2021 Summer Strong DC Grant Competition:
Grant Information Session

Available October 30, 2020

Summer Strong RFA

The funding for the FY21 Summer Strong DC 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 FY21 Summer Strong DC Grant Competition Request for applications (RFA) invites high-performing, fiscally responsible, non-profit, youth development organizations with a history of success with increasing participants academic knowledge, skills, and behaviors and serve school age children and youth with summer programs to apply.

Total Amount of Funding

OST Office anticipates awarding a total of up to $1,115,000 and up to $110,000 per grantee.

OST Office maintains the right to adjust the grant awards.

Youth Development Outcomes

The intent of this grant is to support high-quality summer programs that offer measurable academic increases for at-risk youth. The OST Office is seeking to fund youth-serving organizations that provide intentional opportunities that help youth with learning and help prepare them academically for the upcoming School Year.

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

Outcomes: measurable, meaningful, and expected *changes* in the population served that result from a program's activities.

Target Population

Grants will be awarded to organizations serving school age youth.

Preference will be given to applicants that serve youth who are most in need or at-risk and require access to high-quality, low- or no-cost summer opportunities. Robust summer retention over the program period will be strongly encouraged. If incentives are utilized to retain youth, grant funds may not be applied for these efforts.

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

Camp Programming and Dosage

- Grant period is May1, 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 30 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

Program Location

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

ELIGIBILITY AND REQUIREMENTS

Organizational Requirements

- Organizations can only receive one grant
- Organizations must be a 501(c)(3)
- Operating for a minimum of two years
- Organizations designated 501(c)(3) who partner with another 501(c)(3) as a fiscal sponsor are eligible to apply
- Organizations must have been incorporated and registered to operate in the District of Columbia.
- Organizations should have an overall operating expense of no more than 30% of their total annual organizational budget.

Operations

All applicants and fiscal sponsors 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 Fund Limitations

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

No more than 10% of grant funds may be used for indirect or general operating costs such as audit, organizational rent, management salary, and grant-writing.

Grant Fund Limitation

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

Applicants will be reviewed on a 100 point scale as follows:

- Organization Capacity and Relevant Experience (16 points)
- Need and Justification of Program(s) to be funded by the Learn24 grant (16 points)
- Description of Youth Program(s) to be funded by Learn24 grant (24 Points)
- Program Measures (28 Points)
- Budget (16 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: Organization Capacity & Relevant Experience (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not define history and mission of organization □ Does not describe organization's approach or philosophy towards youth development	□ Describes history and mission of organization, lacks details □ Describes organization's approach or philosophy towards youth development	□ Describes history and mission of organization, in detail □ Describes organization's approach or philosophy towards youth development in detail	□ Details history and mission of organization □ Describes organization's approach or philosophy towards youth development in detail □ 100% of organization mission currently focused on serving children and youth ages 5 - 21
□ Does not describe historical successes and/or youth outcomes achieved	□ Describes some successes or expertise in achieving youth outcomes □ Does not detail history in achieving youth outcomes	□ Describes successes or expertise in achieving youth outcomes □ Details at least two years of history in achieving youth outcomes that are clear, specific and can be attributed to the organization	□ Details successes or expertise in achieving youth outcomes □ Details at least two years of history in achieving youth outcomes that are clear, specific and can be attributed to the organization □ Provides quantitative and qualitative evidence of specific youth outcomes
□ Does not describe leadership	□ Describes leadership	□ Describes leadership □ Describes personnel with the expertise to lead and manage	□ Details leadership □ Details personnel with the expertise to lead and manage □ Describes directors and board members with broad expertise
□ Does not describe key staff that will manage grant funds and reporting	□ Describes key staff that will manage grant funds and reporting	□ Details key staff that will manage grant funds and reporting □ Staff has experience in managing and complying with grant requirements	□ Clearly describes key personnel that will manage grant funds and reporting □ Staff has expertise, experience and success in managing grant funds □ Organization provides quantitative and qualitative evidence

Supportive Evidence

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.

Budget

- Budgets are a required part of the narrative
- Financial attachments can be any length and format
- Provide program and organizational budgets
- Detail how grant award will be used
- Describe other sources of funding and status
- Provide all necessary documentation

Workshops and Questions

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 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, 2018 or earlier

- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity dated December 7, 2018 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

Required Documents – Cont.

- Two (2) years of the most recently completed Income Statement and Balance Sheet
- One year of most recent audit, financial review, or CPA engagement letter
- Two (2) years of the most recently completed Form 990, 990EZ, or 990N
- 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.

Review Process

- OST Office will organize panels of three (3) independent grant reviewers who have a background and knowledge of youth development and out-of-school time.
- Each application will be read by three reviewers.
- In the event that the three reviewer scores have a standard deviation of 10 or more, a fourth review will be completed and the initial score with the greatest difference from the mean will be discarded.
- The three reviewer scores will be used to calculate an average score and to rank applications. These scores and ranks will be used to determine grant awards.
- The grant reviewers will read and score applications utilizing a rubric.
- 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.

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

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:
  - Program activities and schedule
  - How you have used evaluation to improve your program
  - How you have incorporated youth voice in program design and evaluation
  - How you are tapping other revenue streams for your program

Grantee Requirements

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
- Friday, November 6, 2020: Grant Information Session
- Monday, November 16, 2020: Logic Model Workshop
- Friday, November 13, 2020: Questions submitted to RFASummer2021@dc.gov
- Friday, November 20, 2020: Frequently Asked 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 updates please contact
Learn24@dc.gov