

Name of Grant Program: After-School and Out-of-School Time Quality Grant

Fund Code: 530

PART III - Required Program Information – Sections A – E

FY2009 PROGRAM SUMMARY COVER SHEET

Applicant Agency:					
Program Coordinator/Contact:					
Address:					
Phone:	()	Fax:	()	Email:	
Name(s) of Partnering Agency(ies):					
Total number of proposed ASOST Quality Grant Sites/Locations:					
Name(s) and address(es) of proposed ASOST Quality Grant Site(s) (sites where program will take place):					
Brief description of proposed program (50 words or less):					
Population(s) to be served (25 words or less - include grade levels, sub groups, etc.):					
Total enrollment in after-school and out-of-school time program applying for this ASOST Quality Grant applicant:			Proposed number of children/youth to be served by or benefit from the ASOST Quality grant funds:		
RFP Priority: <i>Check appropriate box(es). Note: Priority 1 is required.</i>	<input checked="" type="checkbox"/> Supporting programs that demonstrate strong and innovative implementation of the Quality Enhancements described in Attachment A (Priority 1)	<input type="checkbox"/> Addressing barriers to student participation (Priority 2)	<input type="checkbox"/> Increasing comprehensive after-school and out-of-school time programming for children and youth (Priority 3)		
Competitive Priority: <i>Check all that apply.</i>	Propose to: <ul style="list-style-type: none"> <input type="checkbox"/> partner with school(s) designated with an <i>NCLB Accountability Status</i>, including either Improvement, Corrective Action, or Restructuring under Title I¹; <input type="checkbox"/> partner with schools with a Composite Performance Index (CPI)² at or below 85.4 in ELA, and/or 76.5 in Mathematics, and/or 72.4 in Science; <input type="checkbox"/> serve at least 50% of children who are low-income (receiving free or reduced lunch) and/or who receive contracts and/or vouchers under the Department of Early Education and Care; <input type="checkbox"/> serve children and youth with disabilities; <input type="checkbox"/> serve children and youth who are English language learners; and/or <input type="checkbox"/> prioritize applications submitted jointly by a public school, non-public school, and a community-based organization(s) (CBO) 				
Total Amount of Grant Funds Requested					\$

¹ For status of schools, click on the following link: <http://profiles.doe.mass.edu/ayp2007.aspx?mode=school&orderBy=>

² For school-level MCAS data, including Composite Performance Indices, click on the following link: <http://profiles.doe.mass.edu/mcas.aspx>

PART III - Required Program Information – Sections A – E continued

All applicants must fill out Sections A-E in addition to the Program Summary Cover Sheet. If you are a current (FY2008) ASOST Quality grantee, please also respond to the questions in each section directed at current grantees.

SECTION A. Overview (5 Points)

1. Provide an overview of the after-school services currently offered, if any, at the applying program site and by the partnering organizations.
2. Indicate whether you are applying to expand or enhance an existing afterschool program or to start a new afterschool program and why. If you are a current ASOST grant recipient, indicate whether you are applying to expand, continue, or create a new program based on FY2008 grant initiatives and why.
3. Provide an overview of the partnership for this proposal. If you are a current ASOST grant recipient, indicate what changes there are, if any, to the partnership from FY2008.
4. Provide evidence of adherence to applicable EEC regulations or Department Program Standards for Public School Operated After-School Programs. Public school operated programs must submit evidence of up-to-date school building health, safety, and fire inspections for the proposed site. EEC licensed programs must include their license number.

SECTION B. Proposed Use of ASOST Funds (50 Points)

Use this section to provide a detailed description of the proposed use of the After-School and Out-of-School Time Quality Grant (ASOST) funds. All applicants are required to address the Quality Enhancements section (Priority 1) by responding to Question 1.a. Applicants applying for a three year grant must also address either Priority 2 (Question 1.b.) or Priority 3 (Question 1.c.). Please respond to all questions under each applicable Priority.

1. Provide a detailed description of the proposed program design and activities.

a. Quality Enhancements (Priority 1) (Required for all applicants.)

- i. Which of the Quality Enhancement Criteria will be further enhanced through this grant funding and how? How will the proposed enhanced services support and contribute to academic achievement and youth development, especially for those students at risk? (See Attachment A: *Guidelines for Quality Enhancements in After-School and Out-of-School Time Programs.*) If you are a current ASOST grant recipient, indicate what changes/additions you are proposing to make. Be sure to include in the response a clear description of the parts of the implementation plan that are a continuation of FY2008 ASOST efforts and what parts, if any, build upon or supplement FY2008 ASOST efforts.
- ii. How will the program design meet the goal of providing a balanced focus on and link to supporting children's and youth's academic success as well as their overall development, including healthy social and emotional development?
- iii. Describe in detail the schedule of activities (hours per/day, days/week, weeks/year) of the program.

b. Addressing Barriers to Student Participation (Priority 2)

- i. How will the proposed use of ASOST funds address barriers to student participation? If you are a current ASOST grant recipient, indicate what services you want to continue, and what changes/additions you are proposing to make, if any. Be sure to include in the response a clear description of the parts of the implementation plan that are a continuation of FY2008 efforts and what parts, if any, build upon or supplement FY2008 efforts.
- ii. Describe in detail the schedule of activities (hours per/day, days/week, weeks/year) of the program.

PART III - Required Program Information – Sections A – E continued**c. Increasing Comprehensive After-School and Out-of-School Time Program (Priority 3)**

- i. How will the proposed use of ASOST funds increase comprehensive programming? If you are a current ASOST grant recipient, indicate what services you want to continue and what changes/additions you are proposing to make if any. Be sure to include in the response a clear description of the parts of the implementation plan that are a continuation of FY2008 efforts and what parts, if any, build upon or supplement FY2008 efforts.
 - ii. How does the design link to the six (6) Quality Enhancement Criteria listed below.
 - provides comprehensive academic and/or non-academic services
 - partners with schools, community-based programs, and families
 - serves special populations
 - involves families
 - has high quality staff and provides training and professional development
 - evaluates the effectiveness of its services to students
 - iii. Describe in detail the schedule of activities (hours per/day, days/week, weeks/year) of the program.
2. Provide a detailed description of the students who will be served by your proposed use of ASOST funds.
 - a. Will the proposed enhancement or program result in additional students served? If so, how many?
 - b. What will the process be for identifying children and youth most in need of the proposed services? For programs designed to serve gifted and talented students, describe how students will be identified for services (e.g., teacher recommendations, observation checklists, and ability or achievement tests).
 - c. What will the student-adult ratio be?
 - d. Where will the students be served?
 - e. What changes will there be to the current schedule of activities?
 3. Provide assurances from the school Principal or CBO Director that the program will have access to needed space and resources without displacing other after-school and out-of-school time activities.
 4. What data were used to determine the need for the proposed program creation and/or enhancement initiatives? Please refer to data provided in the Resource Map (Section E) to support your response.
 5. Describe how public and non-public schools, private community-based after-school programs, and the other partners named in the Executive Summary Cover Sheet helped to identify these needs and develop this proposal. Further, describe the roles that the applicant and partners will play in the implementation of the expansion and/or enhancement activities, if the proposal is selected for funding. Include in the response a description of plans to ensure ongoing communication among the partnering agencies.
 6. If multiple after-school and out-of-school time programs (public school, non-public school, or EEC licensed community-based organizations) co-exist at the same site, describe how this program will be coordinated with these existing after-school and out-of-school time programs and services.
 7. Provide plans, timelines, and activities for implementing the new program or enhancement initiatives.

PART III - Required Program Information – Sections A – D continued

SECTION C. Program Evaluation (15 Points)

All applicants should answer Evaluation Questions 1-3. Note that the letter of assurances from the Superintendent or Executive Director must specify a commitment to participating in any Department-sponsored evaluation activities.

1. Describe how the proposed enhancement will be evaluated. The evaluation design should detail measurable programmatic- and participant-related outcomes as appropriate for the particular design. If possible, outline those outcomes (programmatic- and/or child-related) that the applicant believes will be affected by the proposal design.
2. Who will be responsible for the evaluation?
3. How will the program determine that the chosen programmatic and student outcomes have been met or that progress is being made?

Please note: *Applicants currently receiving 21st Century Community Learning Center Funds should incorporate the evaluation requirements under that funding source into this design. Outcomes data already reported to the Department under the 21st CCLC program through the Survey of After-School Youth Outcomes (SAYO) can serve as the same reporting structure proposed under this RFP; a new process does not need to be created.*

PART III - Required Program Information – Sections A – D continued

SECTION D: Budget and Budget Narrative (25 Points)

1. Budget Justification

- A. Please check the category(ies) of funding for which the applicant is applying. If the applicant is applying to address programming in more than one of the priority areas, also indicate the amount in the budget(s) dedicated to achieving the particular priorities that are checked³. For each priority checked, provide a brief description of proposed activities that fall under the particular priority.

<input type="checkbox"/> <i>Enhancing one or more quality criteria in Attachment A</i>	Budgeted amount: \$ _____	Provide a brief description of the proposed activities aligned with this priority:
<input type="checkbox"/> <i>Addressing barriers to student participation</i>	Budgeted amount: \$ _____	Provide a brief description of the proposed activities aligned with this priority:
<input type="checkbox"/> <i>Increasing comprehensive after-school and out-of-school time programming for children and youth during the school year and summer</i>	Budgeted amount: \$ _____	Provide a brief description of the proposed activities aligned with this priority:

- B. Indicate the timeframe(s) in which you propose to support services/programming.

School Year Only

Summer Only

School Year and Summer

- C. Indicate the projected number of students to be enrolled⁴ in the program in FY2009.

FY2009 Projected Enrollment

FY2008 Actual Enrollment (not applicable for new programs)

If there is a significant discrepancy between the FY2008 actual enrollment and the FY2009 projected enrollment, please explain the discrepancy.

- D. Total School Year Funding Request: \$ _____

Total Summer Funding Request: \$ _____

Total Budget: \$ _____

³ When added together, budgeted amounts across the three (3) priorities should add to the total amount requested. If expenditures can be applied to more than one priority, divide the cost of the expenditure across the priorities such that it reflects the implementation plan.

⁴ When determining enrollment figures, if programs have not completed enrollments for the FY2009 program, they may use their FY2008 actual enrollments to project enrollment numbers for the new fiscal year. The projected number can be used in the calculation to determine eligibility amounts under this RFP.

PART III - Required Program Information – Sections A – D continued

2. Program Expenditures

Provide a detailed budget narrative for expenditures listed on Part II-B – Budget Detail pages, lines 1-10. In addition, state the purpose by line item for each of the following activities, including but not limited to:

- a. **Professional Development** - Indicate the amount of time, hourly rate, and types/content of professional development to be offered. Indicate the extent to which proposed professional development will align with EEC's Core Competencies Categories and sub-areas as listed on page 17 of the attached link: <http://www.eec.state.ma.us/docs/FY09%20CPC%20PD%20Renewal%20Grant.pdf>. EEC-licensed programs that receive FY2009 ASOST Quality funds to support professional development must commit to register those opportunities with EEC's training registry.
- b. **Serving Special Populations** – Identify specific costs in the budget proposal that are related to serving students with disabilities and students who are English language learners. Include the number of students from each of the special populations who will be served with these funds.
- c. **Transportation**⁵ - Justify the costs associated with this activity and describe whether the transportation services will be coordinated with other local transportation services. If the transportation costs are not coordinated with other similar services offered within the program or the community, please explain why.
- d. **Subcontracts** - Attach to the proposal a budget narrative for all subcontract agreements with community-based agencies, public school district, and/or other public/private entities. Subcontractors must be held to the same budget requirements (e.g., 10 % maximum for program coordination and administration, etc.).
- e. **Evaluation** - Explain costs associated with evaluating the components proposed in this RFP.
- f. Indicate the estimated cost per student participant.
- g. If registration fees will be charged, include them as estimated revenue and describe how those fees will be used to support the program over and above the grant award and who is responsible for collecting and monitoring use of these funds.
- h. Program coordination and administration costs, rental of space, telephone, utilities, and overhead costs are capped at 10% of the total budget. Indirect costs are not allowable expenses.

3. In-kind Contributions and Matching Funds

- a. Include a narrative description that outlines at least 15% of in-kind services and/or additional funds that will contribute to the implementation of this plan. (See in-kind requirements listed in the RFP under *Eligibility*.) Costs for these in-kind services and/or additional funds should only be reflected in this narrative and should not be included on the budget detail pages.
- b. If the applicant is applying for between \$50,000 and \$150,000 in funding, be sure to confirm in the narrative (described in 3.a. above) whether these funds represent at least 15% of the total grant budget requested.

4. Non-Public School District Applicants

Applicants from agencies and organizations other than a school district must provide the following additional information:

- a. Describe previous experience with similar amounts of funding at the state or federal level through government, foundation, or private grants.
- b. Provide written proof of fiscal responsibility, such as a copy of the most recent annual audit.

⁵ According to EEC licensing regulation 102 CMR 7.12: Transportation – (a)The licensee shall ensure that any vehicle used for transportation of more than eight children, at any one time, and the driver thereof shall conform to Massachusetts school bus requirements as contained in the pertinent sections of M.G.L. c. 90 and 540 CMR 7.00 (Minimum Standards for Construction and Equipment of School Buses).

(b) The licensee shall ensure than any program-owned, private, or hired vehicles such as sedans, vans, or station wagons used for the transportation of eight or fewer persons, at any one time, and the driver thereof, conform to requirements as contained in M.G.L. c.90, § 7(D). This is applicable whether or not the transportation is paid for directly or indirectly by the parent(s) of the child(ren),

(c) The operator of any vehicle transporting children shall be licensed in accordance with the laws of the state, and any vehicle used for transportation of children shall be registered and inspected in accordance with the laws of the state.

SECTION E: After-School and Out-of-School Time Community Resource Map (5 Points)

A resource map must be included in the application.

Local ASOST programs and organizations should be working together to map existing school- and community-based resources available to children and youth after school and during other out-of-school time. Applicants may choose to use the chart provided to map resources or design a map of their own. Include: academic tutoring and homework centers; programs that improve the health of students; art, theater and music programs; enrichment activities not otherwise provided during the school day; advanced study for the gift and talented; community service programs; and student and family outreach and involvement that are offered by the applicant or by partner organizations. (Do not include information on Expanded Learning Time (ELT) schools as these are not considered to be ASOST programs. ELT schools provide a longer school day/year for all students in the school.)

School-Based Programs⁶							
School/Program Name and Address	Grades/Age Served	Program Focus	Number of Participants Served	Days and Hours of Program	Funding Sources	Does the program meet all of the needs of the community? If no, explain	Transportation Offered Yes or No
Community-Based Programs⁷							
Program Name and Address	Grades/Age Served	Program Focus	Number of Participants Served	Days and Hours of Program	Funding Sources	Does the program meet the all of needs of the community? If no, explain	Transportation Offered Yes or No

⁶ School-based ASOST programs are those that are operated by public and/or non-public school or community-based ASOST programs, such as EEC licensed programs, **AND that operate in public school space.**

⁷ Community-based ASOST programs are those programs not operated by public and/or non-public schools and that are not located in public school space.

Name of Grant Program: After-School and Out-of-School Time Quality Grant

Fund Code: 530

SECTION F: After-School and Out-of-School Time Community Resource Map - continued

School Based Programs							
School Name	Grades/Age Served	Program Type	Number of Participants Served	Days and Hours of Program	Funding Sources	Does the program meet the needs of the community? If no, explain.	Transportation Needed Yes or No
XYZ Elementary 123 Main Street Anytown, MA 00000	1-4	Child care Homework	35	M-F 3:00-5:30	Reg. Fees	No - need to increase capacity	No
ABC Elementary 456 Smith Street Anytown, MA 00000	2-4	Enrichment	25	M & W 3:00-5:00	Reg. Fees	No - need more days and services	Yes
XYZ Middle School 789 School Street Anytown, MA 00000	6-8	Art Homework help	150 20	M & W	District funds	No - need a wider range of offerings	Yes
Community Based Programs							
School Name	Grades/Age Served	Program Type	Number of Participants Served	Days and Hours of Program	Funding Sources	Does the program meet the needs of the community? If no explain	Transportation Needed Yes or No
Suburban YMCA 123 Park Street Anytown, MA 00000	1-8	Child care Enrichment Homework	125	M-F 3:00-5:30	Reg. Fees Vouchers	No - need to increase capacity	No
Parks and Rec 456 Library Street Anytown, MA 00000	4-10	Sports and Rec	75	M & W	Reg. Fees	No - need more variety	No
123 Childcare 789 Summer Street Anytown, MA 00000	K-6	Childcare Enrichment Sports and Rec	30	M-F 2:30-5:50	Reg. Fees Vouchers Grants	No - need a wider range of offerings	Yes