

# 2021 Summer Strong DC Small Nonprofit Request for Applications: Grant Information Session

Available October 30, 2020

The funding for the FY21 Summer Strong DC Small Nonprofit RFA 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.

# Scope of Grant

---

The 2021 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

---

OST Office anticipates awarding a total of up to \$125,000 and up to \$25,000 per grantee.

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 is seeking to fund youth serving organizations that provide intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community.

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

**Outcomes:** knowledge, skills, attributes, abilities, and behaviors youth need to be healthy, caring, and responsible as they transition to adulthood

Grants will be awarded to organizations serving school age youth.

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.

- Grant period is May 1, 2021 through August 27, 2021
- Programming must take place between June 14, 2021 and August 27, 2021
- 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 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, unless a lower ratio is required

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. Proposed sites must be listed in the Cover Sheet.



# ELIGIBILITY AND REQUIREMENTS



- Organizations can only receive one grant
- 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 should have an overall operating expense of no more than 30% of their total annual organizational budget.

All applicants must be in good standing with the:

- IRS as evidenced by two (2) years of Form 990 filings.

District as evidenced by:

- Office of Tax and Revenue (OTR) Clean Hands Certificate,
- DCRA Certificate of Good Standing
- DCRA Charitable Solicitation Basic Business License

If the applicant is a prior Learn24 grantee, the applicant must be in compliance with all prior grant agreements.

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

---

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

36 point scale as follows:

- Program History and Staff Experience (12 points)
- Program Description and Success (16 points)
- Budget (8 points)

# About the Scoring Rubric

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

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

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



- The budget is a part of the narrative not a separate section
- Explain the 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

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.

Logic Models are required

- Learn24 will host a logic model workshop on **November 16, 2020** from 2:00 - 3:00

Questions

- Submit questions to [RFASummer2021@dc.gov](mailto:RFASummer2021@dc.gov) by **November 13, 2020** to be published by **November 20, 2020**
- Questions may be asked at any time

# Required Documents

---

- IRS Determination Letter of 501(c)(3) non-profit organization dated December 7, 2019 or earlier
  - DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity dated December 7, 2019 or earlier
  - Clean Hands Certificate with the DC Office of Tax and Revenue dated December 7, 2019, or later
  - Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs valid, or renewed to be valid, through dated August 27, 2021, or later
  - DCRA Basic Business License, valid through, or renewed to be valid through, August 27, 2021 or later
- .

- One (1) year of the most recently completed Income Statement and Balance Sheet
- One year of most recent audit, financial review, or CPA engagement letter, if available
- Two (2) years of the most recently completed Form 990, 990EZ, or 990N (pages 1-6)
- Cover sheet and program locations
- Narrative
- Budgets (programmatic and organization)
- Certification and Assurances
- Logic Model or Theory of Change
- Summer Syllabus/Agenda

# Application Submission

---

Applications and attachments must be submitted by 5p.m. on Monday, December 7, 2020. **Applications received after the deadline will not be reviewed.**

- 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 Monday, December 7, 2020 at 5:00 pm EST.

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

- 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.

# Notification of Awards

---

- All applicants will be notified via email about the status of award by March 2021.
- Applicants will receive reviewer scores sheets in March 2021.
- Any application that scores 50% or less than the overall points available will not be eligible for funding.
- All funding decisions are final and are not subject to review, appeal or protest.



- 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

If Awarded, the grantee will be required to:

- Attend grantee meetings and activities
- Participate in research and evaluation activities
- Comply with insurance requirements
- Participate in administrative and programmatic site visits
- Ensure that ALL staff acquire the required clearances
- Utilize the District's database - Learn24
- Provide programmatic updates
- Provide financial documentation

# Important Dates

---

- Friday, October 30, 2020: RFA released
- Monday, November 9, 2020: Grant Information Session
- Monday, November 16, 2020: Logic Model Workshop
- Friday, November 13, 2020: Questions submitted to [RFASummer2021@dc.gov](mailto:RFASummer2021@dc.gov)
- Friday, November 20, 2020: Answers to Questions published
- Monday, December 7, 2020: Completed applications due electronically to Seamless Docs by 5:00 p.m.
- January 2021: If needed, questions to applicants to clarify applications
- March 2021: Awards announced via email



# Point of Contact

---

For grant competition questions please contact  
[Learn24@dc.gov](mailto:Learn24@dc.gov)