

## Request for Proposal (RFP) for 2021 Summer Program Fund

*Funding Provided by Superintendent of Public Instruction, State of Washington (OSPI)  
Developed and Administered by School's Out Washington (SOWA)*

**Applications are due on Wednesday, July 7, 2021 at 5:00 pm.**

### Introduction

The Office of the Superintendent of Public Instruction (OSPI) is partnering with School's Out Washington (SOWA) to develop and administer the 2021 Summer Program Fund: a statewide funding opportunity for evidence-based summer programs in summer 2021. (An RFP for summer programs for summer 2022 will be released in October, 2021.)

Since spring 2020, the COVID-19 pandemic has compromised the abilities of families, schools and youth development organizations to fully and effectively meet the social, emotional, mental health and academic needs of students. Young people have been isolated by the limitations of virtual learning, and families have struggled with childcare. For young people who are furthest from educational justice, limited access to programs and services has compounded existing inequities.

In spite of hardships, youth development organizations have adapted their services to respond to the young people and families to whom they are deeply connected. As the pandemic eases, these organizations are well positioned to offer summer 2021 programs within their communities that will enhance social connections among young people that have been lacking during the pandemic, provide opportunities for physical and outdoor activities, and further the well-being of young people as Washington emerges from the pandemic.

### RFP Overview

This RFP is specifically for programs which will be implemented **this summer, 2021**. Approximately \$1 M will be available this cycle for program funding ranging from \$5,000 - \$25,000. Another RFP to distribute approximately \$4.5 M will be released in fall 2021 for summer 2022 programs. The summer 2022 process will allow more time for planning and application, and will support larger funding ranges.

The primary goal of this funding is to expand opportunities for young people furthest from educational justice<sup>1</sup> and support their engagement in summer programs. SOWA intends to conduct an equitable and

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<sup>1</sup> For the purposes of the 2021 Summer Program Fund, young people furthest from educational justice is defined as including the following priority youth populations: youth in poverty, BIPOC (Black, Indigenous and People of Color) youth, migrant youth, refugee and/or immigrant youth, English language learners, youth experiencing homelessness, youth in foster care, LGBTQ youth, youth involved in the criminal justice system, and youth with disabilities.

accessible process that will strengthen diverse organizations to deliver high-quality summer programs and expand access in underserved communities.

Specifically, programs must:

- Prioritize social connections among young people;
- Engage young people in physical and outdoor activities;
- Be in-person or mostly in-person. Some hybrid components or virtual participation will be allowed.

**Eligible Applicants:**

Nonprofit community-based organizations (CBOs), including religious organizations, will be prioritized for 2021 Summer Program funding. Small businesses and public agencies are eligible to apply. Parks departments and school districts are not eligible; OSPI has other funds dedicated to these entities. 2021 Summer Program funds will only be available to organizations that serve young people in Washington State. Funded programs must adhere to Washington State Department of Health protocols. Funds may not be used for religious activities.

Applicants must provide summer programming for school-aged young people, ages 4-21, who are enrolled in or receiving services provided by a K-12 school. Programming must be provided on multiple days and/or over multiple weeks, and must support social connections among young people by offering group activities. These funds may not be used for 1:1 programming.

Only one application will be accepted from each organization. The only exception will be for an applicant which also serves as a fiscal agent for another eligible organization. In those cases, each may submit an application.

**Timeline and Process:**

The timeline for application submission, application review and funding decisions is very tight. The online application will be available on June 23, 2021; applications are due on July 7, 2021 by 5:00 PM. Programs that are successful with their applications should receive notification of funding by early August. (A complete timeline is included below.)

The application requests brief descriptions about programs/organizations; demographics for young people served; demographics for staff, volunteers, leadership and board; and brief dropdown and narrative responses. Program will be asked to request funding of between \$5,000 and \$25,000. No budget forms are required.

Engagement and guidance from youth development stakeholders across the state has been critical to making this funding available. SOWA sought stakeholders' feedback in the development of the strategy and application, and peer reviewers will review all Summer 2021 applications.

Funding will be available in mid-to-late August. Successful applicants may apply funding retroactively to unfunded Summer 2021 Program expenses, incurred on or after July 1, 2021.

Applicants will be asked for dropdown responses and/or brief narrative for four priority areas:

1. Program engages young people furthest from educational justice.
2. Staff, volunteers, leadership and board are reflective of the priority populations served.

3. Program design supports social connections among young people and engages young people in physical and outdoor activities.
4. Applicant has a strong implementation plan in place and is prepared to implement summer 2021 programming.

## Technical Assistance

The Washington State Department of Commerce partners with a diverse network of trusted organizations to provide culturally relevant assistance to small businesses and nonprofit organizations. Applicants are encouraged to contact one of the organizations listed on the Commerce Small Business Resiliency Network [webpage](#) if they need assistance in applying for 2021 Summer Program Funds.

An information session to answer questions about the RFP will be held via Zoom meeting on June 28, 2021 from 11:30 AM to 1:00 PM Pacific Time. Please visit [SOWA's Summer Fund webpage](#) for additional information. To register, [click here](#).

An FAQ for the RFP will be available on [SOWA's Summer Fund webpage](#). All questions received in the information sessions or via email will be posted. FAQ updates will be provided at least three times during the two weeks the RFP is open.

## Proposal Review Process

SOWA is pursuing expansive, statewide outreach to engage approximately 50 proposal reviewers, with a focus on recruiting strong regional and BIPOC (Black, Indigenous, People of Color) representation.

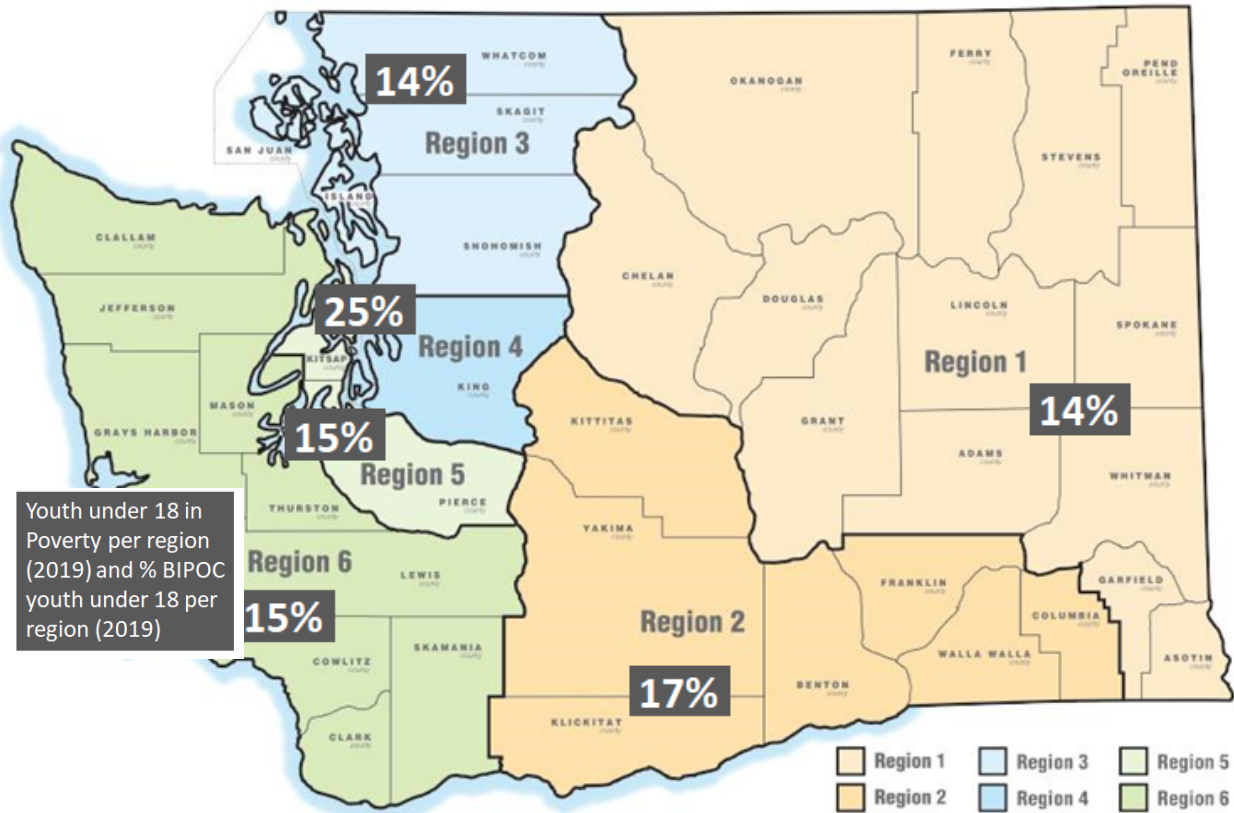
All reviewers will be asked to disclose conflicts of interest. Reviewer assignments will ensure that reviewers do not review proposals from programs/organizations in which they serve as a staff member, board member, or consultant. Reviewers will participate in anti-bias training, prior to beginning their proposal reviews. Reviewers will also receive training on the scoring rubric. SOWA will review all scoring for consistency once reviewers have completed their review and scoring process.

## Geographic Distribution of Review Groups and Summer Program Funding

The map below outlines six regions across the state, aligned with Washington's Department of Children, Youth and Families' (DCYF's) six administrative regions. SOWA will use DCYF's regions as a way to geographically divide the state when assigning proposal review groups and determining funding.

Goals for distribution of funding across the state will be anchored by two key data points specific to these regions: young people 18 and younger living in poverty; and BIPOC young people, 18 and younger. (Data are gathered from the American Community Survey, 2019.)

On the map below, the percentage allocation is based on the percentage of Washington's young people 18 and younger living in poverty and the percentage of Washington's BIPOC young people 18 and younger residing within each region. These data were weighted equally in determining these goals for distribution of funds by region. While these are goals for geographic distribution, meeting them will be contingent on the number of qualified and highly-rated proposals received for each region.



## Proposal Review Criteria

Four priority areas of the application will provide the structure for the review of proposals by peer reviewers. Using a scoring rubric, reviewers will assess how and to what extent:

- |   |                    |
|---|--------------------|
| 1. Program will engage young people furthest from educational justice.  | 35% of total score |
| 2. Individuals in the following groups are reflective of the priority population served: 1) program staff and/or volunteers working directly with young people; 2) program leadership; 3) volunteer board members | 20% of total score |
| 3. Program will support social connections among young people and engage them in physical and outdoor activities.   | 25% of total score |
| 4. Program has a strong implementation plan for the 2021 Summer Program.  | 20% of total score |

Upon reviewers' completion of proposal reviews and submission of final scoring rubrics, SOWA will review all results. In addition to reviewers' scores, SOWA will also consider equitable representation among priority populations statewide and equitable geographic distribution; as well as the number of young people engaged and the number of contact hours, when making funding recommendations to OSPI.

## 2021 Summer Program Funding

Funding will be available to 2021 summer programs in all areas of the state, with emphasis on those that serve young people furthest from educational justice.

2021 Summer Program funding will range from \$5,000 to \$25,000. Successful applicants will receive a minimum of \$5,000 and a maximum of \$25,000 based on multiple criteria:

- Peer reviewer scores
- Geographic equity goals
- The amount of funding requested
- The number of young people engaged
- The number of contact hours

Successful applicants will be required to do the following:

- Sign a contract with School's Out Washington
- Provide evidence of sufficient liability insurance
- Complete forms to facilitate transfer of funds
- Verify receipt of funds
- Complete organizational profiles in [Elevate Washington](#)
- Submit a final narrative report

## Timeline

June 23, 2021	RFP released
June 28, 2021	RFP information session from 11:30-1:00. If interested, please <a href="#">register here</a> .
June 23 – July 7, 2021	FAQs updated and technical assistance providers available for applicants to contact directly.
July 7, 2021	RFP due by 5:00 PM.
July 8 – July 28, 2021	Application review by SOWA team and peer reviewers
Approximately August 1, 2021	OSPI review and approval of funding recommendations
Approximately August 3, 2021	Notification of funding to successful applicants
August, 2021	Disbursement of funding
September 30, 2021	Final report due

## Proposal Questions

The questions and information required to complete the application for the 2021 Summer Program Fund are listed below. These include dropdowns and narrative responses.

Applications must be submitted online via the [website](#). Click the link for 2021 Summer Fund RFP. Once you begin the online application, you will not be able to save your work as you go. You must complete the application in one sitting. It is recommended that you first fully review and respond to the questions

in the template linked at the beginning of the online application, and then copy your responses to the online application form for submission.

Online applications must be submitted in English.

### **Program/Organization Information**

- Our summer program is fiscally sponsored by a nonprofit organization:
  - Yes
  - No

\*If yes, you will be required to upload a signed letter from the sponsoring organization confirming the fiscal sponsor relationship at the end of this application.
- Select all counties served through the 2021 Summer Program that are the focus of this application:
- Organization Legal Name:
- Name of fiscally-sponsoring organization, if applicable:
- Employer Identification Number (EIN):  
Note: if program/organization has a fiscal sponsor, please input fiscal sponsor's EIN
- Unified Business Identifier (UBI) Number:  
Note: if program/organization has a fiscal sponsor, please input fiscal sponsor's UBI

Type of organization:

Note: if program/organization has a fiscal sponsor, please enter fiscal sponsor's organization type

- Nonprofit
- Small business
- Public agency
- Other: \_\_\_\_
  
- Primary Physical Address
  - Address Line 1
  - Address Line 2
  - Town/City
  - Zip Code
  - State
  - County
  
- Description: Provide a brief description of your organization (mission, vision, services, focus) limited to 200 words.  
Note: This information will be included in ElevateWashington.org.

- Site name: Identify (option to select same as organization)  
Note: If you are applying on behalf of multiple sites, please include the name and address for only one of those sites here.
- Site address: (option to select same as organization)
  - Address Line 1
  - Address Line 2
  - Town/City
  - Zip Code
  - State
  - County
- 2021 Summer Program Name: (option to select same as organization)
- Description: Provide a brief description of this program (who it's for, programming focus) limited to 150 words.  
Note: This information will be included in ElevateWashington.org.
- Applicant's organization, and sites' and programs' names and locations as reported here, will be included in the public youth program directory in Elevate Washington. If the site location is confidential, please check here to request that it not appear in the program directory.

### Information Regarding Priority Populations

Answers to the questions below should be specific to the 2021 Summer Program for which you are seeking funding.

**1. Program engages young people furthest from educational justice, as defined by these priority populations. This is worth 35% of the score.**

- a. The question below (1b) asks that you tell us what percentage of the young people in your summer program are in each of the priority categories. Before you provide the information on young people, please tell us your data source:
  - Percentages are based on youth or family reported data.
  - Percentages are based on a proximal data source, such as school district or census data.
  - Percentages are estimates based on our knowledge of our youth community.
  - We do not currently collect, or have proxy data, for any of this information and are not comfortable estimating percentages for this question.

**Even if you do not provide percentages on priority populations, all applicants must still provide a detailed description of their youth community in question 1d below.**

- b. Please estimate the percentage of young people in these categories who will participate in your 2021 Summer Program. We understand that many young people will fall into multiple categories; percentages do not need to add up to 100%. Please base this on previous program data, current enrollment data, or another proximal data source such

as school demographic data. You will have an opportunity to tell us more about your community in the narrative that follows:

Please put zeros if you do not expect young people from a particular priority population to participate in your 2021 Summer Program. Please leave blank if estimates are not available for that priority population.

Unless "We do not currently collect this data" is selected above, it is required you input data for this question.

- Youth in poverty, as measured by eligibility for free- or reduced-price lunch
  - BIPOC youth
  - Migrant youth
  - Refugee and/or immigrant youth
  - English language learners
  - Youth experiencing homelessness
  - Youth in foster care
  - LGBTQ youth
  - Youth involved in the criminal justice system
  - Youth with disabilities, including physical, developmental, and/or intellectual disabilities; or special health care needs
- c. Please estimate the percentage of your program's young people who are represented by one or more of the categories above.
- d. **Narrative:** Describe how your 2021 Summer Program will engage young people from among the priority population groups. Tell us about the young people in your community who will participate.

**Maximum word count is 350.**

**2. Program has staff, volunteers, leadership and board members who are reflective of the priority populations served, as listed above in question #1. This priority is worth 20% of the score.**

- a. Please estimate the percentage of people in summer 2021 whose identities/lived experiences fall within any of the priority population categories.
- Staff and volunteers working directly with young people: \_\_%
  - Program leaders who oversee and supervise the 2021 Summer Program: \_\_%
  - Program/organization board members: \_\_%
- b. **Narrative:** Describe how your program staff, volunteers, leadership and board members are reflective (have shared identities or similar lived experiences) of the priority youth populations served by your summer program.

**Maximum word count is 350.**



**3. Program design supports social connections among young people and engages young people in physical and outdoor activities. This priority is worth 25% of the score.**

**Narrative:** Describe ***what*** you will do in your 2021 Summer Program, and ***why***. Address all of the following in your answer:

1. Discuss in detail the activities your program will provide to support social connections among young people.
2. Discuss the outdoor and physical activities your program will include.
3. Explain why your program model is effective and responsive to the needs of your priority youth population.

**Maximum word count is 450.**

**4. Applicant has a strong implementation plan in place and is prepared to implement Summer 2021 programming. This priority is worth 20% of the score.**

Program type: Please tell which type of programming you'll be providing with 2021 Summer Program funds: (Check all that apply.)

- Academics
- Arts and Culture
- Career Exploration and Job Training
- Child Care
- Leadership, Service and Social Justice
- Physical Activities and Sports
- Science, Technology, Engineering and Math (STEM)
- Service and Support
- Other (please specify): \_\_\_\_\_

Your 2021 Summer Program will serve young people who are: (Check all that apply.)

- 4-12
- 13-18
- 18-21

Number of young people to be served:

- < 20 young people
- 20-50 young people
- 51-100 young people
- > 100 young people

Program will be delivered:

- In-person only
- Hybrid: in-person and virtual

Drop-in style program?

- Yes
- No

Program duration:

- 1-2 weeks
- 3-5 weeks
- 6 or more weeks

How many days per week is the program delivered?

- 1-2 days per week
- 3-4 days per week
- 5 days per week
- Other (please specify): \_\_\_\_\_

Program-day length:

- 1-2 hours per program day
- 3-4 hours per program day
- 5-6 hours per program day
- 7-8 hours per program day
- More than 8 hours per day

**Narrative: Describe how you will deliver your 2021 Summer Program. Discuss all of the following in your answer:**

1. Provide an overview of your implementation plan. Include discussion of partnerships (if relevant), recruitment of young people and how you will address potential barriers to participation.
2. Discuss the details of your implementation plan, including, staffing, program start/end dates, program schedule and locations.

**Maximum word count is 450.**

**Funding request:** 2021 Summer Programs may request between \$5,000 and \$25,000. Funding decisions will be based on multiple criteria, including peer review scores, geographic equity goals, the number of young people engaged, contact hours, and available funding. Funds may be applied retroactively to July 1, 2021 for any unfunded 2021 summer program expenses.

Must enter a number between 5,000 and 25,000

**Certifications:**

Name of person completing this form:

Email address:

Phone number:

All applicants receiving funding will be required to submit a completed signed W-9. Funds will be paid electronically through Automated Clearing House (ACH). School's Out Washington will send an ACH authorization form and W-9 form via DocuSign to successful applicants. Return of these documents will be required within seven days of receipt. Please specify to whom the ACH form and W-9 request should be sent.

Name:

Email Address:

All applicants receiving funding will be required to sign a contract with School's Out Washington. Please specify to whom the contract should be sent for signature.

Name:

Email Address:

If funded, the applicant agrees to provide School's Out Washington the right of access to its Form 990 and other financial records for six years following the funding date, at all reasonable times to confirm the financial information presented in this application.

"I certify that I am authorized to submit this application on behalf of the applicant organization."

"I certify, by signing this application that neither the applicant organization nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency."

"I certify that the information provided in this application and the information provided in any supporting documents and forms is true and accurate in all material respects. I also understand that any false statements or deliberate omissions on this application may subject me to return funds or other legal actions for fraudulent misrepresentation."