Request for Proposals

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

RFP Due Date: February 17th, 2017

Submission Information:

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

Application for 1-Year Grants: www.surveymonkey.com/r/NYLFAimHigh-1Year
Application for 2-Year Grants: www.surveymonkey.com/r/NYLFAimHigh-2Year

Please direct additional inquiries to Dan Gilbert at the Afterschool Alliance:
dgilbert@afterschoolalliance.org.

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Request for Proposal 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 2017 and end in May 2018. Two-year grants will begin in May 2017 and end in May 2019.

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:

- 4 grants at $50,000 per year over the span of two years, for a total two-year grant award of $100,000. Only organizations with annual budgets of $500,000 or greater will be eligible to apply for these grants.
- 4 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 budgets between $250,000 and $500,000 will be eligible for these grants.

These grant funds may be used for technical assistance, enhancing direct service activities, and/or program expansion. Applicants that are awarded two-year grants will be required to describe how they support youth in the transition to the 9th grade, 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.

The 2-Year Grant Application can be found in Section II on page 9.

1-Year Targeted Grants:

There are 10 one-year grants available at $15,000 per grant. Like the two-year grants, these grant funds may be used for technical assistance, enhancing direct service activities, and/or program expansion, but, unlike the two-year grants, the one-year grants are specifically intended to support programs that are employing innovative, novel, and/or scalable approaches to engaging the parents and families of youth. 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 are developing or scaling up efforts to engage the parents and/or families of youth. Organizations with annual budgets of $150,000 or greater will be eligible for these grants.

The 1-Year Grant Application can be found in Section III on page 22.

Use of funds:

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

Eligibility requirements:

- **501(c)3 status.** Applicants for this competitive grant program must have 501(c)3 status.
- **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).

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.

Application deadline: February 17th, 2017

Online application links:

Application for 1-Year Grants: www.surveymonkey.com/r/NYLFAimHigh-1Year

Application for 2-Year Grants: www.surveymonkey.com/r/NYLFAimHigh-2Year

Grant awards will be announced by May 2017.

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 this new 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, 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, the one-year grant funds may be used for technical assistance, enhancing direct service activities, and/or program expansion. One-year grant applications

should also include a specific focus on the development and/or scaling up of promising practices around parent and family engagement strategies.

The 2-Year Grant Application can be found in Section II on page 9. The 1-Year Grant Application can be found in Section III on page 22.

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 regular school day ends during the school year), and summer learning programs.

C. Awards and selection process

Grants are competitive and up to 18 grantees will be selected. The breakdown of the grants is as follows:

	Number of Grants Awarded	Individual Grant: Year 1	Individual Grant: Year 2	Total 2-Year Grant Amount	Annual Organizational Budget
Tier 1	4	$50,000	$50,000	$100,000	At Least $500,000
Tier 2	4	$25,000	$25,000	$50,000	Between $250,000 and $500,000
Tier 3	10	$15,000	N/A	N/A	At least $150,000

Grant awards will be announced by May 2017. The two-year grant period will begin in May 2017 and end in May 2019. The one-year grant period will begin in May 2017 and end in May 2018.

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 9.

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 22.

D. Use of funds

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

Technical assistance includes:

- Program enhancements (e.g. staff development and evaluation efforts);
- Operations enhancements (e.g. fiscal 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		
Progress Reports Due	1-Year Grants	2-Year Grants
October 1, 2017	Progress Report Due	Progress Report Due
March 1, 2018	Progress Report Due	Progress Report Due
October 1, 2018	Final Report Due	Progress Report Due
March 1, 2019	*N/A*	Progress Report Due
October 1, 2019	*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. See Section D below.

A. 501(c)3 status

Organizations applying for these competitive grants must be 501(c)3 organizations and submit documentation to verify their status. See the list of documents that must be submitted with each grant application in Appendix A (see page 32).

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.

D. 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.

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

Section II. 2-Year Grant Application

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, see Section III on Page 22.

Link to 2-year grant application form: www.surveymonkey.com/r/NYLFAimHigh-2Year

A. Organizational information and eligibility checklist *(5 points maximum)*

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

- o   Yes

- o   No

- o   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 organization considered low-income, as defined in Section I of this application?

- o   Yes

- o   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.

- o   Yes, this organization currently receives funding from the New York Life Foundation.

- o   Yes, this organization has received funding from the New York Life Foundation in the past, but is not currently funded by the Foundation.

- o   No, this organization has never received funding from the New York Life Foundation.

- o   Unsure.

A6. Please provide the following information from the organization's most recent approved budget, which should also be attached to your application as an appendix:

- o   What were the organization's total annual revenues?
- o   What were the organization's total annual expenses?
- o   What were the program's total annual revenues?
- o   What were the program's total annual expenses?

A7. Please provide a brief description (250 words or less) of the organization's history and mission.

B. Program approach *(25 points maximum)*

B1. Please provide a brief description (350 words or less) of the program's history, mission, and goals. 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.

B2. State the main purpose (50 words or less) of this funding request.

B3. Please describe (500 words or less) the ways in which the program is supporting 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?*

B4. Please briefly describe (250 words or less) a typical day for a student in the program. In your description, please consider including:

- *Activities and services not specifically related to supporting students' transition to the 9th grade.*

- *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).*

B5. Please provide numerical responses to the following questions about the youth served by the program.

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

B6. Please provide numerical responses about the program's hours of operation during the <u>school year</u>.

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

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

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

C. Community and student need *(15 points maximum)*

C1. 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 availability services to students and families in the area.*

C2. 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:

C3. What percentage of the program's students:

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

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

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

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

D1. Upload project description: In the template chart provided below, please provide a clear description (800 words or less) of the program's goals, activities, expected outcomes and measures of success for this competitive grant. In your description, please consider the following:

- *How will the competitive grant help to strengthen or grow the program's work supporting student transition to the 9th grade?*
- *What are the program's goals for the end of the first and second year of the grant?*
- *What are the specific activities that will be offered to students in the program?*
- *How are the activities offered aligned with the program's first and second year goals?*

You can download the template chart by copying and pasting the following URL into your internet browser:
www.afterschoolalliance.org/documents/AimHigh_ProjectDescriptionChartTemplate.pdf

		EXAMPLE *(For Illustration Purposes Only)*		
Timeframe	Goal	Activities	Expected Outcome(s)	Measure(s) of Success
June – August 2017	Build middle school students' leadership skills	-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	-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	-Students will report positively on outcomes such as feelings of belonging, their ideas count, they have opportunities for leadership within the program -A youth advisory board will be in place
September 2017 – March 2018	Build staff knowledge and expertise on supporting middle school youth leadership skills	-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	-Program staff will feel more confident in their knowledge of positive youth development ways	-Program staff will complete at least two professional development opportunities -Bi-monthly program meetings will take place to discuss the project
June 2017 – June 2018	Serve 30 additional middle school students	-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	-The program will increase the number of middle school students served -The program will have stronger relationships with school day staff and administrators	-Middle school students served will increase by 30 students -By the end of the first year, the program will retain at least 85% of its middle school students

Timeframe	Goal	Activities	Expected Outcome(s)	Measure(s) of Success

Preferred Format.

E. Measures of success, including program evaluation *(10 points maximum)*

E1. Does your organization have a quality assurance/evaluation system or process in place?

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

E2. Please elaborate 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.

E3. Which of the following data does your program collect, and from where is it collected? Check all that apply.

	From Schools	From Local District	Program Collects Directly	Not Collected	Don't Know/Not Applicable
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 in 9th grade					
Data relating to social & emotional learning (SEL) or nonacademic skills					
Youth/family experiences and satisfaction					
Program staff experiences and satisfaction					

Other (please specify):

E4. Please provide details 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.*

E5. Please briefly describe (250 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.

E6. Please briefly describe (250 words or less) how the program will measure its success at the end of the competitive grant. In your description, please consider the following:

- *How will the program track if they are successfully supporting their students' transition to the 9th grade?*

F. Program administration and capacity *(10 points maximum)*

F1. 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?*
- *What are the program's recruitment and outreach strategies to ensure that students in the community, in particular middle school students who are in need of support, will participate in the program?*

F2. Please indicate whether you have an existing volunteer relationship with a local New York Life office.

- Yes.
- No.

G. Budget and narrative *(10 points maximum)*

G1. Upload budget chart: Using the template budget chart found through the URL below, we ask that you include the project budget breakdown for the grant funds requested, and allocations for how the requested grant funds will be used.

- *Use the format and guidelines provided in Appendix B (see pg. 33) 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.*

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

www.afterschoolalliance.org/documents/AimHigh_BudgetChartTemplate.pdf

G2. Budget narrative: Please describe the program's proposed budget for the competitive grant, aligning projected costs with the goals and objectives outlined in the Project Description section above.

- *Provide justification for each expenditure category described in the Budget Chart submitted in question G1 above, and include 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 the additional sources of public and/or private funding (including in-kind) that the program will use to implement the proposed project should also be included in the budget and narrative.*

H. Sustainability plan *(5 points maximum)*

H1. 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.*

- *Identification and 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.*

I. Verification

I1. 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

I2. 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

I3. 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.

I4. Discrimination Verification

By accepting this donation, 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):

J. Additional Information *(optional)*

J1. What are the program's current funding sources? (Check all that apply.)

a. 21st Century Community Learning Centers
b. Child Care and Development Fund
c. Supplemental Educational Services
d. School Improvement Grants
e. Other Title I
f. Juvenile Justice Programs
g. AmeriCorps and AmeriCorps VISTA
h. USDA Afterschool Snack, Meal, or Summer Food Program
i. National Science Foundation
j. National Aeronautics and Space Administration
k. Department of Defense
l. Other Federal Government
m. Other State Government (not 21st CCLC)
n. Local Government
o. School District/City/County Funds
p. Corporate/Business
q. Foundation/Nonprofit
r. Individual Donations
s. Parent Fees
t. Other (please specify):

J2. 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.

K. Scoring Rubric: 2-Year Grants

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

Rubric Sections	Points
Organizational information and eligibility checklist	5
Program approach	25
Community and student need	15
Project description and expected outcomes	25
Measures of success, including program evaluation	10
Program administration and capacity	10
Budget and narrative	10
Sustainability plan	5
Application language	5
Total	**110**

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 are looking to implement or scale up new and innovative strategies for engaging families and parents of youth.

This section is for 1-Year Grant Applications only. For the 2-Year Grant Application, see Section II on Page 9.

Link to 1-year grant application form: www.surveymonkey.com/r/NYLFAimHigh-1Year

A. Organizational information and eligibility check list *(5 points maximum)*

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

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

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

- o Yes
- o No

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

- o Yes
- o No
- o 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 organization considered low-income, as defined in Section I of this application?

- o Yes
- o 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.

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

A6. Please provide the following information from the organization's most recent approved budget, which should also be attached to your application as an appendix:

- o What were the organization's total annual revenues?
- o What were the organization's total annual expenses?
- o What were the program's total annual revenues?
- o What were the program's total annual expenses?

A7. Please provide a brief description (250 words or less) of the organization's history and mission.

B. Program approach *(30 points maximum)*

B1. Please provide a brief description (350 words or less) of the program's history, mission, and goals. 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.

B2. State the main purpose (50 words or less) of this funding request.

B3. Please provide a brief description (300 words or less) of activities offered and services provided by the program. Be sure to highlight the innovative nature of this program and why it is worthy of recognition for its parent and family engagement efforts.

B4. 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 during the school year?
- What is the average number of **middle school students** served during a typical day during the school year?

B5. Please provide numerical responses about the program's hours of operation during the <u>school year</u>.
- 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

B6. Please provide numerical responses about the program's hours of operation during the <u>summer</u>. 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 *(15 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:

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

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

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

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

D1. Upload project description: In the template chart provided below, please provide a clear description (500 words or less) of the program's goals, activities, expected outcomes and measures of success for this competitive grant. In your description, please consider the following:

- *How will the competitive grant help to strengthen or grow the program's work supporting student transition to the 9th grade?*
- *How will the competitive grant help to strengthen the program's parent and family outreach efforts?*
- *What are the program's goals for the end of the grant?*

You can download the template chart by copying and pasting the following URL into your internet browser:
www.afterschoolalliance.org/documents/AimHigh_ProjectDescriptionChartTemplate_1-Year.pdf

EXAMPLE:				
(For Illustration Purposes Only)				
Timeframe	Goal	Activities	Expected Outcome(s)	Measure(s) of Success
June – August 2017	Build middle school students' leadership skills	-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	-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	-Students will report positively on outcomes such as feelings of belonging, their ideas count, they have opportunities for leadership within the program -A youth advisory board will be in place
September 2017 – March 2018	Build staff knowledge and expertise on supporting middle school youth leadership skills	-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	-Program staff will feel more confident in their knowledge of positive youth development ways	-Program staff will complete at least two professional development opportunities -Bi-monthly program meetings will take place to discuss the project
June 2017 – June 2018	Engage the parents of at least 15 youth in program activities.	-Develop outreach plan to schools and the community -Begin monthly parent newsletter -Plan & host 2 open houses or other events for parents, family, and community members	-The program will have stronger relationships with parents & family of youth -The program will gain increased support from the community	-Youth will have more support at work and at home. -By the end of the first year, the program will retain at least 85% of its middle school students

Timeframe	Goal	Activities	Expected Outcome(s)	Measure(s) of Success

Preferred Format.

E. Measures of success, including program evaluation *(10 points maximum)*

E1. Does your organization have a quality assurance/evaluation system or process in place?

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

E2. Please elaborate (in 100 words or less) on your answer in D1. 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.

E3. Please briefly describe (100 words or less) how the program will measure its success at the end of the competitive grant.

F. Budget and narrative *(10 points maximum)*

F1. Upload budget chart: In the template chart provided in *Appendix* B, we ask that you include the project budget breakdown for the grant funds requested, and allocations for how the requested grant funds will be used.

- *Use the format and guidelines provided in Appendix B (see pg. 33) 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 budget chart in *Appendix B (see pg. 33)*, we ask that you include the project budget breakdown for the grant funds requested, and allocations for how the requested grant funds will be used.

You can download the template budget chart through the following URL:
www.afterschoolalliance.org/documents/AimHigh_BudgetChartTemplate.pdf

F2. Budget narrative: Please describe the program's proposed budget for the competitive grant, aligning projected costs with the goals and objectives outlined in the Project Description section above.

- *Provide justification for each expenditure category described in the Budget Chart submitted in question G1 above, and include 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 the additional sources of public and/or private funding (including in-kind) that the program will use to implement the proposed project should also be included in the budget and narrative.*

G. Sustainability Plan *(5 points maximum)*

G1. Please describe (in 250 words or less) how the program plans to sustain the proposed project once the one-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.

- Identification and 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.

H. Verification

H1. 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

H2. 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

H3. 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.

H4. Discrimination Verification

By accepting this donation, 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. What are the program's current funding sources? (Check all that apply.)

       a. 21st Century Community Learning Centers
       b. Child Care and Development Fund
       c. Supplemental Educational Services
       d. School Improvement Grants
       e. Other Title I
       f. Juvenile Justice Programs
       g. AmeriCorps and AmeriCorps VISTA
       h. USDA Afterschool Snack, Meal, or Summer Food Program
       i. National Science Foundation
       j. National Aeronautics and Space Administration
       k. Department of Defense
       l. Other Federal Government
       m. Other State Government (not 21st CCLC)
       n. Local Government
       o. School District/City/County Funds
       p. Corporate/Business
       q. Foundation/Nonprofit
       r. Individual Donations
       s. Parent Fees
       t. Other (please specify):

I2. Please include any additional information (150 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
Organizational information and eligibility checklist	5
Program approach	25
Community and student need	15
Project description and expected outcomes	25
Measures of success, including program evaluation	10
Budget and narrative	10
Sustainability plan	5
Application language	5
Total	100

Appendix A. List of Attachments

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

1. Verification of the organization's 501(c)3 status
2. The proposed project budget and narrative for the grant request
3. The most recent organizational budget
4. The organization's most recently available 990
5. Financial audit, if applicable
6. Board list
7. List of key staff

Appendix B. Budget Format

Organization Name

Project Name

Grant Time Period

	Year 1 **Project** Budget Request	Year 1 **Total Program** Budget	Year 2 **Project** Budget Request (2-Year Grants Only)	Year 2 **Total Program** Budget
Program Revenue/Income	$	$	$	$
Program Fees	$	$	$	$
Grant Funding	$	$	$	$
Other Revenue Sources	$	$	$	$
Total Revenue	$	$	$	$
Program Expenses				
Salaries and Fringes (include FTE's)	$	$	$	$
Consultant and Fees	$	$	$	$
Travel and Meetings	$	$	$	$
Professional Development	$	$	$	$
Program Materials	$	$	$	$
Evaluation	$	$	$	$
Other Direct Costs	$	$	$	$
Indirect Costs	$	$	$	$
Total Costs	$		$	

NOTE: You will be asked to provide a short narrative on the major line items included in your budget request.