFA #2: 2020 Summer Strong DC Small Nonprofit RFA will award grants to high-performing, fiscally responsible, non-profits that focus on youth development and serve children and youth between the ages of 5-21¹ with high-quality summer programming.
- RFA #3: 2020 Summer Strong Coordinating Entity RFA will award grants to high-performing, fiscally responsible, non-profits that focus on youth development and serve children and youth, to serve as coordinating entities that will manage high-quality summer camps and subcontract with grassroots entities to provide educational, social, emotional and physical health opportunities and activities for children and youth ages 5-17 at any predetermined DCHA or DHS properties.
- RFA #4: 2020 Summer Strong Enrichment at DCPS/DPR RFA will award grants to high-performing, fiscally responsible, non-profits that focus on youth development and serve children and youth between the ages of 5-21¹ with a high-quality enrichment experience at a designated District of Columbia Public School (DCPS) or Department of Parks and Recreation (DPR) facility.

These RFAs solicit applications for out-of-school time programs with a positive youth development focus serving at-risk² children and youth. The competitions are open to any 501(c)3 entity that proposes to serve District children and youth.

Position Summary

- RFA #1, #3 and #4: The reviewer's responsibility is to provide an impartial and objective review of applications submitted to United Way NCA for funding consideration. Reviewers are expected to thoroughly read, score and comment on 5-10 application packets, approximately 6 -14 pages per packet, to assess each applicant's responsiveness to the criteria published in the RFAs.
- RFA #2: The reviewer's responsibility is to provide an impartial and objective review of applications submitted to United Way NCA for funding consideration. Reviewers are expected to thoroughly read, score and comment on 7-10 application packets, approximately 6 pages per packet, to assess each applicant's responsiveness to the criteria published in the RFAs and to take part in reconciliation discussions with other reviewers who have read the same applications.

*While not guaranteed, reviewer applicants may request to be involved in a particular review process-either for RFA #1, #2, #3, or #4.

¹As defined by the office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016 § 2-1555.01

²Fair Student Funding and School – Based Budgeting Amendment Act of 2013

Section 4 (a) (2A) "At-risk" means a DCPS student or a public charter school student who is identified as one or more of the following:

- (A) Homeless;
- (B) In the District's foster care system;
- (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or

A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

Time Commitment

Participate in a mandatory two-hour training on one of the following dates:

(PLEASE NOTE: Reviewers from the previous year's competition do not need to attend the in-person reviewer training, but do need to read and score a mock application)

- **Thursday, December 5, 2019 at United Way NCA from 6-8 p.m.; OR**
- **Monday, December 9, 2019- Webinar from 6-8 p.m.**
- United Way NCA offices are located at 1101 15th Street NW, Suite 1000, Washington, DC 20005.
- Read and score a mock application

For RFA #1, #3 and #4

- Be available from **December 13, 2019 – January 17, 2020** to read and review 5 - 10 applications, approximately 90 minutes per application.
- Electronically submit completed scores and commentary by **January 17, 2020**.

For RFA #2

- Be available from **December 13, 2019 – January 10, 2020** to read and review 7 - 10 applications, approximately 50 minutes per application.
- Attend reconciliation discussion on **January 15, 2020, at United Way NCA from 6-8 p.m.**
- Electronically submit completed scores and commentary by **January 10, 2020**.

Skills, Knowledge, Education, Experience and other requirements

Reviewers must have the following:

- At least three years of relevant experience in or knowledge of positive youth development and informal learning settings for children and youth
- Experience evaluating applications
- Knowledge of the District of Columbia neighborhood and wards
- Be able to identify specific and explicit application details that align to a scoring rubric
- Provide specific and constructive feedback on each application
- Ability to look beyond one's own lens of programmatic quality and structure to assess programs as objectively as possible
- Ability to meet deadlines, communicate and follow-through on assignments
- Sign and disclose any conflicts of interest or known bias to any potential applicant
- Commitment to maintain confidentiality about the process and applications
- Knowledge and use of Microsoft Excel and email

The application will be completed via Survey Monkey. Please have a copy of your resume or bio available to upload as part of your survey responses. **Please access the reviewer application [here](#) and complete by Wednesday, December 4, 2019.**

¹As defined by the office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016 § 2-1555.01

²Fair Student Funding and School – Based Budgeting Amendment Act of 2013

Section 4 (a) (2A) "At-risk" means a DCPS student or a public charter school student who is identified as one or more of the following:

- (A) Homeless;
- (B) In the District's foster care system;
- (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or

A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.