



## 2019 Small Nonprofit Summer Strong DC Request for Proposals

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RFP Release Date: October 5, 2018  
Applications Due Date: November 19, 2018 by 5:00 pm

There are no mandatory meetings for this grant competition. All information is available on the United Way of the National Capital Area's (United Way NCA) [website](#) and Learn24 [website](#). The Office of Out of School Time Grants and Youth Outcomes (OST Office) located at the Office of the Deputy Mayor for Education (DME) and United Way of the National Capital Area want to support successful applicants and encourage all applicants to participate in the various opportunities for support.

To submit a proposal, email the complete proposal and attachments to United Way NCA, [grants@uwnca.org](mailto:grants@uwnca.org). Successfully submitted proposals will receive a confirmation email upon receipt of submission. If a confirmation email is not received, contact [grants@uwnca.org](mailto:grants@uwnca.org) **within 24 hours** from the time of submission. Applications that do not receive a confirmation email will not be reviewed.

Only one proposal per organization will be accepted in response to this Request for Proposals.

Late, incomplete, paper, or in-person applications will not be considered.

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# SECTION A: STATEMENT OF WORK

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## A.1 Introduction

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 community based organizations that can provide children and youth with high-quality summer programming.

The funds available through this Request for Proposals (RFP) will be made available through the OST Office, located in the DME. United Way NCA is the grantmaking partner that will award and administer these funds on behalf of the DME's OST Office.

United Way NCA works to help all members of the community have a better life. United Way NCA focuses on the building blocks of a good life — a quality education, financial stability for individuals and families, and good health. United Way NCA convenes people and organizations to create solutions to the region's most pressing challenges. United Way NCA collaborates with effective partners, serves as the catalyst for community change, and brings together the voices, expertise and resources needed to define, articulate and create community impact in the national capital area.

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

## A.2 Scope

2019 Small Nonprofit<sup>1</sup> Summer Strong DC RFP invites District of Columbia based, high-performing, fiscally responsible, nonprofit, youth development organizations serving children and youth between the ages of 5 – 21 years with summer programming to address key youth developmental outcomes to apply. Organizations applying must serve youth with a general philosophy of positive youth development. Organizations applying must primarily serve District children and youth and demonstrate positive youth development in the program design.

For the purposes of this RFP, 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.

### A.2.1 Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. United Way NCA anticipates awarding up to \$400,000 in total awards.

Applicants may request up to \$25,000. The District maintains the right to adjust the number of grant awards and award amounts.

### A.2.2 Youth Development Outcomes

Youth development is a process that prepares children and youth to meet the challenges of childhood, adolescence and adulthood and achieve his or her full potential by offering activities and experiences that develop social, emotional, physical, cognitive and spiritual competencies. For this RFP, the term youth will be used to describe both children and youth.

Positive Youth Development (PYD) or advancing youth development (AYD) is a method that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive;

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<sup>1</sup> Small nonprofit is defined as an organization with an operating budget of \$250,000 or less.

recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and offering supports to build on youth's strengths and assets.

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

### A.2.3 Target Population

Grants will be awarded to organizations serving youth between the ages of 5 – 21 years. Preference will be given to applicants that serve youth who are most in need or at-risk<sup>2</sup> and require access to high-quality, low- or no-cost summer opportunities. Considerations for need include family income, specific populations, neighborhood conditions, ages served and number of programs offered in the community. Organizations must be able to describe the specific community need that the program addresses in the narrative. For additional information about identified needs refer to the D.C. Policy Center [Needs Assessment of Out-of-School Time Programs](#).

Programs must be available to any youth across the District that meets the programs' target population.

Organizations must serve a minimum of 15 unduplicated District youth by the end of the grant period for the entire program.

### A.2.4 Summer Grant Period

The grant period will run from April 1, 2019 through August 30, 2019.

### A.2.5 Program Period

Summer programming must take place sometime between June 3, 2019 and August 30, 2019.

### A.2.6 Program Dosage

Programs must offer services for a **minimum of 5 hours per day, 5 days per week for 5 consecutive weeks** to the same group of youth. The District reserves the right to provide additional points for proposals that exceed the minimum dosage expectations.

Programming may occur at any time during the program period to meet the minimum dosage.

### A.2.7 Program Locations

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.

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
- 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

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<sup>2</sup> Fair 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
- (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

Elementary, and Smothers Elementary. Providers will need to serve DCPS summer school students exclusively and may not charge registration fees to participants.

If applying to provide services at a 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](mailto: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.

## A.3 Eligibility

Organizations may submit proposals for either 2019 Summer Strong DC RFP or 2019 Small Nonprofit Summer Strong DC RFP, but not both.

### A.3.1 Organizational Structure and Requirements

Organizations must be a 501(c)(3) nonprofit organization operating for a minimum of two years at the time of submission. Applicants must submit 501(c)(3) designation letters from the Internal Revenue Service (IRS). Fiscal sponsors are not eligible to apply.

Organizations must have been incorporated and registered to operate in the District of Columbia. Organizations must submit a DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation.

All applicants must be in good standing with the IRS as evidenced by Form 990 filings, the District of Columbia as evidenced by Clean Hands Certificate, and United Way NCA as evidence by meeting current and past grant expectations.

### A.3.2 Programmatic Experience

Organizations' primary vision and program focus must be on serving District youth with intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community. Organization must have offered the program for at least one year. Organizations must clearly describes how the program measures and defines outputs and outcomes to support youth achieving developmental outcomes. This may be communicated via a logic model.

A best practice in offering high-quality summer programming is strong partnerships. Therefore, applicants must have between 2 and 5 programmatic partners complete a short reference form directly to United Way NCA. Each reference will respond to 9 questions about the partnership. 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.

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. Eligible references include program partners, volunteers and mentors, principals or school staff, family members of youth, youth, ANC Commissioners or others who can attest to the programs quality, success, and connection to the neighborhood.

### A.3.3 Operations and Finance

In order to qualify for this grant competition the organization must have a budget of \$250,000 or less. The organization's annual overhead expenses, or indirect costs, may not exceed 20% of the total budget.

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

#### **A.3.4 Grant Fund Limitations**

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.

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; vehicles; entertainment or social activities; food or beverages associated with entertainment; 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; youth cash incentives or gift cards (other than for nominal amounts); tuition, awards and scholarships; 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 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.

## **SECTION B: PROPOSAL NARRATIVE**

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### **B.1 Application Format**

#### **B.1.1 Proposal Format**

Proposal narratives should be formatted as follows:

- 1 inch margins
- 11-point Times New Roman font
- Single-spaced with appropriate paragraph spacing
- Page numbers
- 6 pages or less

#### **B.1.2 Proposal Submission**

Proposal attachments must include all of the listed documents below. Do not attach any additional documents not requested; they will not be reviewed. Charts and graphs are permitted, but will count toward the total page limit:

- Cover Page (Appendix 2)
- Certification (Appendix 3)
- Narrative (6 page maximum)
- Sample Summer Syllabus (Appendix 4)
- Survey for references, [click here to access survey](#). (Section A.3.2, Appendix 5)

- Organizational and Program Budget (Appendix 6)
- IRS Determination Letter of 501(c)(3) status (Section A.3.1, Appendix 7)
- DCRA Certificate of Incorporation (Section A.3.1, Appendix 8)
- Income statement (also known as statement of activities) for the past two years (Section A.3.1, Appendix 9)
- Balance sheet (also known as statement of financial position) for the past two years (Section A.3.1)
- IRS Form 990 or Form 990 EZ for the past two calendar years, pages 1-6 (Section A.3.1)
- DC Office of Tax and Revenue Clean Hands Certificate (Section A.3.1, Appendix 10)
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing (Section A.3.1, Appendix 11)
- DCRA Basic Business License Charitable Solicitation (Section A.3.1, Appendix 12)

## B.2 Narrative (6 pages maximum)

### B.2.1 Program History and Staff Experience (12 points)

- Describe the program's history and mission, including why the organization chose this neighborhood, and how the organization is supported by the community.
- Name key personnel and describe their ability to deliver the program as proposed, manage the grant funds, and submit grant reports. Describe their experience working with DC children and youth, and their ability to manage the grant. Explain how personnel relate to, have similar experiences with or are best suited to serve the target population, including their connection with the neighborhood they serve.
- Describe the successes and challenges of the program. Describe the impact the program has had on children and youth in the neighborhood with supporting stories, data or numbers.

### B.2.2 Program Description and Success (16 points)

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

### B.2.3 Budget (12 points)

- 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.

## SECTION C: PROPOSAL PROCESS AND SCORING

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### C.1 Important Dates

- Friday, October 5, 2018: RFP released
- Wednesday, October 24, 2018: Questions submitted to [grants@uwnca.org](mailto:grants@uwnca.org)
- Wednesday, October 31, 2018: Frequently Asked Questions published
- Thursday, November 1, 2018: Grant Information Session
- 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](mailto:grants@uwnca.org)
- November 2018: Review Panels
- February 2019: Awards announced via email



### **C.1.1 Technical Assistance Sessions (TA)**

- Grant Information Sessions: United Way NCA will host an information session to provide an overview and answer questions related to the RFP. Applicants are strongly encouraged to participate.
  - Thursday, November 1, 2018: Southeast Neighborhood Library, 403 7th St SE, Washington, DC 20003 from 11:30 am – 1:30 pm

### **C.1.2 Questions**

Questions regarding the RFP must be submitted by October 24, 2018 at 5:00 pm to be included in the published Frequently Asked Questions which will be posted on the United Way NCA [website](http://www.uwnca.org) by October 31, 2018 at 5:00 pm. Questions may be sent to [grants@uwnca.org](mailto:grants@uwnca.org) at any time related to this RFP.

### **C.1.3 Proposal Submission and Deadline**

All proposals and attachments must be submitted to [grants@uwnca.org](mailto:grants@uwnca.org) by Monday, November 19, 2018 at 5:00 pm. 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.

## **C.2 Review Process**

### **C.2.1 Scoring**

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. (Appendix 5)

The District may provide additional preferences and priorities in order to make final award decisions.

### **C.2.2 Reviewers**

United Way NCA will recruit and accept reviewers who have a background and knowledge of youth development and summer programming. All reviewers are screened for conflicts of interest. Each reviewer will receive training on how to score using the rubric. The role of the reviewer is to serve as review panelist for the grants process.

### **C.2.3 Notification Process**

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

### **C.2.4 Awards**

All funding decisions are final and are not subject to review, appeal or protest.

## **SECTION D: SUCCESSFUL GRANT APPLICANTS**

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### **D.1 Requirements If Awarded**

#### **D.1.1 Grant Agreements**

Grantees will complete grant agreements with United Way NCA and submit all required documents by April 2019.

#### **D.1.2 Grantee Meetings and Activities**

The grantee must complete the activities as described in the proposal for which the grantee was funded. Any deviations should be raised with United Way NCA for review and approval. Grantees are required to attend one mandatory meeting. This meeting will be held in March 2019; United Way NCA will provide a minimum of two weeks' notice regarding the date, time and location of the meeting. This meeting will provide important information about



compliance, reporting and accountability. In addition, the meeting will provide technical training, assistance and the opportunity to learn from peers and colleagues.

### **D.1.3 Training and Certification**

Grantees must have at least one mandated reporter. The certificate of completion of the mandated reporter training must be provided during monitoring visits. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. In addition, grantees must provide the policy on how staff and volunteers are trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter.

Grantee must provide the organization's 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., that is enforced on its property, sponsored functions, in transportation and electronic communications to youth. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR complaint procedure, and related matters. Grantee may contact the Office of Human Rights for template language and assistance drafting a Bullying Prevention Policy.

At least one person per site must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certificate of completion will be verified during site visits. All staff must be aware of the location of the trained CPR personnel on site.

### **D.1.4 Operations**

Grantees will be required to add the 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.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after submission of the final payment. At any time before final payment and five (5) years thereafter, the grantmaking partner and/or DME may request the organization's invoices, vouchers, receipts, statements and/or audits. Any payment may be reduced by amounts found to be unallowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization and an overpayment is identified, the organization shall return funds within 30 days of receipt of written notification.

Organizations shall establish and maintain books, records and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which sufficiently and properly reflect all revenues and expenditures of grant funds awarded.

### **D.1.5 Data**

Grantees are required to participate in research and evaluation activities commissioned by the District and United Way NCA. These activities include, but are not limited to, youth/family consent forms, collection and submission of youth/family information, required training, survey distribution and collection activities. The survey grantees will administer is an online assessment, SAYO-Y, to participants in 4<sup>th</sup> grade and above.

## **D.2 Monitoring and Compliance**

Specific monitoring and progress report schedules will be established and included in the grant agreement. United Way NCA staff will make one scheduled and one unscheduled monitoring visit. During such visit, the organization is required to provide access to facilities, records, participants and staff, as deemed necessary by United Way NCA.

Monitoring may involve interviews and random reviews of reports, documents, clearances, background checks, policies, procedures, and data to determine the organization's level of compliance with grant requirements and to

identify specifically whether the organization's operational, financial and management systems and practices are adequate to account for grant funds.

United Way NCA may make unscheduled site visits during the program period.

#### **D.2.1 Staff and Volunteer Clearance Requirements**

Grantees will be required to have the following background checks on all of the organization's staff and volunteers who have regular (at least once weekly) and direct access to youth:

- FBI background check
- Results from National Sex Offender Registry
- DC Criminal Background Check
- DC Child Protection Register (CPR Check)

All clearances must be valid for the duration of the grant period (through August 30, 2019) and align with the program site requirements (DCPS, DCPCS, etc.). Current DCPS or DCPCS teachers may provide a letter verifying status of employment which should be kept on file to be viewed at monitoring visits. Employees, volunteers or contractors who are newly hired or under contract by the organization and have direct and unsupervised contact with youth, must have background checks and clearances submitted to the appropriate agencies within the first week of employment and the organization must maintain proof of submission within the personnel file. One-day visitors and guests shall at all times be under the direct supervision of a staff member with appropriate clearances.

In the event that any staff, volunteer or contractor has a background check returned with an issue or indication of past criminal history, said result must be communicated to the Grantor within two (2) business days. Said staff, volunteer, or contractor involved may not have direct or unsupervised interactions with youth until the issue is resolved and communicated to the Grantee.

Background checks will be selected at random to be reviewed during monitoring visits.

#### **D.2.2 Attendance**

Grantees will be required to provide access to daily attendance/sign-in sheets as requested. Grantees will be required to submit daily attendance via a template provided by the OST Office or directly into the Learn24 database. Attendance must be entered at least weekly into the Learn24 database.

#### **D.2.3 Adult to Youth Ratio**

Programs must maintain an adult to participant ratio of at least 1:15 for children and/or youth ages 5 – 17.

#### **D.2.4 Safety**

If awarded, United Way NCA may request access to the following. For a full list see Appendix 12:

- Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc. and includes a communication plan for key stakeholders
- CPR/First Aid, one certified person at each program site (does not need to be organizational staff)
- Procedural Plan in the case of Health Emergency
- Mandated Reporter Policy
- Sign-in or attendance procedures and sheets and exit and pick up procedures
- Signed consent forms with Family Educational Rights and Privacy Act (FERPA) language
- Background Checks and Clearances for staff, volunteers or contractors
- Insurance Certificates

#### **D.2.5 Program Reporting**

At the program start, grantees must enter the following information into the Learn24 database:

- Confirmed list of all program site(s)
- Hours of programming
- General program schedule

No later than the second week of programming, grantee must provide the following information:

- Number of youth enrolled in program
- Number of youth attending program

Following the completion of all programming, but no later than September 27, 2019, grantee must provide the following information:

- Number of youth enrolled in program
- Number of youth who attended program
- Student ID/Unique Identifier
- Enrollee information
  - Full name
  - Date of birth
  - Home address
  - School name and grade
- Written report, including relevant data, on achievement and progress toward the organizations outcomes or stated goals as referenced in the logic model.

#### **D.2.6 Financial Reporting**

Grantees are required to submit an expenditure certification report along with a detailed General Ledger by September 27, 2019. The expenditure report must include the following information:

- Balance Sheet or Statement of Financial Position
- Current Period Expenditures
- Explanation of how the grant was used

Grantees shall maintain records that contain information identifying any grant awards received, any authorizations, any obligations, any unobligated balances, all assets, all outlays and all income. The records shall compare actual expenditures to the budget as well as cumulative grant award installments/payments.

Grantee must also certify that the expenditure report represents an accurate accounting of the expenses paid in conjunction with this grant, administered by United Way NCA on the behalf of the District.

By certifying the expenditure report, grantee acknowledges and consents that the District and United Way NCA reserve the right to audit all records and/or request written substantiation for all expenditures made that are charged to the grant.

Each expenditure report must be signed and certified by the Grantee's Executive Director/Chief Executive Officer, the Chief Financial Officer (or closest applicable title), and by a Board Member of the organization.

Grantee will provide the grantmaking partner the following records for funded expenditures through the Expenditure Reports and Program Reports, and during monitoring and site visits by staff, as applicable:

- Documentation of staff time;
- Documentation of all equipment, materials, supplies and travel expenses;
- Inventory records and supporting documentation for allowable equipment purchased to carry out the program;
- Rationale supporting allocation of space charges;
- Any other records that support charges to the budget, and;
- A listing of all expenditures incurred during the current period.

Upon request, accounting records shall be supported by source documentation, including but not limited to, canceled checks, invoices, vouchers, paid bills, financial statements, approved time and attendance reports, bank statements and payroll records. All of which shall be clearly identified, legible and readily accessible to the grantmaking partner.

#### **D.2.7 Disbursements of Funds**

United Way NCA will advance grant funds, pending the availability of funds. The initial disbursement (Payment 1) will occur after the grant agreement is fully executed and all required documents have been received. Final payment will be based on meeting reporting deadlines. Payment schedules will be fully determined in the grant agreements but may be made in the following way:

- 80% of total grant award – Payment 1 (~May 2019)
- 20% of total grant award – Payment 2 (~October 2019, after receipt and acceptance of all reports)

# SECTION E: APPENDICES

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## Appendix 1: Proposal Checklist

Applicants may use this checklist to ensure the inclusion of all required items and applications are organized in following order. The checklist is for each applicant's internal use only and should not be submitted.

- ☐ 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

- ☐ Certifications and Assurances (Appendix 3)
- ☐ Summer Syllabus Sample (Appendix 4)
- ☐ Internal Revenue Service Determination Letter of 501(c)(3) status, dated April 1, 2017 or earlier (Appendix 7)
- ☐ District of Columbia, DCRA Certificate of Incorporation or District of Columbia Registration as Foreign Entity dated no later than April 1, 2017 (Appendix 8)
- ☐ Clean Hands Certificate with the DC Office of Tax and Revenue dated April 1, 2017 or later (Appendix 9)
- ☐ Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs dated April 1, 2017 or later (Appendix 10)
- ☐ District of Columbia Basic Business License Charitable Solicitation dated April 1, 2017 or later (Appendix 11)
- ☐ 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)
- ☐ Pages 1-6 of signed IRS Form-990 for FY16, and FY17 (Section A.2.3)

## Appendix 2: Cover Sheet

### Applicant Information

Organization Name			
Mailing Address			
Ward in which Headquarter is located			
Program locations and Ward			
Organization Annual Budget			
Program Budget		Grant Amount Requested	

### Contact Information

Name and title			
Email		Phone	

### Program Information

Describe the mission and vision in 50 words or less:			
Target Age(s)		Target or Special Population	
Expected number of youth impacted by program:		Proposed programming period:	
Describe the typical schedule for a daily session:			
At the end of the program, what will the children or youth have learned?			

### Staff Information

Number of full-time employees:	Number of part-time employees:
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.

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### 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.

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### 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.

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### 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.

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### 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 FBI Background Check, DC Criminal Background Check, DC Child Protection Record Check, and results from the National Sex Offender Registry on file. We grant United Way NCA and/or the District access to these records at their request or during monitoring visits.

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### 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: Summer Syllabus Sample

### Weekly Agenda

	Monday	Tuesday	Wednesday	Thursday	Friday				
8:00 – 8:30	BREAKFAST								
8:30 – 9:00	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				
9:00 – 10:00						Literacy Time- delivered by our team			
10:00 – 10:15						Mindfulness and/or Meditation Activity			
10:15 – 11:15						Sports Math Curriculum: Learning math through sports and analytics			
11:15 – 12:15						Computer Programming or Building Robots	Web Design or Computer Literacy Classes	Computer Programming or Building Robots	Web Design or Computer Literacy Classes
12:15 – 1:00	LUNCH and RECESS								
1:00 - 2:00	Dance or Dodgeball	Visual Arts – TBD	Dance or Dodgeball	Visual Arts - TBD					
2:00 - 3:00	Life Skills: Introduction to College, Apprenticeships, Military/Service, or Careers; Career Assessment; research and presenting options								
3:00 - 3:30	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.

## Appendix 5: Questions for References

### 2019 Small Nonprofit Summer Strong DC Reference Survey

\* 1. Please provide the information below:

Your Name	<input type="text"/>
Your Company, if applicable	<input type="text"/>
Contact Email	<input type="text"/>
Contact Number	<input type="text"/>

\* 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

\* 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  
☐ 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
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 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?

## Appendix 6: Organizational and Programmatic Budget Form

### Organization Operating Budget FY19 (July 1, 2018 – June 30, 2019)

<b>Revenue-</b> List all sources of revenue for the program and organization in the budget such as foundations, government grants, fundraising, etc. Matching funds are not required.			
Description	Projected Income		
Corporate Donations (Walmart, KPMG)	50,000		
Individual Contributions (United Way, CFC)	10,000		
Interest	136		
Cafritz Foundation Grant	15,000		
Meyer Foundation Grant	10,000		
United Way NCA – SY 2018/19 Grant	75,000		
Other Grants (description provided in narrative)	100,000		
Program Fees	5,000		
Events	20,000		
<b>Total Revenue</b>	<b>\$285,136</b>		
<b>Expenses-</b> Describe each expense such as salary and wages, fringe benefits, consultant/professional fees, travel and transportation, equipment, technology, supplies, telecommunication, and other direct costs. Program expenses should be separated from overall operating expenses.			
Description	Projected Expenses	SY18-19 Grant Expense	
<b>Management and General</b>			
Salaries (Executive Director)	60,000		
Benefits	14,400		
Administrative Supplies	2,000		
Building Expenses Rent	12,000		
Insurance	1,200		
Utilities	2,400		
Equipment	3,000		
Legal Fees	2,000		
Professional Fees	7,000		
Phone and IT Services	1,200		
Subtotal Expenses	105,200		
<b>Program</b>			
Salaries (Program Director) and other staff	150,000	58,200	
Benefits	12,000	2,000	
Clearances (Staff and Volunteers)	300	300	
Program Supplies	12,000	10,000	
Program Equipment	3,000	2,500	
Field Trip	1,500	1,000	
Food and Meals	1,000	1,000	
Subtotal Expenses	68,300	75,000	
<b>Total Expenses</b>	<b>\$241,800</b>	<b>75,000</b>	

The remaining items on the schedule are contracted services and details are unavailable at this time. We are happy to share if awarded.

## Appendix 7: Glossary


- **Activities:** (program activities) are the actions or events provided to generate desired outcomes.
  - **Inputs:** resources that go into a program including human, financial, organizational, and community resources available for carrying out a program's activities.
  - **Dosage:** amount of time or number of activities.
  - **Evidence Based Practices:** a process in which research is used to guide and inform the delivery of services.
  - **Goals:** What youth will achieve at the end of programming.
  - **Opportunities:** availability, situation, chance, or event for organization, staff, volunteers, or youth to participate in that may normally not be an option and is accompanied by appropriate supports and services.
  - **Outcomes:** measurable, meaningful, and expected **changes** in the population served that result from a program's activities.
  - **Outputs:** direct products of a program's activities and may include types, levels and targets of services to be delivered by the program. Examples include number enrolled, number retained, number and/or duration of workshops, homework sessions, college visits, special events and guest speakers.
  - **Services:** provision of resources, knowledge or goods.
  - **Supports:** interpersonal relationships addressed by expectations, guidance, and boundaries.
  - **Targets:** Defined, specific and measurable goal, such as number of youth proposed to serve.
  - **Youth Development:** a process that prepares children and youth to meet the challenges of childhood, adolescence and adulthood and achieve his or her full potential by offering activities and experiences that help youth develop social, emotional, physical, cognitive and spiritual competencies.
  - **Youth Development Program:** a service that engages youth in a variety of social, emotional, educational, and recreational activities to promote improvements to their intellectual, behavioral, and physical well-being, consistent with a positive youth development approach.
  - **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.
- In the District of Columbia, the youth development outcomes have traditionally 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.

- **Youth Participation:** youth having the power to make and implement decisions, together with a share of the responsibility for the outcomes.
- **Youth Worker or Youth Development Practitioner:** an individual who works with youth to promote developmental outcomes. Youth Workers range from entry-level, direct-service staff to supervisors and program managers, and can have a focus or specialty in areas such as sports, recreation, youth development, informal education, child/after-school care, health counseling, the arts, environmental education, vocational skills training, group work, social work, probation and casework/assessment. They can work with youth in structured, semi-structured, or unstructured settings.



## Appendix 8: IRS Determination Letter 501(c)3 Status: Tax Exempt Form

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

In reply refer to:   
Dec. 23, 2011 LTR 4168C ES  
 000080 00  
00017549  
B00C: TE

  
  
WASHINGTON DC 20003-2802

018320

Employer Identification Number:   
Person to Contact:   
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 14, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1977.

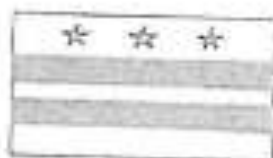
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/ao](http://www.irs.gov/ao) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

## Appendix 9: DCRA Certificate of Incorporation

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
CORPORATIONS DIVISION



### CERTIFICATE

THIS IS TO CERTIFY that there were received and accepted for record in the Department of Consumer and Regulatory Affairs, Corporations Division, on 10/07/1974 Articles of Incorporation of:

~~XXXXXXXXXXXXXXXXXXXX~~

The above named corporation is duly incorporated and existing pursuant to and by virtue of the Nonprofit Corporation Act of the District of Columbia and authorized to conduct its affairs in the District of Columbia as of the date mentioned above.

WE FURTHER CERTIFY that the above entitled corporation is at the time of issuance of this certificate in Good Standing, according to the records of the Corporations Division, having filed all reports as required by the District of Columbia Nonprofit Corporation Act.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 08/24/2011



Vincent C. Gray  
Mayor

Tracking #: Q908CINA1

Business and Professional Licensing Administration

PATRICIA E. GRAYS  
Superintendent of Corporations  
Corporations Division

## Appendix 10: OTR: Certificate of Clean Hands

The application can be found at: <https://otr.cfo.dc.gov/page/online-clean-hands-application>

 Government of the District of Columbia

### CERTIFICATE OF CLEAN HANDS

**SADIA BRIDGE CONSTRUCTION INC.**

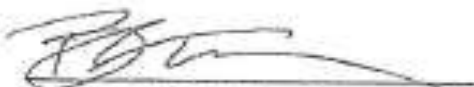
**1400 MARYLAND AVENUE**

**WASHINGTON, DC 20002-5330**

**EIN : \*\*\*\*\***

As reported in the Citywide Clean Hands system, the above referenced individual or entity has no outstanding liability with the District of Columbia. As of the date herein, you have complied with the following official DC code and therefore are issued this Certificate of Clean Hands.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS AND FEES  
CHAPTER 28. GENERAL LICENSE LAW  
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT  
D.C. Code § 47-2862 (2006)  
§ 47-2862. Prohibition against issuance of license or permit.



Authorized By Bobby Tucker  
Chief Collection Division

Date: Tuesday this 22nd day of September 2015 03:24 PM

Tracking#: 379271

This document is a certified, complete and true copy



## Appendix 11: DCRA: Certificate of Good Standing

The application can be found at: <https://dcra.dc.gov/service/domestic-nonprofit-corporation>

Initial File #: 242391

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
CORPORATIONS DIVISION



### CERTIFICATE

THIS IS TO CERTIFY that all applicable provisions of the District of Columbia Business Organizations Code (Title 29) have been complied with and accordingly, this **CERTIFICATE OF GOOD STANDING** is hereby issued to

WE FURTHER CERTIFY that the domestic filing entity is formed under the law of the District on 10/7/1974; that all fees, and penalties owed to the District for entity filings collected through the Mayor have been paid and Payment is reflected in the records of the Mayor; The entity's most recent biennial report required by § 29-102.11 has been delivered for filing to the Mayor; and the entity has not been dissolved. This office does not have any information about the entity's business practices and financial standing and this certificate shall not be construed as the entity's endorsement.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 4/6/2015 11:41 AM



Business and Professional Licensing Administration

PATRICIA E. GRAYS  
Superintendent of Corporations  
Corporations Division

Muriel Bowser  
Mayor

Tracking #: bOxAbujx

## Appendix 12: DCRA: Basic Business License Charitable Solicitation

The application can be found at:

[https://dmped.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/BBL\\_app\\_instructions.pdf](https://dmped.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/BBL_app_instructions.pdf)

☆☆☆

GOVERNMENT  
OF THE  
DISTRICT OF  
COLUMBIA  
Vincent C. Gray,

Department of Consumer and  
Regulatory Affairs  
Business License Division  
1100 4th Street S.W.  
Washington DC 20024

Date Issued: 7/20/2014  
Category: 4002  
License#: [REDACTED]  
License Period: 9/1/2014 - 8/31/2016

**BASIC BUSINESS LICENSE**

Billing Name and Address: [REDACTED]  
Washington, DC 20003

Premise/Application's Name and Address: [REDACTED]  
WASHINGTON, DC 20003

Registered Agent's Name and Address: [REDACTED]  
Washington DC20003

Owner's Name  
Corp. Name [REDACTED]  
Trade Name

Co/O/HOP#: CO116788	SSL: 0904 0959	Zone: CHC/C-2-A	Ward: 6	ANC: 6B	PERM NO.

General Business - Charitable Solicitation

— THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES —

\*License Effective from the later of Issued or Start of License-Period Date

*Rabbiah A. Sabbakhan*  
Director:  
Rabbiah A. Sabbakhan

## Appendix 13: Sample Monitoring Visit Checklist

All grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period. During a prearranged monitoring visit, United Way NCA team member must have access to the following items:

- ☐ Personnel file for all staff (paid and unpaid) to verify clearances and safety requirements
  - ☐ FBI finger print and background check
  - ☐ Results from National Child Sex Offender Registry
  - ☐ DC Criminal Background Check
  - ☐ DC Child Protection Registry (CPR Check)
  - ☐ Clean TB tests – required for DCPS sites only
  - ☐ Certificate of Completion of Mandated Reporter Training
  - ☐ CPR/First Aid Certification
- ☐ Policy and procedure handbooks
  - ☐ Sign-in or attendance procedures
  - ☐ Consent forms with Family Educational Rights and Privacy Act (FERPA) language
  - ☐ Exit and pick-up procedures
  - ☐ Field trip procedures
  - ☐ Code of Conduct
  - ☐ Incident reports
  - ☐ Conflict resolution/behavior management plan or procedure
  - ☐ Bullying Policy
- ☐ Safety
  - ☐ Emergency Plan
  - ☐ All exits and entrances are clear from obstruction
  - ☐ Physical space is adequate for youth programming and meets Americans with Disabilities Act requirements
  - ☐ Emergency contacts for youth and important health information (allergies, medications, etc.) available at the program sites and updated as needed.
  - ☐ Procedure for handling health emergencies
- ☐ Insurance
  - ☐ General Liability Insurance coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Umbrella Liability may be used to supplement coverage. United Way NCA and the Government of the District of Columbia must be additionally insured.
  - ☐ Copy of Certificate of Insurance for Comprehensive Automobile (if appropriate) and Worker's Compensation.
  - ☐ Additional Insurance Required by the Program Location.

## Appendix 14: Scoring Rubric

### 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

## Section 2: Program Description and Success (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<input type="checkbox"/> Does not describe target population <input type="checkbox"/> Does not describe the needs of the target population	<input type="checkbox"/> Describe target population <input type="checkbox"/> Describe the needs of the target population	<input type="checkbox"/> Details target population and provides examples <input type="checkbox"/> Details the needs of the target population and provides examples	<input type="checkbox"/> Describes target population and matches the at-risk definition for OST funding <input type="checkbox"/> Describes the needs of the target population and describes how the program meets the need <input type="checkbox"/> Describes why program is necessary to the community, with information based on location or ward and provides evidence
<input type="checkbox"/> Does not describe the program <input type="checkbox"/> Does not describe the measures of success	<input type="checkbox"/> Describes the program <input type="checkbox"/> Describes the organization's measures of success	<input type="checkbox"/> Describes the program <input type="checkbox"/> Describes targets (number of youth served), goals (what the youth will achieve at the end of programming) and activities (describes what the youth will be doing) <input type="checkbox"/> Describes success for participants	<input type="checkbox"/> Describes a quality program <input type="checkbox"/> Details targets, goals and activities <input type="checkbox"/> Details success for participants <input type="checkbox"/> Describes how quality is measured
<input type="checkbox"/> Does not provide a syllabus <input type="checkbox"/> Does not describe activities, opportunities, services, supports and projects	<input type="checkbox"/> Provides a syllabus <input type="checkbox"/> Describes some activities, opportunities, services, supports or projects that youth will experience	<input type="checkbox"/> Provides a syllabus <input type="checkbox"/> Details activities, opportunities, services, supports or projects that youth will experience <input type="checkbox"/> Describes clear alignment between the syllabus and the youth experiences	<input type="checkbox"/> Provides a detailed syllabus <input type="checkbox"/> Details meaningful activities, opportunities, services, supports or projects that youth will experience <input type="checkbox"/> Describes clear alignment and rationale between the syllabus and experiences <input type="checkbox"/> Describes clear alignment between the syllabus, the youth experiences and shows how these connect to past successes for participants
<input type="checkbox"/> Does not describe youth involvement.	<input type="checkbox"/> Describes youth involvement in the program <input type="checkbox"/> Describes youth leadership roles	<input type="checkbox"/> Details youth involvement in the program <input type="checkbox"/> Details youth leadership roles	<input type="checkbox"/> Describes authentic youth involvement in the program and provides evidence <input type="checkbox"/> Describes authentic youth leadership opportunities and provides evidence

## Section 3: Budget (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<input type="checkbox"/> Does not describe how the organization will track grant expenditures	<input type="checkbox"/> Describes how the organization will track grant expenditures	<input type="checkbox"/> Details how the organization will track grant expenditures	<input type="checkbox"/> Describes how the organization will track grant expenditures <input type="checkbox"/> Describes systems/processes in place to manage and comply with the grant requirements
<input type="checkbox"/> Does not provide a budget <input type="checkbox"/> Does not describe the budget expenses and revenue <input type="checkbox"/> Does not provide a budget narrative	<input type="checkbox"/> Provides a budget <input type="checkbox"/> Describes the budget expenses and revenue <input type="checkbox"/> Provides a budget narrative	<input type="checkbox"/> Provides a detailed budget <input type="checkbox"/> Describes the budget expenses and revenue <input type="checkbox"/> Provides a detailed budget narrative and math is accurate and complete	<input type="checkbox"/> Provides a detailed and clear organizational and program budget <input type="checkbox"/> Clearly describes the budget expenses and revenue with accurate math <input type="checkbox"/> Provides a detailed budget narrative <input type="checkbox"/> Budget narrative includes clarifying information regarding the sources of funding and whether the funding is secured or pending <input type="checkbox"/> Describes how organization will continue to program even if not funded through this opportunity