

children and youth



investment
trust corporation

**FY12 Summer
Grant Technical Assistance Session**



About the Trust

The DC Children and Youth Investment Trust Corporation (the Trust) is the primary resource for developing partnerships that expand and improve services and opportunities for children and youth in the District of Columbia, especially during their time out of school. The partnerships include those with public schools, city agencies, nonprofit providers and funders.



What's New: FY12 Summer RFP

- CBO and DPR Sites only this year
- Set funding for 25 or 50 participants to be served (CBO & DPR)
- Caps on funding requests
- \$800 ppr (per participant reimbursement) for CBO both older and younger
- \$700 ppr for DPR both older and younger
- Focus on only two developmental outcomes
- Employing the City Wide Summer Goals
- New scoring split for Summer FY11 proposals – 80/20



What's New: FY12 Summer RFP

- Reweighted point values for questions and sections (page 18)
- DPR facility-you must have a letter of invitation signed by the recreation site manager at that site.
- Newly formatted application form



Citywide Goals for Children and Youth

page 5

- Youth will gain meaningful work and career exposure, experience and skills
- Youth will increase their academic knowledge and skills and increase their chance of academic success
- Youth will increasingly adopt healthy lifestyles
- Youth will have a safe summer experience
- Youth and their families will strengthen their connection



FY12 Summer RFP Highlights

- What we're looking for:
 - Organizations that have a strong Youth Development Framework
 - Intentional and developmentally appropriate programming that promotes the developmental outcomes of “safety and structure” AND “belonging and membership”
 - Programs that counter summer learning loss
 - Sustainability within an organization
 - 1 proposal per organization



FY12 Summer RFP Highlights

- **Eligibility:** page 10
 - 501(c) (3) status, incorporated to operate in DC, and providing direct services since no later than 10/1/010
 - Organized under the DC Non-profit Corporation Act
 - A community-based organization
 - Good financial standing with OTR (DC Office of Tax and Revenue) and the IRS

FY12 Summer RFP Highlights

- **Granting Policies: page 10**
 - Matching funds required – level determined by size of organizational budget (p 10-11)
 - DC Summer Meals (p 11-12)
 - Average Daily Attendance (p 12)
 - Training and Program Development – AYD (p 12)
 - Reporting Requirements (p 13)
 - Fees for Programming (p 13)
 - Disbursement of Grant Funds (p 13)
 - Program Safety Standards (p 13)

This Year the Trust has our eyes on the Youth!

SUMMER FOCUS

DC Children and Youth Investment Trust
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FY12 Summer Program Focus

A. Create a sense of **“Safety and Structure”**

(A perception that one is safe in the world and that daily events are somewhat predictable.)

B. Create a sense of **“Belonging and Membership”**

(A perception that one values, and is valued by others in the family and in the community.)

C. Summer Programs will successfully counter **summer learning loss**, featuring project-based and service-based activities in their programming

FY12 Summer Outcomes

Everyday manifestations of Safety and Structure: page 28

- Staff periodically reminds young people to come to them if young people feel threatened, bothered, frustrated or uneasy instead of fighting
- Staff takes the time to engage with young people, initiate conversations about how young people are
- All staff greets all young people every day
- Program has a sign-in system that young people embrace
- Program institutes a method of conflict resolution that young people support
- Staff communicates with young people without sarcasm
- Staff is consistent in when it shows up and leaves the program so that young people know when to expect to see them
- Staff intercedes in and resolves conflicts in a way that leads to greater unity and understanding
- Staff facilitates youth creating their own group norms (rules of the program)
- Staff posts and refers to a program schedule
- Program provides the opportunity for young people to journal followed by discussion, sharing and group engagement facilitated by staff

FY12 Summer Outcomes

Everyday manifestations of Belonging and Membership: page 29

- Program facilitates group projects where young people get to work together as a team and take on different roles
- Program has structures in place that promote youth voice (e.g. youth advisory council, town hall meetings, feedback sessions, etc...)
- Staff creates activities that allow young people to get to know each other and each other's names
- Program includes reading or discussion circles that encourage group interaction
- Program promotes language of program ownership that emphasizes the "WE"
- Program socially engineers teams that allow young people to easily interact with each other
- Program provides opportunities for young people to value each other's strengths and differences
- Staff encourages young people to lead warm-ups and other activities
- Program encourages group building rituals and traditions (e.g. a program handshake, an opening affirmation, call and response, peer-to-peer shout outs, the taking on of affirmative program names, ending check-in, giving thanks, etc..)
- Program provides open discussion about how young people feel about the program

FY12 Summer Outcomes

Combating Summer Learning Loss

- . We ask that programs spend some time exploring the learning standards in the sciences, history/government, the arts, health and physical education at the and the national Common Core standards in English/language arts and mathematics , at, and identify concepts and skills that they can incorporate into their summer programming (even if the programming is not purely academic in nature). Enjoyable skill building in math, reading and writing can easily be woven into other activities, when planned for.

Resources

- DCPS website:
www.k12.dc.us
- Common Core website:
www.corestandards.com
- Out of School Time Activities:
<http://www.cyitc.org/training/advancing.asp>
- National Summer Learning Association:
www.summerlearning.org

Safety and Structure

Belonging and Membership

Your Program

Citywide Summer Goals

Summer Learning

What could these 4 concepts look like together in an actual program?

A COUPLE OF EXAMPLES

Anti-Bullying Campaign

- Young people develop surveys around bullying and implement them during program and community conversations around bullying. From that information, they develop and implement an internal no bullying policy. Then they use arts and media to develop a city-wide anti-bullying campaign that reaches more young people. The youth have opportunities to represent the campaign. At the end of the summer youth host a “Say No 2 Bullying” poetry slam.

Books into Blogs

- Young people in the program will participate in regular trips to the local library where they will browse and select books to peruse and find information on. They will then pitch their books to each other and vote to select a book to explore for two weeks in a reading circle. At the end of each book the students will work collectively to create a blog post that will review the book, discuss likes and dislikes they have for it and other information.

Fitness Challenge

- Young people join teams of six where they work together to compete in a summer long fitness challenge. The fitness challenge exposes the students to 11 sports throughout the world. Each team of youth will track their fitness progress by learning basic health and nutrition information as well as developing creative fitness routines, that they will premiere on their team YouTube channel. At the end of the summer the team voted to have the most successful fitness video will be awarded a prize.

A closer look inside the RFP

RFP NUTS AND BOLTS

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FY12 Summer RFP Nuts and Bolts

- Summer Programs in Community-Based Facilities:
- Programs for younger and older youth: page 9
 - Grant period is June 1, 2012 – August 24, 2012
 - Program period is June 25, 2012 – August 3, 2012
 - \$800 per participant for younger and for older youth, funded for a set total of 25 or 50 young people
 - Younger Children (ages 5-13):
 - Services for five days per week with a minimum of 6 hours of contact per day per participant
 - Older Youth (ages 14-24):
 - Services a minimum of five days per week with a minimum of 4 hours of contact per day per participant
 - Programming for in-school youth and/or out-of-school youth



FY12 Summer RFP Nuts and Bolts

Summer Programs in DPR Facilities

- **Programs for young people ages 6 – 24:** page 9
 - Grant period is June 1, 2012 – August 24, 2012
 - Program period is June 25, 2012– August 3, 2012
 - \$700 per participant for younger and for older youth, funding a set total of 25 or 50 young people
 - **Younger Children (ages 5-13):**
 - services for five days per week with a minimum of 8 hours of contact per day per participant. Programs in this category must provide summer camp programming for young people from 9:00am-5:00pm daily
 - **Older Youth (ages 14-24):**
 - Services a minimum of five days per week with a minimum of 4 hours of contact per day per participant
 - Programming for in-school youth and/or out-of-school youth
 - All applicants must provide in their application a signed letter of recommendation from the DPR facility manager of the site in which they are proposing to work

FY12 Summer RFP Nuts and Bolts

- Proposal Process: page 14
 - Attending a Grant Technical Assistance session is **mandatory**
 - Questions must be submitted at GTA sessions or emailed to rfp@cyitc.org on or before Friday, February 3, 2012 at 4:00 pm
 - Notice of Intent to Apply – due by Friday, February 3, 2012 at 4:00 pm



FY12 Summer RFP Nuts and Bolts

- Applying: page 17
 - Completed proposals (and 4 copies) are due to the Trust Offices on Tuesday, February 17, 2012
 - Only in person submission will be accepted. No fax, email or on-line
 - In person submission due absolutely no later than 4:00 pm February 17th



FY12 Summer RFP Nuts and Bolts

- Incomplete proposals will not be considered – so check before that all components are present (in original and in copies)
- Submit 1 original (marked « original ») and **4 complete copies** (marked « copies ») – all unbound
- Only 1 proposal per organization (total) will be accepted
- Nothing will be accepted after 4:00pm, Friday, February 17th. Arrive early -- factor in time for parking, building security, late busses stalled Metro, and everything else.



FY12 Summer Proposal Format

pages 22-25

- Double spaced, page numbers, standard 1” margins, 12 point Times New Roman font
- Proposal cover page
- Proposal Narrative (10 page limit)
- Program Work Plan
- Budget Form with Budget Narrative
- Projected Revenue Form
- Organizational Finances
- Required Attachments
- Proposal Checklist (page 19)

FY12 Summer RFP Review

- Award Process: page 18
 - 3-5 independent reviewers will evaluate each proposal
 - Reviewers will convene for a consensus session
 - Trust staff can add up to 20 points to a proposal (details on page 18)
 - The Trust Board of Directors will have final say on funding decisions.
 - Awards announced (via email) on April 16, 2012
 - All decision are final. Applicants may request in writing a copy of reviewers' score sheets and comments

Proposal Tips

- Make sure proposal exactly follows order in RFP
- Do not submit documents/materials that are not requested in the RFP (e.g. curriculum, photos, etc.)
- **Avoid general language, be detailed and specific especially regarding:**
 - Program activities and schedule
 - How you will address YD outcomes, city goals, summer learning
 - Roles of partners and/or subcontractors
 - How you have used evaluation to improve your program
 - How you have incorporated youth voice in program design and evaluation
 - How you are tapping other revenue streams for your program
 - How you are collaborating with other organizations

Proposal Tips (continued)

- Work plan should...
- ✓ Summarize how your program will address selected citywide goal(s)
- ✓ Map how your program will support YD outcomes of “Safety and Structure,” and “Belonging and Membership”
- ☐ What your program will do to promote each outcome (activities)
- ☐ What young people will DO that shows progress in moving toward those outcomes (indicators of change)
- ☐ What method or tool you will use to capture this progress
- Budget narrative should be detailed (show all math) and based on *each* line item in budget
- Articles of Incorporation are NOT the same as “Copy of Incorporation under the District of Columbia Nonprofit Incorporation Act” -- We require the latter
- Copy of Certificate of Good Standing with the DC Office of Tax and Revenue no older than October 1, 2010



Questions?

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DC Children and Youth Investment Trust Corporation



FY10 Summer Grant Technical Assistance Session

Thank you for coming!