

General OST Office Grant Eligibility

In support of the achievement of equitable outcomes for DC's children and youth, the OST Office offers a variety of grant opportunities, which in turn provide diverse out-of-school time (OST) program opportunities.

Below is a list of the general eligibility requirements, to be awarded an OST Office grant (subject to updates):

Organizational Structure and Status Requirements

- Organizations must have a 501(c)(3) nonprofit status as determined by the Internal Revenue Service (IRS) for a minimum of two (2) years at the time of submission as evidenced by:
 - 501(c)(3) designation letters from the Internal Revenue Service (IRS)
- All applicants must be in good standing with the:
 - IRS as evidenced by:
 - The most recent two (2) years of Form 990 filings
 - District of Columbia as evidenced by:
 - Current DCRA Basic Business or Charitable Solicitation License
 - Current DCRA Certificate of Good Standing
 - Current Office of Tax and Revenue (OTR) Clean Hands Certificate
- If the applicant is a prior and/or current OST Office grantee, the applicant must be in good standing with the OST Office through compliance with prior and/or current grant agreements to be eligible to apply.

Programmatic Focus and Experience

Organizations' primary vision and program focus must be on serving District youth (grades K-12) via programs that help youth reach developmental outcomes, whilst having meaningful roles in their community as evidenced by:

- Clearly defined program measures and outcomes to support youth in achieving positive developmental outcomes.

Organizational Finances Requirements

Grant applicants must demonstrate fiscal responsibility as evidenced by:

- Current fiscal year Income Statement (Profit/Loss Statement)
- Two (2) years of the most recently filed Form 990, 990EZ, or 990N (including the signature of an officer) and any schedules filed
- Current board approved organization budget (Local Education Agencies are exempt)
 - Organizational indirect costs should not exceed more than 30% of the total organization budget.
- Audit or [Financial Review](#) – Organizations may not receive more than \$50,000 in any fiscal year from the District without providing either a:
 - Audit - a clean audit conducted within the last two years by an independent CPA if organization revenue is over \$250,000; or
 - [Financial Review](#) - a financial review conducted within the last two years by an independent CPA if organization revenue is less than \$250,000.

Note: Depending on the competition, if an audit or financial review is unavailable, the organization may be able to show evidence that a CPA is under contract. In this case, a letter of engagement signed by a CPA must be submitted to indicate the intent to perform the audit or financial review by date established within the RFA.