

United Way of Pioneer Valley Community Impact Grants Education Request for Proposals 2016-2019

Introduction

This Request for Proposals (RFP) describes United Way of Pioneer Valley's (UWPV) July 1, 2016 through June 30, 2019 grantmaking program in support of the educational success of children and youth. Grant information, eligibility criteria, and the procedures to follow in submitting your application are included. **Please review these guidelines carefully.** This RFP is only one of several UWPV grant programs that benefit programs in our coverage area. Please visit our website at www.uwpv.org and/or call Portia D. Allen, Director Community Investments @ 413.693.0236 to learn about other grantmaking opportunities.

Overview of Education Community Impact Grant Program

Purpose:

United Way of Pioneer Valley is seeking proposals for its 2016-2019 Education Community Impact Grant program. The United Way of Pioneer Valley (UWPV) seeks proposals from qualified organizations to support programs and services focused on improving the education and development of children and youth in Hampden County, South Hadley and Granby. The goal of UWPV's work in support of the educational success of children and youth is to insure: *Young people graduate from high school with a 21st century education ready for success in college, career and life.*

Grants are eligible for renewal each year, for a period of three years from July 1, 2016 to June 30, 2019 dependent upon satisfactory program results, agency performance in delivering grant requirements and the availability of funds based on the results of UWPV's annual fundraising. An organization **may apply for one program option, only.** All funded programs are expected to:

- Serve children and youth facing academic challenges living in economically challenged environments
- Align services with local school districts
- Focus on improving Reading/Literacy and Math skills
- Incorporate academic enrichment programming such as tutoring and/or mentoring
- Serve children and youth in communities with high school graduation rates below the state average (see appendix for list of districts) and/or serve students in a designated Title 1 school
- Participate in UWPV's three year evaluation

Specific geographic priorities as follows:

1. *Holyoke:* Afterschool programs for children in grades K to 4 in alignment with the Holyoke Public Schools
2. *Springfield:* Afterschool programs that target Middle School Youth in Grades 6 to 8 in alignment with United Way of Pioneer Valley's increased focus on this segment

3. *Surrounding Towns in UWPV Coverage Area:* Afterschool programs that support children and youth, in grades K to 4 **or** 6 to 8. Preference will be given to programs targeting youth in grades 6 to 8 as well as programs that serve students in school districts with high school graduation rates below the state average and/or individual Title 1 schools within other districts (see appendix for list of districts)

Background

BUSINESS FRAMEWORK	United Way of Pioneer Valley (UWPV) has been in partnership with individuals, businesses, nonprofits, and government to advance the Common Good for almost 100 years. UWPV is one of 1,300 members of the United Way Worldwide system, the world's largest network of organizations dedicated to improving the lives of all people. Locally focused and governed, UWPV is led by a diverse group of volunteers and highly skilled professional leaders and managers.
VALUE PROPOSITION	We connect all segments of the community toward achieving the goal of producing healthy, well-educated and economically stable individuals and families. We accomplish our work through community engagement, community development and capacity building.
VISION	We envision a thriving, caring region where individuals have opportunities to realize their human potential, are economically self-sufficient and contribute collectively to improve the quality of life in their communities.
MISSION	UNITED WAY OF PIONEER VALLEY MOBILIZES PEOPLE AND RESOURCES TO STRENGTHEN OUR COMMUNITIES
VALUES	<p>Values represent the core priorities in our organization. They establish the way in which we make decisions and evaluate our progress. We value:</p> <p>Accountability: Transparency and fairness in all of our relationships, instilling the highest level of public trust in our efforts</p> <p>Creativity: Continuous improvement and innovative approaches to improving community conditions</p> <p>Diversity: The dignity, worth and uniqueness of every individual</p> <p>Excellence: Providing the highest quality of service in achievement of our goals with clear and measurable outcomes</p> <p>Relevance: Clear identification of our value to the community using data driven and community engagement strategies to guide our work</p>

Request for Proposal Deadlines and Key Dates

Request for Proposal released	Jan. 4
Link to Online Letter of Intent Opens	Jan. 4
Information Sessions for Applicants	Jan. 12 1pm United Way Jan. 21 10 am Holyoke Public Lib.
Letter of Intent due online (Stage 1)	Jan. 29, by 4:30 p.m.
Notify Agencies selected for Full Application	February 5
<i>Attend Meeting for those invited to Stage 2</i>	<i>February 10 10:00 a.m. United Way</i>
Full Application Deadline online (Stage 2 Only)	March 4, by 4:30 p.m.
Notification of funding decisions	May 31
Signed Memorandum of Understanding/Workplans due	June 24
Funding released (upon receipt of MOU and Workplan)	July 18
Mandatory Meeting for All New Education Grantees	August 18

It should be noted that ***neither online Letters of Intent nor online Full Applications will be accepted past the stated deadlines.*** Please be careful to adhere to all time and application requirements.

The purpose of the Community Impact Grant program is to support and sustain strong communities in Hampden County, South Hadley and Granby, Massachusetts. The area of focus for this RFP:

Program Deliverables for this UWPV Education Grant

Goal: Young people graduate from high school with a 21st century education ready for success in college, career, and life.

Theory of Change: Developing a commitment to learning, holding positive values, demonstrating social competencies, and having a positive identity all positively contribute to successful educational outcomes for children and youth

<p>Developmental Asset Profile (DAP) Indicators: Commitment to Learning, Social Competencies and Positive Identity—Children and youth are actively engaged in learning, seeks to build friendships and is learning about self-control, welcomes new experiences and imagines what he or she might do in the future, and cares about his or her school. The DAP is discussed in the next section.</p>		
Proposal must describe one or more of these Program Strategies	Proposals should describe <u>how</u> your programs will--	Describe how your program will target these Outcomes
<ul style="list-style-type: none"> Evidence-based or practice-based programs to improve and enhance Reading/Literacy and Math Skills Tutoring Mentoring 	<ul style="list-style-type: none"> Increase achievement motivation Promote engagement in learning Stimulate reading for pleasure Encourage children’s curiosity Stimulate interest in doing well at school. Ensure that children and youth listen to and/or reads books outside of school daily. 	<ul style="list-style-type: none"> Report cards will show improvement in Reading/Literacy and Math skills to half letter grade or better Report cards will show that school attendance and tardiness has decreased to 5 days or less in that school year

Quantitative Indicators (for children/youth selected to track):

District outcomes:

- On target to increase high school graduation rates by 10% through 2019 (see Appendix for baseline information by school district)

Individual student outcomes:

- Grade improvements in Reading/Literacy and Math by at least a half letter grade per year
- Decrease absenteeism to five or fewer days per school year
- Reduced tardiness to five or fewer days per school year

This grant program will require that you do the following:

- Secure parental engagement in the program and permission to obtain student data
- Secure participant school report cards-including the first and last marking period of the school year
- Administer the online Developmental Assets Profile of The Search Institute, pre and post surveys
- Provide academic enrichment, tutoring and/or mentoring components to the program
- Participate in UWPV's three-year evaluation
- Describe in your application how your program connects with parents/caregivers as active partners in their children's learning.

Evaluation:

Grantees will work with the UWPV's evaluator to complete and provide:

- Annual pre- and post-program assessments *by parents* for grades K-4 and *by youth* in grades 6-8 of the Developmental Assets Profile (DAP) through the Search Institute.
- Internal tracking of program attendance and participation of tracked youth (attached to DAP assessments) measuring involvement in children's learning and confidence of these youth
- Surveys of youth to measure students' interest in and motivation for learning, completion of homework and reading for pleasure (#2 DAP only).
- End-of-year cumulative report cards for these youth.

The Search Institute Developmental Assets Profile (DAP) Survey

The Education Grant Program will require all grantees to use **The Search Institute's Developmental Assets Profile (DAP) that will measure the qualitative impact of your program activities and interventions on the children and youth you will select to track for this grant program.** The DAP is an evidence-based tool, used in over 300 communities for over 35 years, that accurately measures 40 specific developmental assets that determine resiliency in children and youth, to respond to positive and negative environmental factors. A pre-survey is a good indicator of the internal and external developmental assets each child brings with them into your program and the assets each child can improve. The post-survey indicates what assets have improved or remains to be a challenge for the participant.

The DAP is a 58-question survey to *parents of children* in grades K to 4 or to *youth* in grades 6 to 8. Your program will administer the surveys through an online portal, twice to participants that you will select to track: at the beginning of the program and at the end of the program, which is at least four months later. *While this UWPV grant will monitor three qualitative indicators, Commitment to Learning, Social Competencies and Positive Identity for programs to track, each child will have a full report with the results of all 40 assets.*

Your application should describe how you will incorporate the administration of these surveys into your program activities.

Program Options **(Select one program option per organization)**

Option 1: Early Literacy Programs serving Children in Holyoke in Grades K-4

Demonstrate alignment and collaboration with Holyoke Public Schools

Option 2: Springfield Middle School Students Grades 6-8

Demonstrate alignment and collaboration with Springfield Public Schools

Option 3: Surrounding Towns in UWPV Coverage area: Grades K-4 or Grades 6-8

Demonstrate alignment and collaboration with the local school district; target students in communities with high school graduation rates below the state average and/or individual Title 1 schools in other districts.

Organizational and Program Requirements

Organization Eligibility Criteria

To be eligible for funding, your organization must meet the following criteria:

- Must be an afterschool/ out-of-school program with program operations that are based in and serve the residents of Hampden County, South Hadley and Granby, Massachusetts.
- Is legally incorporated as a not-for-profit charitable organization under section 501c(3) of the Internal Revenue code or operate under the fiscal sponsorship of a tax-exempt nonprofit organization with a Memorandum of Understanding, or equivalent agreement, in full force and effect.
- Is financially stable and can submit a current financial audit, an accountant approved financial review, or IRS 990 form.
- Have an uncompensated and actively engaged Board of Directors, and provide a list of directors.
- Does not discriminate and complies with all federal and state laws concerning discrimination on the basis of race, religion, gender or gender identity, sexual orientation, age, national origin or disability.
- Complies with all city, state and federal laws, rules, regulations and guidelines as they relate to your program and organizational operations.
- Complies with all federal and state laws and regulations concerning anti-terrorism activities.

Agency and Program Criteria

The following criteria will be thoroughly evaluated in all proposals:

- Alignment with UWPV strategies and the DAP Asset Categories as outlined in this RFP
- Alignment with the applicant organization's mission and key strategies
- Your selection of the grade levels you will target and the rationale for your target population and the program strategies you will use
- A clear plan for addressing the compelling community need(s) of your selected group
- A clear explanation and justification for the program strategy to be used

- A program implementation workplan incorporating survey administration to participants and report card collection strategy, especially who you will work with (participants, parents and schools) to obtain the report cards.
- Documentation of your organization's capacity to implement the proposed program successfully; this should include pertinent experience and expertise.
- Documentation of additional financial and/or non-financial resources to ensure that there is a greater likelihood of sustainability after the completion of UWPV funding.
- A financially sound and programmatically effective budget that demonstrates your understanding of the infrastructure you will need to deliver this program, its documentation, collaborate with our evaluators, deliver the pre and post surveys to participants, and incorporate information from these into your programs.
- Submit for June 2017 and June 2018 programmatic and budget reports, including but not limited to the results of the online surveys completed by program participants; number of children and youth served in your programs, measures of academic improvement (e.g. report cards as required by the UWPV evaluation plan), and other program outcome data as required.
- In addition, in June 2017 and June 2018, as a prerequisite to renew funding for the next year, organizations need to submit the following: Annual program evaluation report; annual audited financial statements and/or IRS form 990; annual board-approved organization budget; updated board of director's roster; and any program budget changes and or adjustments.
- June-September 2019 submit a final report on the quantitative and qualitative outcomes of the program or service, a final budget report, plans for project sustainability, and other appropriate data for the UWPV funded program, as requested.
- Acknowledge UWPV funding in all program-related communications and marketing materials consistent with branding guidelines available through UWPV.

Funding and Budget Considerations

Availability of Funding and Eligible Uses

The amount of funding available for distribution through Community Impact Grants will be dependent upon UWPV's annual fundraising campaign.

- The average grant size for a single agency program will be between \$50,000 and \$75,000 per year over three years (\$150,000 to \$225,000) based on program design, dosage and other funding.
- Grant awards are paid quarterly, at the beginning of the quarter. Payments are contingent on: the availability of funds from our annual fundraising campaign and meeting program reporting and other grant requirements.
- UWPV funding should not represent more than 30% of the total **program** budget

Allowable Uses of Funding

Funds to support a program and related operations will be available. Community Impact grants may be used:

- To support program operations and all reasonable program-related expenses
- Salaries and benefits of program personnel
- UWPV allows a 15% administrative overhead rate to be included in the budget but this must be within the average grant size (e, g. not 15% above \$50,000 grant amount).

Non-allowable Uses of Funding

Community Impact grants may not be used for the following purposes:

- Capital projects and/or campaigns
- Debt reduction and funding gaps

- Academic research
- Endowments
- Scholarships (although consumer stipends may be included as part of a program)
- Sectarian or religious purposes
- To support candidates for public office or promote a partisan cause

Evaluation Requirements

Goal: Young people graduate from high school with a 21st century education ready for success in college, career and life

District outcomes:

- On target to increase high school graduation rates by 10% through 2019 (see Appendix for baseline information by school district)

Individual quantitative student outcomes:

- Grade improvements in Reading/Literacy and Math by at least a half letter grade per year
- Decrease absenteeism to five or fewer days per school year
- Reduced tardiness to five or fewer days per school year

Individual qualitative student Indicators:

- Children and Youth are motivated to do well in school; actively engaged in learning, and care about his or her school.

If your program is funded, you will be required to:

- **Select 35 to 50 children/youth to track for this grant program based on the size of your program**, using the criteria listed in the “Program Deliverables for this UWPV Grant” section of this RFP. To “track” requires collecting the first marking period and final marking period report cards to compare for each child/youth tracking school attendance, tardiness, and Math and Reading/Literacy grades and obtaining the DAP pre and post surveys from parents and youth.
- ***Your selected students will need parental permission to secure report cards and and take the pre and post DAP surveys, developing a partnership with your program, parents and the schools to help the child/youth.***
- ***Administer online DAP pre and post surveys to the children and youth in your program. Your selected participants will need access to an online portal (a computer).*** —The pre-survey will be taken by the participants before program interventions take place **and** ***post-surveys to the same participants***-immediately after the full course of services have been received, allowing at least four months in between the surveys. United Way will fund the surveys, evaluation services, and will gain access to the online portal for all successful grantees.
- **Conduct the program and evaluation in accordance with the approved proposal, budget, and mutually-agreed upon revisions.**
- **Supply information and documentation to United Way of Pioneer Valley and the evaluators as it pertains to the funded program or service.**

- **Collect school reports cards** from your participants, their parents or their schools/school districts.
- **Participate in Learning Community meetings and other activities convened by UWPV** to share best practices and increase the impact of our funded programs and services.

Proposal Review Process

United Way of Pioneer Valley is accountable to its donors, volunteers and Board of Directors to ensure funds are used wisely, deliver results, and produce maximum impact. To ensure accountability and thorough due diligence in the application review process, UWPV will operate as follows:

- Letter of Intent will be used to inform UWPV of organization's interest and capability to partner with UWPV in this grant program. Your online Letter of Intent should demonstrate a program that is in alignment with the stated indicators and outcomes.
- Attend a meeting of organizations approved to move forward with the full application, to get more information about the implementation of this grant program.
- Grant Review Teams composed of field experts, community volunteers, business associates and staffed by UWPV will review and assess proposals and develop recommendations for funding to the Community Impact Committee.
- Community Impact Committee to review all recommendations developed by Grant Review Teams, within the context of UWPV's Community Impact goals, objectives and outcomes and submits recommendations for all funding to the Board of Directors.
- Final approval by UWPV Board of Directors no later than May 31, 2016. Each invited applicant will be notified of the Board's decision by May 31, 2016.
- Due to the extensive community-based nature of the decision making process, all decisions made by the UWPV Board of Directors are final.

Initial Post Award Requirements

Organizations that are successfully awarded a Community Impact Grant will be expected to participate in the following:

- Enter into a Memorandum of Understanding with UWPV prior to receiving any funds.
- Submit a **three-year implementation workplan** that specifies:
 - 1) How you will select children to track for this grant, because *it is of the utmost importance that the pre and post surveys are given to the same participants at least four months in between administrations,*
 - 2) Your plan for collecting report cards from participants, parents and schools/school districts,
 - 3) Your plan to administer the online pre and post-surveys to your selected program participants and,
 - 4) How your agency infrastructure will supply the documentation and deliverables for this grant program.
- **Your plan to obtain end of school year (terminal) report cards to compare to the first marking period report card, especially if your program ends before the school year ends.**



Information Sessions

We encourage all applicants to attend **one** of the Information Sessions being offered:

Tuesday, January 12, from 1:00 – 2:30 p.m. at United Way, TD Bank Conference Room #2

Thursday, January 21, from 10:00 am – 11:30 Holyoke Public Library, 250 Chestnut Street

Programs Invited to submit a Full Application will be required to attend an informational meeting on Wednesday, February 10, from 10:00 a.m. to 11:00 a.m. United Way, TD Bank Conf. Room #2

We request that you register for an Information Session by sending an email to pallen@uwpv.org. Please include your first and second time preference.

If you have questions regarding any aspect of this RFP, please contact either:

Portia D. Allen, Director, Community Investments
pallen@uwpv.org 413.693.0236

Sylvia deHaas Phillips, Senior Vice President, Community Impact
sdehaas@uwpv.org 413.693.0216

Appendix: Graduation Rates by School District

(Source: 2014 MA School and District Profiles, MA Dept. of Elementary and Secondary Education)

Massachusetts Commonwealth 2014 Graduation Rate: 86.1%

UWPV Districts that are below the MA rate, according the data:

1. Chicopee	78.1%
2. Gateway Reg.	85%
3. Holyoke	60.2%
4. Monson	73.3%
5. Palmer	76.4%
6. Springfield	61.6%
7. West Springfield	81.2%
8. Westfield	85.6%

Definition of Title 1 Designation (Source: U.S. Department of Education)

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state.

The program provides supplemental funds to school districts to assist schools with the highest student concentrations of poverty to meet school educational goals. A title 1 school is a school receiving federal funds for Title 1 students. The basic principle of Title 1 is that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting student's educational goals. The number of low-income students is determined by the number of students enrolled in the free and reduced lunch program. Title 1 funds can be used to improve curriculum, instructional activities, counseling, parental involvement, and increase staff and program improvement. The funding assists schools in meeting the educational goals of low-income students.

The types of students served by Title 1 funds include migrant students, students with limited English proficiency, homeless students, students with disabilities, neglected students, delinquent students, at-risk students or any student in need. Schools must make adequate yearly progress on state testing and focus on best teaching practices in order to continue receiving funds.