



NEW YORK LIFE
FOUNDATION

Request for Proposals

Aim High: Supporting Out-of-School Time Programs Serving Disadvantaged Middle School Youth

RFP Due:

Friday, January 26th, 2018 at 5:00 PM ET

Submission Information:

You may submit your application to the New York Life Foundation's Aim High RFP through the following link. We encourage you to have your answers and all attachments prepared before beginning the application.

Link to Grant Application: <https://afterschoolalliance.smapply.io>

Please direct additional inquiries to Dan Gilbert at the Afterschool Alliance:

dgilbert@afterschoolalliance.org.

Table of Contents

Request for Proposal Overview

Section I. Project Summary & Eligibility Requirements

- A. Purpose and overview
- B. Organizations providing out-of-school time programming
- C. Awards and selection process
- D. Use of funds
- E. Reporting requirements
- F. Eligibility and Priorities

Section II. Application: 2-Year Grants

- A. Organizational information and eligibility checklist
- B. Program approach
- C. Community and student need
- D. Project description and expected outcomes
- E. Program evaluation, quality assurance, and data collection
- F. Budget and narrative
- G. Program administration, capacity, and sustainability
- H. Verification
- I. Additional information
- J. Scoring rubric: 2-Year Grants

Section III. Application: 1-Year Grants

- A. Organizational information and eligibility checklist
- B. Program approach
- C. Community and student need
- D. Project description and expected outcomes
- E. Program evaluation, quality assurance, and data collection
- F. Budget and narrative
- G. Program administration, capacity, and sustainability
- H. Verification
- I. Additional information
- J. Scoring rubric: 1-Year Grants

Appendix A. List of Attachments

Appendix B. Goals and Outcomes Template Chart

Appendix C. Budget Format Template Charts

Appendix D. Frequently Asked Questions

Appendix E. Definitions

Appendix F. Target States

Request for Proposals Overview

On behalf of the New York Life Foundation, the Afterschool Alliance invites out-of-school time programs to apply for a new competitive grant opportunity to support and bolster the ability of afterschool and summer learning programs help their middle school students make a successful transition from 8th to 9th grade. This competitive grant program includes both one- and two-year grant opportunities. Applicants can only apply for one of these grants. One-year grants will begin in May 2018 and end in May 2019. Two-year grants will begin in May 2018 and end in May 2020.

All applicants that receive Aim High grants will be required to describe how they support youth in the transition to the 9th grade. Specific reporting requirements and grant objectives vary between the one-year and two-year grants, as described below.

2-Year Grants:

There are two separate two-year grant opportunities included in this RFP. Each program will only be eligible to apply to one of these grant opportunities, as explained below:

- 8 grants at \$50,000 per year over the span of two years, for a total two-year grant award of \$100,000. Only afterschool and summer programs with annual *program* budgets of \$250,000 or more **AND** annual *organizational* budgets of \$500,000 or more will be eligible to apply for these grants. Organizational and program budgets are defined in Appendix E. Definitions (see page 41).
- 8 grants at \$25,000 per year over the span of two years, for a total two-year grant award of \$50,000. Only organizations with annual *organizational* budgets of \$250,000 or more will be eligible for these grants. Organizational budgets are defined in Appendix E. Definitions (see page 41).

These grant funds may be used for technical assistance, capacity-building, enhancing direct service activities, and/or program expansion. Two-year grant recipients will need to report on indicators of success such as on-time promotion to the 9th grade; school attendance rates; improved behavior, grades, and test scores; and the development of social and emotional skills.

The 2-Year Grant Application can be found in Section II on page 10.

1-Year Targeted Grants:

Ten one-year grants of \$15,000 each will be awarded. Like the two-year grants, these grant funds may be used for technical assistance, capacity-building, enhancing direct service activities, and/or program expansion, but unlike the two-year grants, the one-year grants are specifically intended to help OST programs to better serve and support youth with disabilities or special needs in out-of-school time programming. Grant funds can support both programs that are specifically focused on serving youth with disabilities or other special needs and programs that serve both special needs and general population students in inclusive settings.

For the purposes of the Aim High Grant Program, we use the definition of youth with disabilities or special needs that is provided by the Department of Health and Human Services, Health Resources and Services Administration, and the Maternal and Child Health Bureau of children with special health care needs: “Those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally.”

Applicants for the one-year grants will be required to describe how they support youth in the transition to the 9th grade, with a specific focus on how their programs accommodate youth with disabilities or other special needs, or plan to better serve this population. Organizations with annual budgets of \$150,000 or more will be eligible for these grants. Organizational budgets are defined in Appendix E. Definitions (see page 41).

The 1-Year Grant Application can be found in Section III on page 20.

Use of funds:

All grant funds must be used for technical assistance, capacity building, enhancing direct service activities, and/or program expansion.

Eligibility requirements:

- **501(c)(3) status.** Applicants for this competitive grant program must have 501(c)(3) status. You will be required to verify your EIN as a part of the application.
- **Middle school youth (6th, 7th, 8th graders) served.** This competitive grant program is targeted to programs serving middle school students in grades 6, 7, and 8. Organizations applying for funding may serve students outside of this grade range but grant funds are specifically for middle school youth.
- **High percentage of low-income youth served.** Applicants for this competitive grant program must serve a high percentage—at least 75 percent—of low-income youth. For the purposes of this grant program, “low-income” is defined as students who qualify for the Federal Free or Reduced Price Lunch Program (FRPL).
- **1-Year Grants Only: Percentage youth served with disabilities or other special needs.** Applicants for the 1-year grants must meet a minimum threshold of 10 percent of youth served having special needs or disabilities.

Disqualifications:

Applicants that currently receive funding, either directly or indirectly, from the New York Life Foundation are ineligible to apply. This includes:

- National or regional organizations that receive New York Life Foundation funding directly.
- Local affiliate organizations or programs that receive any financial support from their national headquarters that originates from New York Life Foundation grants.
- Recipients of earlier rounds of Aim High grant funds.

Application deadline: 5 p.m. EST, Friday, January 26, 2018

Link to Grant Application: <https://afterschoolalliance.smapply.io>

Grant awards will be announced by May 2018.

Section I. Project Summary & Eligibility Requirements

On behalf of the New York Life Foundation, the Afterschool Alliance invites out-of-school time programs to apply for a new competitive grant program.

A large body of evidence indicates the critical role of middle school in determining a young person's long-term academic trajectory. Enriching out-of-school time (OST) programs—such as afterschool and summer learning programs—are an effective means of helping middle school students successfully transition from 8th to 9th grade. In addition, these programs provide benefits to students that extend beyond academics, helping develop the whole child—academically, socially, and emotionally. The New York Life Foundation's educational enhancement grantmaking strategy aims to help close the educational and achievement gaps in the middle school grades to ensure that children make a successful transition from 8th to 9th grade and are better prepared to enter and graduate from high school and go on to college, providing them with a more solid financial future.

The New York Life Foundation created the Aim High grant program to support and bolster the ability of afterschool and summer learning programs to provide the resources, help, and guidance middle school students need to thrive as they make the critical transition into high school.

A. Purpose and overview

The goal of all three grants is to support out-of-school programs aimed at ensuring that middle school students successfully make the transition from 8th to 9th grade. The grants are intended to fund quality OST programs staffed by knowledgeable and dedicated individuals, further enhancing the positive impact on middle school students' achievement and their ability to successfully transition into and continue on through high school.

All grant applications are expected to include clearly-stated goals and project outcomes. Applications must describe in a meaningful way how the applicant supports youth in the transition to the 9th grade. The project descriptions and funding requests should reflect the specific time span of the grant to which they are applying.

2-Year Grant Objectives:

These grant funds may be used for technical assistance, capacity-building, enhancing direct service activities, and/or program expansion. Two-year grant applications should focus specifically on indicators of success such as on-time promotion to the 9th grade; school attendance rates; improved behavior, grades, and test scores; and the development of social and emotional skills.

1-Year Grant Objectives:

Like the two-year grants, these grant funds may be used for technical assistance, capacity-building, enhancing direct service activities, and/or program expansion, but unlike the two-year grants, the one-year grants are specifically intended to help OST programs to better serve and support youth with disabilities or special needs in out-of-school time programming. Grant funds can support both programs that are specifically focused on serving youth with disabilities or other special needs and programs that serve both special needs and general population students.

Research shows that, compared to students without disabilities, students with disabilities and other special needs face additional challenges as they move through school and into adulthood. For instance, just 63 percent of students with disabilities graduated from high school in 2011, compared to 78 percent of all students.

For the purposes of the Aim High Grant Program, we use the definition of youth with disabilities or special needs that is provided by the Department of Health and Human Services, Health Resources and Services Administration, and the Maternal and Child Health Bureau of children with special health care needs: “Those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally.”

Out-of-school time programs can provide an inclusive environment that fosters a sense of belonging and empowers students with disabilities and other special needs, helping students gain the acceptance, confidence, and strength to succeed in school, graduate from school, and thrive in their career and life.

For more on how OST programs can support youth with disabilities or other special needs, see:

- Afterschool Alliance Issue Brief:
[Afterschool Supporting Students with Disabilities and Other Special Needs](#)
- U.S. Department of Education:
[Lessons from the Field: Serving All Students, Including Students with Disabilities](#)

The 2-Year Grant Application can be found in Section II on page 10. The 1-Year Grant Application can be found in Section III on page 20.

NOTE: *The clarity and readability of grant applications will be taken into consideration during the review process. Please use clear, concise and jargon-free language in your application.*

B. Organizations providing out-of-school time programming

These competitive grants are to support the work of organizations that provide out-of-school (OST) time programming. For the purposes of these grants, OST time programs include expanded learning programs, afterschool programs (programs that operate on a regular and consistent basis after the school day ends during the school year), and summer learning programs.

C. Awards and selection process

Grants are competitive and up to 26 grantees will be selected. The breakdown of the grants is as follows:

	# of Grants Awarded	Grant Amount: Year 1	Grant Amount: Year 2	Total 2-Year Grant Amount	Budgetary Requirements (For Details, See Appendix E)
Tier 1	8	\$50,000	\$50,000	\$100,000	Annual <i>Program</i> Budget Must Be At Least \$250,000 AND Annual <i>Organizational</i> Budget must be at least \$500,000
Tier 2	8	\$25,000	\$25,000	\$50,000	Annual <i>Organizational</i> Budget Must Be At Least \$250,000
Tier 3	10	\$15,000	N/A	N/A	Annual <i>Organizational</i> Budget Must Be At Least \$150,000

Grant awards will be announced by May 2018. The two-year grant period will begin in May 2018 and end in May 2020. The one-year grant period will begin in May 2018 and end in May 2019.

NOTE: Applicants from specific target states will be given an extra five points on their scoring rubrics. For a list of all target states, go to Appendix F. Targeted States (see page 42).

Applications for grants in Tiers 1 and 2 in the table above should be submitted through the 2-Year Grant Application, which can be found in Section II on page 10.

Applications for Tier 3 grants in the table above should be submitted through the 1-Year Grant Application, which can be found in Section III on page 20.

D. Use of funds

Grant funds may be used for technical assistance, capacity building, and enhancing direct service activities, as are outlined below.

Technical assistance & capacity-building include:

- Program enhancements (e.g. staff development and evaluation efforts);
- Operations enhancements (e.g. fiscal, fundraising, and/or development efforts); and/or
- Governance enhancements (e.g. board development and improving internal systems).

Direct service components include:

- Expanding program capacity to serve middle school students;
- Adding a new program component (such as helping the program transition to a year-round model); and/or
- Enhancing programming to better support students' transition to the 9th grade.

NOTE: Grant recipients will not be able to reapply for any of the grants described herein for a period of one year after the end of each grant period. If applying for program expansion, you will need to include in your application an explanation and concrete plan of how you would sustain funding the program after our grant ends.

E. Reporting requirements

Grantees that are awarded any of these competitive grants are required to submit a progress report two times per year during each grant period. The report will take the form of a narrative detailing progress on the proposed timeline of activities, achieved objectives, challenges in fulfilling grant deliverables, and a financial report documenting the allocation and expenditure of the grant funds and any interest earned thereon.

NOTE: Grant recipients will be required to review and consent to the Foundation’s terms and conditions prior to receiving their grant payments.

Reporting Requirements		
<u>Progress Reports Due</u>	<u>1-Year Grants</u>	<u>2-Year Grants</u>
December 1, 2018	Progress Report Due	Progress Report Due
May 1, 2019	Progress Report Due	Progress Report Due
December 1, 2019	Final Report Due	Progress Report Due
May 1, 2020	N/A	Progress Report Due
December 1, 2020	N/A	Final Report Due

F. Eligibility and Priorities

This competitive grant program is open to all nonprofit afterschool and summer learning programs that serve middle school students. Organizations that currently receive funding from the New York Life Foundation, either directly or indirectly, are ineligible to apply for any of these grants. If you are an affiliate of a national organization receiving Foundation dollars and are unsure if you are supported by the grant, check with your national office.

A) 501(c)(3) status

Organizations applying for these competitive grants **must** be 501(c)(3) organizations and submit their Employer Identification Number (EIN) to verify their status. See the list of documents that must be submitted with each grant application in Appendix A. List of Attachments (see page 29).

B) Middle school youth (6th, 7th, 8th graders) served

This competitive grant program is limited to those organizations that serve participants in middle school. For the purposes of this grant program, middle school youth are defined as students in grades 6, 7, and 8. Applicants for this grant program may serve students outside of this grade range but grant funds, if awarded, are for supporting middle school youth.

C) High percentage of low-income youth served

Applicants for this grant program must serve a high percentage—at least 75 percent—of low-income youth. For the purposes of this grant program, “low-income” is defined as students who qualify for the Federal Free or Reduced Price Lunch Program (FRPL). Serving a high-need population is a priority area for this competitive grant program. This requirement applies to the aggregate population served of all programs that would receive Aim High grant funds, were they to be awarded.

D) Youth Served with Disabilities/Special Needs (1-Year Grants Only)

Applicants for the Third Tier of the grant program – the 1-year, \$15,000 grants – must meet a threshold of 10 percent for the number of disabled and/or special needs youth served. This threshold applies to the aggregate population served of all programs that would receive Aim High grant funds, were they to be awarded.

E) Organizations that are ineligible to apply

As stated above, organizations that currently receive funding from the New York Life Foundation are ineligible to apply. This includes:

- National or regional organizations that receive New York Life Foundation funding directly.
- Local affiliate organizations or programs that receive any financial support from their national headquarters that originates from New York Life Foundation grants.

Link to Grant Application: <https://afterschoolalliance.smapply.io>

For additional information, contact Dan Gilbert at the Afterschool Alliance:
dgilbert@afterschoolalliance.org.

Section II. Application: 2-Year Grants

These grant applications should include clearly-stated goals and project outcomes. Applications must describe in a meaningful way how the applicant supports youth in the transition to the 9th grade. The project descriptions and funding requests should reflect the 2-year time span of the grants, and should focus specifically around indicators of success such as on-time promotion to the 9th grade; school attendance rates; improved behavior, grades, and test scores; and the development of social and emotional skills.

This section is for 2-Year Grant Applications only. For the 1-Year Grant Application Questions, see Section III on page 20.

Link to Grant Application: <https://afterschoolalliance.smapply.io>

A. Organizational information and eligibility checklist

A1. Please provide the following contact information for the applying organization, the applicant, and the applying organization's Executive Director or CEO:

- **Organization:**
 - Organization name:
 - Program name (if different from organization):
 - Organization address:
 - Organization website (if applicable):
- **Applicant:**
 - First name:
 - Last name:
 - Title:
 - Address:
 - Email address:
 - Work phone number:
- **Executive Director/CEO:**
 - First name:
 - Last name:
 - Email address:
 - Work phone number:

A2. Is the organization applying for this competitive grant program a 501(c)(3) organization?

- Yes.
- No.

A3. Are at least 75 percent of the students served by this program considered low-income, as defined in Section I of this application?

- Yes.
- No.

A4. Has this organization ever received funding from the New York Life Foundation? This includes receiving funding from a national entity that receives funding from the New York Life Foundation.

- Yes, this organization currently receives funding from the New York Life Foundation.
- Yes, this organization has received funding from the New York Life Foundation in the past, but is not currently funded by the Foundation.
- No, this organization has never received funding from the New York Life Foundation.
- Unsure.

A5. Does the organization applying for this competitive grant program currently serve middle school youth in grades 6, 7, and/or 8?

- Yes.
- No.
- Not currently, but the grant will allow us to begin serving middle school youth.

A6. Do at least 10 percent of the students served by this program have disabilities or other special needs?

- Yes.
- No.
- Unsure.

A7. Please provide the following information from the organization's most recent approved budget, which should also be attached to your application as a supplemental document:

- What were the **organization's** total annual revenues?
- Within which of the following ranges does the **organization's** total annual expenses fall?
 - Less than \$150,000.
 - Between \$150,000 and \$249,999.
 - Between \$250,000 and \$499,999.
 - \$500,000 or more.
- What were the **organization's** total annual expenses?
- What were the **program's** total annual revenues?
- Within which of the following ranges does the **program's** total annual expenses fall?
 - Less than \$250,000.
 - \$250,000 or more.
- What were the **program's** total annual expenses?

A8. To which grant are you applying? (Note: For this question, you will only be allowed to select the grant tiers for which you are eligible according to the eligibility requirements laid out in this RFP.)

- 1-Year, \$15,000
- 2-Year, \$50,000
- 2-Year, \$100,000

B. Program approach (30 points maximum)

B1. Please provide a brief description (250 words or less) of the organization's history and mission.

B2. Please provide a brief description (350 words or less) of the program.

- *What are the program's mission and goals?*
- *What was the first year that your organization offered out-of-school time programming?*
- *What was the first year that your program began serving middle school students in out-of-school time programming?*

B3. State the main purpose (50 words or less) of this funding request.

B4. Please describe (500 words or less) the ways in which the program is supporting – or will support - student transition to the 9th grade. In your description, please consider incorporating answers to the following questions:

- *How are the program's practices evidence-based and how do they build off of known promising practices in the afterschool community?*
- *How does the program work with different populations of students, such as 6th graders versus 8th graders, to support their transition to the 9th grade?*
- *What are specific activities and/or program structures in place that support students' transition to the 9th grade?*

B5. Please briefly describe (250 words or less) a typical day for a student in the program. In your description, please consider including:

- *Additional activities and services offered during the year. This can include, but is not limited to, other academic enrichment, field trips, parent engagement, and partnerships (such as linkages to the school day).*
- *What do students say about being in the program? What parts of the programming are popular or well-received by youth?*
- *What do parents of youth say about having their children in the program?*

B6. Please provide numerical responses to the following questions about the youth served by the program.

- What is the program's annual enrollment (total number of students served per year)?
- What is the average number of students who attend the program on a typical day during the school year?
- What is the total number of **middle school students** served by the program during the school year?
- What is the average number of **middle school students** served by the program on a typical day during the school year?

B7. Please provide numerical responses about the program's hours of operation during the school year. If this does not apply to your program, please answer N/A.

- The number of **weeks** open during the school year:
- The number of **days per week** open during the school year:
- The number of **hours per day** open during the school year:

B8. Please provide numerical responses about the program's hours of operation during the summer. If this does not apply to your program, please answer N/A.

- The number of **weeks** open during the summer:
- The number of **days per week** open during the summer:
- The number of **hours per day** open during the summer:

C. Community and student need (10 points maximum)

C1. How would you characterize the community served by the program? Select all that apply.

- Rural
- Suburban
- Urban
- Military Base
- Federal or state Indian reservation
- Other

If "Other," please specify:

C2. Please briefly describe (250 words or less) the community served by the program and the role that the program plays in meeting community needs. Include any relevant statistics on community at-risk factors and need such as:

- *Student demographics, including income and education levels of students, families, and the community.*
- *Estimates of students performing below grade level, graduation rates, juvenile crime rates, and attendance and truancy rates.*
- *Services, or the lack of available services, to students and families in the area.*

C3. What percentage of the program's students:

- Qualify for the Federal Free or Reduced Price Lunch Program:
- Are limited English language proficient:
- Have special needs and/or disabilities:

C4. What ethnic groups (by percentage) are served by the program?

- African American:
- Asian/Pacific Islander:
- White:
- Hispanic/Latino:
- Native American:
- Other:

D. Project description and expected outcomes (25 points maximum)

In this section, you will be asked to provide a clear explanation of the goals, activities, and anticipated outcomes resulting from the grant investment. Specify the activities Aim High grant funds would support, and specific outcomes that would result from those activities, linking back to the Aim High focus of supporting a successful transition to 9th grade. Question D1 asks you to put your proposed project activities into a Goals and Outcomes Chart (similar to a logic model), and questions D2 through D4 ask for you to further elaborate on your plans.

In your responses, keep in mind that reviewers will be assessing your answers in accordance with the SMART goal framework, meaning that your objectives should be:

- Specific
- Measurable
- Achievable
- Results-Focused
- Time-Bound

In your responses, please also consider the following:

- *How will the grant help to strengthen or grow the program's work supporting student transition to the 9th grade? What will be your outcomes?*
- *What are the goals for the end of the first and second year of the grant?*
- *What specific activities will be undertaken and supported by the grant each year?*
- *Make sure the activities and outcomes clearly align with the program's yearly goals.*
- *How will you measure this?*

D1. Fill out Project Goals and Outcomes Chart in the online application. The chart in its entirety should contain 600 words or less. Provide clear descriptions of the program's goals, activities, expected outcomes, and measures of success for this competitive grant. In Appendix B (see pages 30 & 31) you can find a template chart that provides the proper formatting and an example of what a completed chart could look like.

You can download the chart template by copying and pasting the following URL into your internet browser:

<http://afterschoolalliance.org/documents/AimHighRFPGoalsAndOutcomesChartTemplate.docx>

For illustration purposes, a sample Goals and Outcomes Chart is provided here:

<http://afterschoolalliance.org/documents/AimHighRFPGoalsAndOutcomesSampleChart.docx>

D2. Please expand upon (200 words or less) the goals for year 1 and year 2 of the grant, as described in the "Goals" column of the Goals and Outcomes Chart you completed in question D1.

D3. Please expand upon (200 words or less) what specific activities the Aim High grant would support in year 1 and year 2, as described in the “Activities” column of the Goals and Outcomes Chart you completed in question D1.

D4. Please elaborate on (300 words or less) the anticipated outcomes for each year and measures you will use to gauge success, as described in the “Expected Outcome(s)” and “Measure(s) of Success” columns in the Goals and Outcomes Chart you completed in question D1.

E. Program evaluation, quality assurance, and data collection (15 points maximum)

E1. Which of the following data does your program collect? Check all that apply.

- School attendance
- Program attendance
- Behavior in school
- Behavior in program
- School grades
- School test scores
- School retention and on-time grade promotion in middle school
- School retention and on-time grade promotion to 9th grade
- Data relating to social and emotional learning (SEL) and/or non-academic skills
- Youth/family experiences and satisfaction
- Program staff and/or volunteer experiences and satisfaction

E2. Please provide details (in 250 words or less) on the data collected by the program, as referenced in the previous question. For example:

- *What methods are used to collect the various data (e.g., school databases, parent surveys, student surveys, interviews, focus groups, program observations, etc.)*
- *How often data are collected (e.g., pre- and post-surveys, in-program, etc.)*
- *How the data are used*
- *Findings from the program’s evaluation(s), such as percentage of students showing improvements in school day attendance, academic performance, skills gained, attitudes and/or behaviors*
- *Comparison data whenever possible to overall student population or a control/comparison group of students*
- *If the data were used to refine or improve programming offered*
- *If data or findings are shared with others, including, but not limited to, parents, schools, staff, other community partners, students, funders, etc.*

E3. Does your organization have a quality assurance/evaluation system or process in place?

- Yes.
- No.
- No, but we have plans to establish a quality assurance/evaluation system in the future.

E4. Please elaborate on (250 words or less) your answer in E3. If “Yes,” please describe what the system or process involves. If “No, but we have plans in the future to establish a quality assurance/evaluation system,” please describe what your plans involve.

E5. One of the Aim High grant program’s top priorities is to support youth through the difficult transition from 8th to 9th grade. Please briefly describe (150 words or less) how the program is currently tracking, or has the capacity to begin tracking, their students’ ability to successfully transition to the 9th grade.

F. Budget and narrative (15 points maximum)

F1. Upload budget chart. Using the template budget chart found in Appendix C, we ask that you include the project budget breakdown for the grant funds requested, allocations for how the requested grant funds will be used, and descriptions of each type of expense. You may change, edit, or add budget lines as needed.

- *Use the format and guidelines provided in Appendix C (see page 32) to clearly delineate how the program will use grant funds to implement the proposed project.*
- *A full proposed budget for year one and a separate full proposed budget for year two should be included to describe how funding in year one and year two will be dispersed.*
- *In the column entitled “Cost/Revenue Explanation”, provide justification for each expenditure category, including information about roles, salary of the staff and consultants, equipment specifications and justification, and a clear description of services to be contracted.*
- *If the cost of the proposed project will exceed the amount of the grant, please be sure to include descriptions of the additional sources of public and/or private funding (including in-kind) that the program will use to implement the proposed project.*

You can also download the budget chart template by copying and pasting the following URL into your internet browser:

http://afterschoolalliance.org/documents/AimHighRFPBudgetTemplate_2-YearGrant.docx

For illustration purposes, a sample budget chart is provided here:

http://afterschoolalliance.org/documents/AimHighRFPsampleBudget_2-YearGrant.docx

G. Program administration, capacity, and sustainability (10 points maximum)

G1. Please provide a detailed explanation (250 words or less) regarding the program's capacity to manage and administer this competitive grant. In your description, please consider the following:

- *What is the program's experience managing a grant of this size?*
- *What key staff members will help to manage this grant and what expertise do they bring to managing the grant?*
- *How will the program ensure that staff are provided the necessary supports to successfully work toward the goals and outcomes outlined in the project description?*

G2. Please describe (in 250 words or less) how the program plans to sustain the proposed project once the two-year grant period concludes. This can include resources, partners and commitments to continue and increase community support beyond the grant. This includes:

- *Sustainability with sufficient resources, numerous partners, and firm commitments to continue and increase community support beyond the life of the grant.*
- *Examples of ongoing support from public and private resources.*
- *Efforts for cultivating and continuously increasing community support, which may include in-kind and monetary contributions.*

G3. What are the program's current funding sources? (Check all that apply.)

- 21st Century Community Learning Centers
- Child Care and Development Fund
- Supplemental Educational Services
- School Improvement Grants
- Other Title I
- Juvenile Justice Programs
- AmeriCorps and AmeriCorps VISTA
- USDA Afterschool Snack, Meal, or Summer Food Program
- National Science Foundation
- National Aeronautics and Space Administration
- Department of Defense
- Other Federal Government
- Other State Government (not 21st CCLC)
- Local Government
- School District/City/County Funds
- Corporate/Business
- Foundation/Nonprofit
- Individual Donations
- Parent Fees
- Other (please specify):

H. Verification

H1. Please indicate whether you have an existing volunteer relationship with a local New York Life office. NOTE: Applicants will not lose points for not having such a relationship.

- Yes.
- No.

H2. Relationship to federal officials: Is (or was) your nonprofit named for, or established, maintained, financed or controlled by, a federal official (such as a member of the U.S. Congress or a federal agency officials or a staff member of either?)

- Yes.
- No.
- I don't know.

H3. Use of contribution for event: Will this contribution be used for an event honoring or recognizing a federal official, as defined above (this includes, but is not limited to, events where such an official is a named honoree or featured speaker), or for an event held by, or in the name of, a federal official, as defined above?

- Yes.
- No.

H4. Please describe (in 100 words or less) your vetting process (criminal background and reference checks) to ensure that staff and volunteers that work with children are cleared to work with children.

H5. Discrimination Verification

By submitting this application, you warrant that your organization does not discriminate on the basis of age, citizenship, color, ethnicity, gender, gender identity, genetic information, marital status, national origin, physical or mental disability, political affiliation, race, religion, sex, sexual orientation, veteran, or other protected status. Confirmed by (type your name in the box below):

I. Additional information *(optional)*

I1. Please include any additional information (250 words or less) you would like to share that has not been covered in previous questions. This is an opportunity to highlight any relevant information you would like to be considered during the review process.

J. Scoring rubric: 2-Year Grants

Below is an overview of the scoring rubric reviewers will use to evaluate your application.

Rubric Sections	Points
A. Organizational information and eligibility checklist	0
B. Program approach	30
C. Community and student need	10
D. Project description and expected outcomes	25
E. Program evaluation, quality assurance, and data collection	15
F. Budget and narrative	15
G. Program administration, capacity, and sustainability	10
Application language	5
Target state	5
Total	115

Section III. Application: 1-Year Grants

These grant applications should include clearly-stated goals and project outcomes. Applications must describe in a meaningful way how the applicant supports youth in the transition to the 9th grade. These competitive grants will cover a one-year timeframe and are specifically intended to benefit programs that serve or are looking to better serve youth with disabilities or other special needs.

This section is for 1-Year Grant Applications only. For the 2-Year Grant Application Questions, see Section II on page 10.

Link to Grant Application: <https://afterschoolalliance.smapply.io>

A. Organizational information and eligibility check list

A1. Please provide the following contact information for the applying organization, the applicant, and the applying organization's Executive Director or CEO:

- **Organization:**
 - Organization name:
 - Program name (if different from organization):
 - Organization address:
 - Organization website (if applicable):
- **Applicant:**
 - First name:
 - Last name:
 - Title:
 - Address:
 - Email address:
 - Work phone number:
- **Executive Director/CEO:**
 - First name:
 - Last name:
 - Email address:
 - Work phone number:

A2. Is the organization applying for this competitive grant program a 501(c)(3) organization?

- Yes.
- No.

A3. Does this organization applying for this competitive grant program currently serve middle school youth in grades 6, 7 and/or 8?

- Yes.
- No.
- No, not currently, but the grant will allow us to begin serving middle school youth.

A4. Are at least 75 percent of the students served by this program considered low-income, as defined in Section I of this application?

- Yes.
- No.

A5. Has this organization ever received funding from the New York Life Foundation? This includes receiving funding from a national entity that receives funding from the New York Life Foundation.

- Yes, this organization currently receives funding from the New York Life Foundation.
- Yes, this organization has received funding from the New York Life Foundation in the past, but is not currently funded by the Foundation.
- No, this organization has never received funding from the New York Life Foundation.
- Unsure.

A6. Are at least 10 percent of the students served by this program qualified as disabled or as having special needs, as defined in Appendix E. Definitions?

- Yes.
- No.

A7. Please provide the following information from the organization's most recent approved budget, which should also be attached to your application as a supplemental document:

- What were the **organization's** total annual revenues?
- Within which of the following ranges does the **organization's** total annual expenses fall?
 - Less than \$150,000.
 - Between \$150,000 and \$249,999.
 - Between \$250,000 and \$499,999.
 - \$500,000 or more.
- What were the **organization's** total annual expenses?
- What were the **program's** total annual revenues?
- Within which of the following ranges does the **program's** total annual expenses fall?
 - Less than \$250,000.
 - \$250,000 or more.
- What were the **program's** total annual expenses?

A8. To which grant are you applying? (Note:** for this question, you will only be allowed to select the grant tiers for which you are eligible in accordance with the eligibility requirements laid out in the RFP and the answers you provided to questions A2-A7.)**

- 1-Year, \$15,000
- 2-Year, \$50,000
- 2-Year, \$100,000

B. Program approach (30 points maximum)

B1. Please provide a brief description (250 words or less) of the organization's history and mission.

B2. Please provide a brief description (350 words or less) of the program. Make sure to mention the first year that your organization offered out-of-school time programming and the first year that your program began serving middle school students.

B3. State the main purpose (50 words or less) of this funding request, and how it will allow the program to better serve youth with disabilities or other special needs.

B4. Please provide a brief description (250 words or less) of activities offered and services provided by the program.

B5. Please provide a brief description (100 words or less) of the specific types of disabilities or special needs that the applying program is working to accommodate.

- Is there a particular physical, developmental, behavioral, or emotional condition that is prevalent, or that you plan to focus on?
- Are the disabilities or other conditions that your program deals with predominantly physical, developmental, behavioral, or social-emotional in nature?

B6. Please provide a brief description (200 words or less) on how the program supports youth with disabilities or other special needs.

B7. Please provide numerical responses to the following questions about the youth served by the program.

- What is the program's annual enrollment (total number of students served per year)?
- What is the average number of students who attend the program on a typical day during the school year?
- What is the total number of **middle school students** served by the program during the school year?
What is the average number of **middle school students** served by the program on a typical day during the school year?

B8. Please provide numerical responses about the program's hours of operation during the school year. If this does not apply to your program, please answer N/A.

- The number of **weeks** open during the school year:
- The number of **days per week** open during the school year:
- The number of **hours per day** open during the school year:

B9. Please provide numerical responses about the program's hours of operation during the summer. If this does not apply to your program, please answer N/A.

- The number of **weeks** open during the summer:
- The number of **days per week** open during the summer:
- The number of **hours per day** open during the summer:

C. Community and student need (5 points maximum)

C1. How would you characterize the community served by the program? Select all that apply.

- Rural
- Suburban
- Urban
- Military Base
- Federal or state Indian reservation
- Other

If "Other," please specify:

C2. What percentage of the program's students:

- Qualify for the Federal Free or Reduced Price Lunch Program:
- Are limited English proficient:
- Have special needs and/or disabilities:

C3. What ethnic groups (by percentage) are served by the program?

- African American:
- Asian/Pacific Islander:
- White:
- Hispanic/Latino:
- Native American:
- Other:

D. Project description and expected outcomes (25 points maximum)

In this section, you will be asked to provide a clear explanation of the goals, activities, and anticipated outcomes resulting from the grant investment. Specify the activities Aim High grant funds would support, and specific outcomes that would result from those activities, linking back to the Aim High focus of supporting a successful transition to 9th grade. Question D1 asks you to put your proposed project activities into a Goals and Outcomes Chart (similar to a logic model), and question D2 through D4 ask for you to further elaborate on your plans.

In your responses, keep in mind that we will be assessing your answers in accordance with the SMART goal framework, meaning that your objectives should be:

- Specific
- Measurable
- Achievable
- Results-Focused
- Time-Bound

In your responses, also please consider the following:

- *How will the grant help to strengthen or grow the program's work supporting student transition to the 9th grade and help your program serve youth with disabilities or other special needs? What will be your outcomes?*
- *What are the goals for the end of the grant?*
- *What specific activities will be undertaken and supported by the grant?*
- *Make sure the activities and outcomes clearly align with the program's goals.*
- *How will you measure this?*

D1. Fill out Project Goals and Outcomes Chart in the online application. The chart in its entirety should contain 400 words or less. Provide clear descriptions of the program's goals, activities, expected outcomes, and measures of success for this competitive grant. In Appendix B (see pages 30 & 31) you can find a template chart that provides the proper formatting and an example of what a completed chart could look like.

You can download the chart template by copying and pasting the following URL into your internet browser:

<http://afterschoolalliance.org/documents/AimHighRFPGoalsAndOutcomesChartTemplate.docx>

For illustration purposes, a sample goals and outcomes chart is provided here:

<http://afterschoolalliance.org/documents/AimHighRFPGoalsAndOutcomesSampleChart.docx>

D2. Please expand upon (150 words or less) the goals of the grant, as described in the "Goals" column of the chart you completed in question D1.

D3. Please expand upon (150 words or less) what specific activities the Aim High grant would support, as described in the "Activities" column of the chart you completed in question D1.

D4. Please elaborate on (200 words or less) the anticipated outcomes for each year and measures you will use to gauge success, as described in the "Expected Outcome(s)" and "Measure(s) of Success" columns in the chart you completed in question D1.

E. Program evaluation, quality assurance, and data collection (15 points maximum)

E1. In 250 words or less, please provide an overview of the types of data that are collected by the program and a brief description of how that data is used. For example:

- *What methods are used to collect the various data (e.g., school databases, parent surveys, student surveys, interviews, focus groups, program observations, etc.)?*
- *How often data are collected (e.g., pre- and post-surveys, in-program, etc.)?*
- *Findings from the program's evaluation(s), such as percentage of students showing improvements in school day attendance, academic performance, skills gained, attitudes and/or behaviors*
- *Whether comparison data to overall student population or a control/comparison group of students is available*

E2. Does your organization have a quality assurance/evaluation system or process in place?

- Yes.
- No.
- No, but we have plans in the future to establish a quality assurance/evaluation system.

E3. Please elaborate (in 250 words or less) on your answer in E1. If “Yes,” please describe what the system or process involves. If “No, but we have plans in the future to establish a quality assurance/evaluation system,” please describe what your plans involve.

F. Budget and narrative (15 points maximum)

F1. Upload budget chart: Using the template budget charts found in Appendix C on page 32, we ask that you include the project budget breakdown for the grant funds requested, allocations for how the requested grant funds will be used, and descriptions of each type of expense.

- *Use the format and guidelines provided in Appendix C (see page 32) to clearly delineate how the program will use grant funds to implement the proposed project.*
- *A full proposed budget should be included to describe how funding will be dispersed.*
- *In the column entitled “Cost/Revenue Explanation”, provide justification for each expenditure category, including information about roles, salary of the staff and consultants, equipment specifications and justification, and a clear description of services to be contracted.*
- *If the cost of the proposed project will exceed the amount of the grant, please be sure to include descriptions of the additional sources of public and/or private funding (including in-kind) that the program will use to implement the proposed project.*

You can download the template budget chart by copying and pasting the following URL into your internet browser:

http://afterschoolalliance.org/documents/AimHighRFPBudgetTemplate_1-YearGrant.docx

For illustration purposes, a sample budget chart is provided here:

http://afterschoolalliance.org/documents/AimHighRFPsampleBudget_1-YearGrant.docx

G. Program administration, capacity, and sustainability (10 points maximum)

G1. Please provide a detailed explanation (250 words or less) regarding the program’s capacity to manage and administer this competitive grant. In your description, please consider the following:

- *What is the program’s experience managing a grant of this size?*
- *What key staff members will help to manage this grant and what expertise do they bring to managing the grant?*
- *How will the program ensure that staff are provided the necessary supports to successfully work toward the goals and outcomes outlined in the project description?*

G2. Please describe (in 250 words or less) how the program plans to sustain the proposed project once the two-year grant period concludes. This can include resources, partners and commitments to continue and increase community support beyond the grant. This includes:

- *Sustainability with sufficient resources, numerous partners, and firm commitments to continue and increase community support beyond the life of the grant.*
- *Examples of ongoing support from public and private resources.*
- *Efforts for cultivating and continuously increasing community support, which may include in-kind and monetary contributions.*

G3. What are the program's current funding sources? (Check all that apply.)

- 21st Century Community Learning Centers
- Child Care and Development Fund
- Supplemental Educational Services
- School Improvement Grants
- Other Title I
- Juvenile Justice Programs
- AmeriCorps and AmeriCorps VISTA
- USDA Afterschool Snack, Meal, or Summer Food Program
- National Science Foundation
- National Aeronautics and Space Administration
- Department of Defense
- Other Federal Government
- Other State Government (not 21st CCLC)
- Local Government
- School District/City/County Funds
- Corporate/Business
- Foundation/Nonprofit
- Individual Donations
- Parent Fees
- Other (please specify):

H. Verification

H1. Please indicate whether you have an existing volunteer relationship with a local New York Life office. NOTE: Applicants will not lose points for not having such a relationship.

- Yes.
- No.

H2. Relationship to federal officials: Is (or was) your nonprofit named for, or established, maintained, financed or controlled by, a federal official (such as a member of the U.S. Congress or a federal agency officials or a staff member of either?)

- Yes.
- No.
- I don't know.

H3. Use of contribution for event: Will this contribution be used for an event honoring or recognizing a federal official, as defined above (this includes, but is not limited to, events where such an official is a named honoree or featured speaker), or for an event held by, or in the name of, a federal official, as defined above?

- Yes.
- No.

H4. Please describe (in 100 words or less) your vetting process (criminal background and reference checks) to ensure that staff and volunteers that work with children are cleared to work with children.

H5. Discrimination Verification

By submitting this application, you warrant that your organization does not discriminate on the basis of age, citizenship, color, ethnicity, gender, gender identity, genetic information, marital status, national origin, physical or mental disability, political affiliation, race, religion, sex, sexual orientation, veteran, or other protected status. Confirmed by (type your name in the box below):

I. Additional information *(optional)*

I1. Please include any additional information (250 words or less) you would like to share that has not been covered in previous questions. This is an opportunity to highlight any relevant information you would like to be considered during the review process.

J. Scoring rubric: 1-Year Grants

Below is an overview of the scoring rubric reviewers will use to evaluate your application.

Rubric Sections	Points
A. Organizational information and eligibility checklist	0
B. Program approach	30
C. Community and student need	5
D. Project description and expected outcomes	25
E. Program evaluation, quality assurance, and data collection	15
F. Budget and narrative	15
G. Program administration, capacity, and sustainability	10
Application language	5
Target state	5
Total	110

Appendix A. List of Attachments

For both the 1-year and 2-year competitive grants, applicants must submit the following information and materials as supplemental documents in addition to this RFP:

1. EIN Verification (Verification of the organization's 501(c)(3) status)
2. The most recent board-approved organizational budget
3. The organization's most recently available 990
4. Financial audit, if available
5. Board list
6. List of key staff

SAMPLE GOALS AND OUTCOMES CHART

(For Illustration Purposes Only – Delete This Page Prior to Submission)

Timeframe	Goal	Activities	Expected Outcome(s)	Measure(s) of Success
June – August 2018	Build middle school students' leadership skills	<ul style="list-style-type: none"> -Survey students on activities and/or areas of interest they would like incorporated into the program -Work with middle schoolers to become peer mentors to the younger students in the program -Establish a youth advisory board for the program -Regular one-on-one meetings between program staff and youth 	<ul style="list-style-type: none"> -Students in the program will be more confident, able to clearly and effectively communicate their opinions, actively listen, and work collaboratively with their peers and adults 	<ul style="list-style-type: none"> -90 percent of students surveyed will report positively on outcomes such as feelings of belonging, their ideas count, they have opportunities for leadership within the program -A 7-member youth advisory board will be in place
September 2018 – March 2019	Build staff knowledge and expertise on supporting middle school youth leadership skills	<ul style="list-style-type: none"> -Create a staff development plan -Program staff will participate in professional development opportunities covering how to best support youth voice and on positive youth development -Regular program staff meetings to discuss the project 	<ul style="list-style-type: none"> -Program staff will feel more confident in their knowledge of positive youth development ways 	<ul style="list-style-type: none"> -All members of program staff will complete at least two professional development opportunities -Bi-monthly program meetings will take place to discuss the project -Program staff surveys will find that 100 percent of staff feel confident in their ability to impart leadership skills
June 2018 – June 2019	Serve 30 additional middle school students	<ul style="list-style-type: none"> -Hire 1 additional staff member -Develop sustainability plan for the continuity of the new position beyond the end of the grant period -Develop outreach plan to schools and the community 	<ul style="list-style-type: none"> -The program will increase the number of middle school students served -The program will have stronger relationships with school day staff and administrators 	<ul style="list-style-type: none"> -Middle school students served will increase by 30 students -By the end of the first year, the program will retain at least 90 percent of its middle school students

Appendix C. Budget Format Template Charts (Question F1)

2-Year Budget Chart Template:

Organization Name

Project Name

Grant Time Period

	Year 1 Project Budget Request	Year 1 Total Program Budget	Year 2 Project Budget Request	Year 2 Total Program Budget	Cost/Revenue Explanation
Program Revenue/Income:					
Program Fees	N/A	\$	N/A	\$	[Insert Explanation of Revenue/Income Here]
Grant Funding	\$	\$	\$	\$	[Insert Explanation of Revenue/Income Here]
Other Revenue Sources	N/A	\$	N/A	\$	[Insert Explanation of Revenue/Income Here]
Total Revenue:	\$	\$	\$	\$	[Insert Explanation of Revenue/Income Here]
Program Expenses:					
Salaries and Fringes (include FTE's)	\$	\$	\$	\$	[Insert Explanation of Expense Here]
Program Services	\$	\$	\$	\$	[Insert Explanation of Expense Here]
Program Travel and Meetings	\$	\$	\$	\$	[Insert Explanation of Expense Here]
Program Event Expenses	\$	\$	\$	\$	[Insert Explanation of Expense Here]
Program Materials	\$	\$	\$	\$	[Insert Explanation of Expense Here]
Field Trip and Admissions	\$	\$	\$	\$	[Insert Explanation of Expense Here]
Program Food	\$	\$	\$	\$	[Insert Explanation of Expense Here]
Other Direct Costs	\$	\$	\$	\$	[Insert Explanation of Expense Here]
Indirect Costs	\$	\$	\$	\$	[Insert Explanation of Expense Here]
Total Costs	\$	\$	\$	\$	[Insert Explanation of Expense Here]

NOTE: You may add, delete, or rename line items according to what is appropriate for your program.

1-Year Budget Chart Template:

Organization Name

Project Name

Grant Time Period

	Project Budget Request	Total Program Budget	Cost/Revenue Explanation
Program Revenue/Income:			
Program Fees	N/A	\$	[Insert Explanation of Revenue/Income Here]
Grant Funding	\$	\$	[Insert Explanation of Revenue/Income Here]
Other Revenue Sources	N/A	\$	[Insert Explanation of Revenue/Income Here]
Total Revenue:	\$	\$	[Insert Explanation of Revenue/Income Here]
Program Expenses:			
Salaries and Fringes (include FTE's)	\$	\$	[Insert Explanation of Expense Here]
Program Services	\$	\$	[Insert Explanation of Expense Here]
Program Travel and Meetings	\$	\$	[Insert Explanation of Expense Here]
Program Event Expenses	\$	\$	[Insert Explanation of Expense Here]
Program Materials	\$	\$	[Insert Explanation of Expense Here]
Field Trip and Admissions	\$	\$	[Insert Explanation of Expense Here]
Program Food	\$	\$	[Insert Explanation of Expense Here]
Other Direct Costs	\$	\$	[Insert Explanation of Expense Here]
Indirect Costs	\$	\$	[Insert Explanation of Expense Here]
Total Costs	\$	\$	[Insert Explanation of Expense Here]

NOTE: You may add, delete, or rename line items according to what is appropriate for your program.

Sample Program Budget Chart – 2-Year Grant

(For Illustration Purposes Only)

Project Title

2-Year, \$100,000 Grant Proposal Budget

	Year 1 Project Budget Request	Year 1 Total Program Budget	Year 2 Project Budget Request	Year 2 Total Program Budget	Cost/Revenue Explanation
Program Revenue/Income:					
Program Fees	N/A	\$0	N/A	\$0	We do not charge program fees.
Grant Funding	\$50,000	\$633,281	\$50,000	\$633,281	In addition to the requested grant funds, we will be dedicating approximately \$583,281 in grant funding to supporting this program; these funds will come from a combination of federal and local grant programs as well as funding from private foundations.
Other Revenue Sources	N/A	\$282,441	N/A	298,839	Our organization receives substantial support through individual donations, fundraisers, and through the generosity of our board members.
Total Revenue:	\$50,000	\$915,722	\$50,000	\$932,120	
Program Expenses:					
Salaries and Fringes (include FTE's)	\$30,000	\$759,103	\$30,000	\$766,808	Salary expenses from the Aim High grant program are reasonable and directly related to the delivery of programming to middle school aged youth. We compensate our staff with salaries that are consistent with the salaries for similar positions in other [LOCATION]-based nonprofit organizations. This funding will go towards supporting the salaries of 1 full-time program director, 1

					full-time program manager, and 10 full-time program coordinators.
Program Services	\$8,000	\$39,750	\$10,000	\$41,250	This funding would go towards invaluable program features such as enhanced test prep, individual advisement sessions, parent meetings and information sessions, and specialized tutoring sessions, among others.
Program Travel and Meetings	\$0	\$21,200	\$0	\$22,600	No funding from the Aim High grant program would be put towards our program travel and meeting expenses.
Program Event Expenses	\$3,000	\$9,650	\$2,000	\$10,120	Every year our program hosts two family game nights and one <i>Lights On Afterschool</i> celebration, all of which require additional funding to cover technology, food, and additional support services. A small amount of Aim High grant funds would go towards covering these expenses.
Program Materials	\$7,000	\$31,285	\$6,000	\$33,665	Every year we do an overall assessment of our program materials – including but not limited to items like crayons, white boards, tablets and software, and sports materials – and replace those that are in bad condition or require updating.
Field Trip and Admissions	\$2,000	\$20,825	\$2,000	\$22,175	Every year we do two program-wide field trips to places like museums, science centers, or libraries. A small amount of Aim High grant funding would go towards covering the costs of upcoming field trips.
Program Food	\$0	\$17,725	\$0	\$18,275	We give all youth in our programs a snack every afternoon. No Aim High grant funds would go towards this expense.
Other Direct Costs	\$0	\$4,000	\$0	\$4,000	No Aim High grant funding would be put towards our other direct costs.
Indirect Costs	\$0	\$12,184	\$0	\$13,227	Fringe costs for full-time staff is set at 9 percent.
Total Costs	\$50,000	\$915,722	\$50,000	\$932,120	

Sample Program Budget Chart – 1-Year Grant

(For Illustration Purposes Only)

Project Title

1-Year, \$15,000 Grant Proposal Budget

	Year 1 Project Budget Request	Year 1 Total Program Budget	Cost/Revenue Explanation
Program Fees	N/A	\$0	We do not charge program fees.
Grant Funding	\$15,000	\$633,281	In addition to the requested grant funds, we will be dedicating approximately \$633,281 in grant funding to supporting this program; these funds will come from a combination of federal and local grant programs as well as funding from private foundations.
Other Revenue Sources	N/A	\$282,441	Our organization receives substantial support through individual donations, fundraisers, and through the generosity of our board members.
Total Revenue:	\$15,000	\$915,722	
Salaries and Fringes (include FTE's)	\$7,000	\$759,103	Salary expenses from the Aim High grant program are reasonable and directly related to the delivery of programming to middle school aged youth. We compensate our staff with salaries that are consistent with the salaries for similar positions in other [LOCATION]-based nonprofit organizations. This funding will go towards supporting the salaries of 1 full-time program director, 1 full-time program manager, and 10 full-time program coordinators. This funding would support youth with disabilities and other special needs, as they are included in the same activities as the other youth in the program.
Program Services	\$3,000	\$39,750	This funding would go towards invaluable program services that we provide at all of our program sites, including (but not limited to) individual advisement sessions, parent meetings, and specialized tutoring sessions for our youth with special needs and disabilities.

Program Travel and Meetings	\$0	\$21,200	No funding from the Aim High grant program would be put towards our program travel and meeting expenses.
Program Event Expenses	\$1,500	\$9,650	Every year our program hosts two family game nights and one <i>Lights On Afterschool</i> celebration, all of which require additional funding to cover technology, food, and additional support services. A small amount of Aim High grant funds would go towards covering these expenses.
Program Materials	\$1,700	\$31,285	Every year we do an overall assessment of our program materials – including but not limited to items like crayons, white boards, tablets and software, and sports materials – and replace those that are in bad condition or require updating. Funds from the Aim High grant program would prioritize program materials that would help us to better serve youth with disabilities and special needs, including the purchase of 2 tablet computers with XXXX, an educational software platform designed to help youth with learning disabilities.
Field Trip and Admissions	\$1,800	\$20,825	Every year we do 2 program-wide field trips to places like museums, science centers, or libraries. A small amount of Aim High grant funding would go towards covering the costs of upcoming field trips.
Program Food	\$0	\$17,725	We give all youth in our programs a snack every afternoon. No Aim High grant funds would go towards this expense.
Other Direct Costs	\$0	\$4,000	No Aim High grant funding would be put towards our other direct costs.
Indirect Costs	\$0	\$12,184	Fringe costs for full-time staff is set at 9 percent.
Total Costs	\$50,000	\$915,722	

Appendix D. Frequently Asked Questions

1. How many grants will be given?

- a. 8 2-year grants of \$50,000/year, for a total 2-year grant amount of \$100,000.
- b. 8 2-year grants of \$25,000/year, for a total 2-year grant amount of \$50,000.
- c. 10 1-year grants of \$15,000, specifically focused on helping programs to better serve youth with disabilities or other special needs.

2. Are non-profit organizations that are not 501(c)(3) eligible to apply?

- a. **No**, only 501(c)(3) organizations are eligible to apply.

3. Are schools and/or school districts eligible to apply?

- a. Only if they are registered 501(c)(3) organizations.

4. Can 501(c)(3) organizations serve as a fiduciary agent for programs run by organizations that are not 501(c)(3)?

- a. **No**, the 501(c)(3) organizations must be the program provider.

5. What is the geographic scope of the grants?

- a. Applicants will be accepted from anywhere within the 50 states and the District of Columbia. Applicants from U.S. Territories, such as Puerto Rico and the U.S. Virgin Islands, are ineligible to apply.
- b. As is mentioned in Section I, programs from target states will get an extra 5 points on the scoring rubric. For a full list of target states, see Appendix F. Target States on page 42.

6. Are there any exceptions to the organizational or program budget requirements?

- a. **No**, to be eligible for any of the grants your organization's most recent organizational operating budget or program operating budget must meet the minimum requirement for that specific grant tier.

7. Is it the program budget or the organizational budget that will need to meet the budget requirement? And what particular budget will be used to determine this eligibility?

- a. The answer to this question **depends on the grant tier** for which the organization is applying.
- b. **For the \$15,000, 1-year grant and the \$50,000, 2-year grant** it is the full **organization's** operating budget from the most recent fiscal year that determines

eligibility. For most organizations this will be either the final FY16 budget or the FY17 budget, if it is available at the time of submission.

- c. **For the \$100,000, 2-year grant** the full **organization's** operating budget from the most recent fiscal year must be at least \$500,000, **AND** the applying **program's** operating budget from the most recent fiscal year must be at least \$250,000.
- d. For more details on how we define program budget and organizational budget, see Appendix E. Definitions on page 41.

8. Is there any maximum budget limit that would make organizations ineligible for these grant opportunities?

- a. **No**, there is no maximum budget that would render organizations ineligible.

9. Are 501(c)(3) organizations that provide supports to middle school youth – but do not directly provide program services in out-of-school time settings – eligible to apply?

- a. **No**, only programs that are direct providers of out-of-school programming are eligible to apply.

10. If an organization runs multiple programs - some of which meet the low-income requirement and some of which do not – are they eligible to apply? If so, should only the program sites that meet this requirement be included in the application?

- a. **Yes**, and yes.

11. The Request for Proposals say that organizations that currently receive funding from the New York Life Foundation – either directly or indirectly – are ineligible to apply. Are there any exceptions?

- a. **Yes**, there are two exceptions:
 - i. Organizations that receive funding from the New York Life Foundation through the Volunteers for Good program are eligible to apply for the Aim High grants.
 - ii. Organizations that receive funding through the New York Life Foundation's employee matching gift program are also eligible to apply for the Aim High grants.

12. Can organizations submit applications for multiple tiers of Aim High grants?

- a. **No**, organizations must choose a single grant tier for which to apply.

13. Can multiple programs or program sites from the same organization submit applications separately?

- a. **No**, each organization can only submit one application. However, if an applicant is an affiliate of a national organization, more than one affiliate is able to apply for funding so long as the affiliate is currently not receiving grant funds from the New York Life Foundation.

14. Can programs that do not currently meet the 75 percent low-income eligibility requirement apply if they use the funds to serve a population that meets the 75 percent low-income requirement?

- a. No, programs must already meet the 75 percent FRPL minimum.

15. Can Aim High grant funds be used for capital improvements?

- a. **No**, capital/building improvements do not fall within the grant program's acceptable uses. Equipment or technology that will help a program better accommodate youth with special needs or disabilities is acceptable.

16. Are programs that only serve youth during the school year or only serve youth during the summer eligible to apply?

- a. **Yes**, programs that currently only operate during the school year or during the summer are eligible to apply. Furthermore, expanding programs to offer year-round services is considered an acceptable use for Aim High grant funds.

17. Are 501(c)(3) organizations allowed to act as fiscal agents for direct service providers that are not registered 501(c)(3) organizations in applying for this grant?

- a. **Maybe**. 501(c)(3) organizations are allowed to act as fiscal agents for non-501(c)(3) program providers **if and only if** that fiscal agent was originally established and currently operates solely to support the particular organization that is the recipient of the grant.

18. Are indirect costs allowed to be billed to the Aim High grants, and, if so, what is an allowable indirect cost ratio for the project budget?

- a. **Yes**, indirect costs may be included in your Aim High project budget proposals. The Foundation will allow the inclusion of indirect costs of between 10 percent and 15 percent of the total grant budget.

Appendix E. Definitions

Annual Program Budget:

For the purposes of the Aim High grant program, the definition of “Annual Program Budget” is defined as the total annual expenses that the applying program had in the most recent approved budget. This is only relevant to the 2-year, \$100,000 grants, otherwise referred to within this application as “Tier 1.”

If an applicant selects specific program sites to serve as applicants in order to meet a specific eligibility requirement (such as free and reduced price lunch rates), only the operating budgets from the applying program sites can be counted towards the program budget requirements.

Annual Organizational Budget:

For the purposes of the Aim High grant program, annual organizational budget is defined as the full organization’s operating expenses from the organization’s most recent approved budget.

Youth with Disabilities or Other Special Needs:

For the purposes of the Aim High Grant Program, the definition of youth with disabilities or other special needs is provided by the description put forth by the Department of Health and Human Services, Health Resources and Services Administration, and the Maternal and Child Health Bureau of children with special health care needs:

“Those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally.”

Appendix F. Targeted States

As is mentioned in Section I. Project Summary & Eligibility Requirements, any applying programs within the following states will receive an extra five points on the scoring rubric:

- Alaska
- Arkansas
- Delaware
- Hawaii
- Idaho
- Maine
- Mississippi
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Mexico
- North Dakota
- Oregon
- Rhode Island
- Vermont
- West Virginia
- Wyoming