



## **Learn 24 Out of School Time Youth Scholarship Request for Proposals & Guidelines**

### **Background**

The Government of the District of Columbia (District) is committed to supporting students in preparing for a bright future. In service of that commitment, the District is supporting out of school time (OST) programs.

The OST Youth Scholarship Program is a new program, managed by the Greater Washington Community Foundation, with the goal of increasing access to OST programs for students with specific needs. Specifically, the program will support students who may be identified as at-risk. These needs are met through over 125 organizations funded by the OST Office, known as Learn24.

Learn24 is the name for the network that supports equitable access to high-quality, OST programs for the District's students. Learn24 supports coordination among nonprofit organizations and District government agencies through targeted grant-making, data collection, evaluation, and through the provision of training, capacity building, and technical assistance to OST providers. The OST Office stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and hundreds of nonprofits and schools that offer programs to students outside the school day.

Applicants must be individual students seeking funding to support out-of-school time activities during the school year and/or summer. Examples of programs that the scholarship may support include, but are not limited to, programs that provide academic support, enrichment, social-emotional learning, physical activities, and/or are designed specifically for students with disabilities, advanced learners, and English Language Learners. See below for more information on eligibility criteria for applicants.

### **Amount Available and Purpose**

Scholarships of up to \$10,000 are available for individual students for use in approved OST activities that can occur between now and September 30, 2024. The minimum scholarship award is \$1,000.

### **Eligibility Criteria and Program Rules:**

The funds are intended to primarily support at-risk/underserved youth residing in the District that are enrolled in K-12th grade at a DC K-12 grade public, charter, or private school who are seeking funding support for out of school time activities. Additionally, high school students who are one year older, or more, than the expected age for the grade



in which the student is enrolled will be considered eligible up to age 24.

Applicants must be able to supply documentation of their District of Columbia residence and priority for funding will be provided to applicants that meet at least one of the following criteria for at-risk/underserved youth:

- Students experiencing homelessness; or
- Students who are in the District's foster care system; or
- Students who are economically disadvantaged as demonstrated by eligibility for Free and Reduced price Meals (FARM); Temporary Assistance for Needy Families (TANF) program or the Supplemental Nutrition Assistance Program (SNAP); or
- High school students that are one year older, or more, than the expected age for the grade in which the student is enrolled; or
- Has a disability as demonstrated by an Individual Education Plan (IEP); or
- Is an English Language Learner; or
- Identifies as Lesbian, Gay, Bisexual, Transgender, Intersex or Queer/Questioning, Asexual; non-binary; or pansexual; or,
- Resides in Wards 5, 7, or 8.

Applications from students who are not considered at-risk/underserved will be considered based on need and the availability of funds.

Applicants who have conflicts of interest with reviewers will be re-assigned to a new reviewer. Applicants who have conflict of interest with staff who manage the project will not be considered eligible for this opportunity.

The District of Columbia requires that one-third (1/3) of all scholarship funds benefit youth living with a disability. The Community Foundation reserves the right to restrict the eligibility criteria for this scholarship to comply with this provision during the grant year if necessary.

The Community Foundation will cap the amount of scholarship funds provided to any one vendor or nonprofit at \$60,000.

Applicants may only receive one scholarship during the program year. Applicants may submit requests for up to two (2) individual programs in the same application. If an applicant requests funds for more than two programs, we will base our scholarship recommendation on the two eligible programs that require the most funding.

### **Eligible Expenses**

Examples of programs that the scholarship may support include, but are not limited to, programs designed specifically for students with disabilities, advanced learners, and English Language Learners. See above for more information on eligibility

criteria for applicants. Applications that include travel are eligible, however travel expenses are capped at 20% of the overall scholarship award. Applicants will be required to provide proof of eligibility of expenses.

**Scholarship awards cannot support the following:** Students from other jurisdictions; any program other than the one described in the application; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefits; legal expenses or professional service costs; land or building purchases or capital improvements; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising or grant-writing; investment management costs or fees; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, and/or staff, volunteer, or board incentives; any payments to members of the Board of Directors; participant cash incentives, stipends, or gift cards (unless approved by the Grant Manager); re-granting (also known as sub-granting); subcontracting; and payment, sales tax or other exempted taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia's Criminal Background Check policy.

### **Selection, Approval and Payment:**

The Community Foundation will utilize the criteria detailed in the previous section to ensure only eligible applicants are considered for a scholarship. The Community Foundation will submit scholarship recommendations monthly to Learn 24 for review and approval, including:

- Name of awardee
- Grade level
- At-risk/underserved category (if applicable)
- School name
- School type
- Organization to whom scholarship will be sent
- Type of activity for which scholarship will be used

Approved applicants will be notified via email with the necessary paperwork to execute the scholarship award. Funds will be provided directly to the program or institution that is providing services to the student—scholarship awards will not be sent directly to students or families. Approved applicants will be asked to sign a scholarship agreement form that spells out the restrictions, terms, and conditions of the grant award, as well as provide contact information for the receiving institution to allow for electronic funds transfer.



Applicants with unsuccessful proposals will be notified via email with the rationale for the funding decision.

### **Application Process and Questions**

Proposals are accepted on a rolling basis. Proposals are reviewed by The Community Foundation for review and approval by Learn 24. Applicants will be notified of funding decisions within four (4) weeks of application submission. Applicants are encouraged to apply for funding at least four (4) weeks prior to the start of expected programming.

The link to begin a new application is below:

<https://us.grantrequest.com/application.aspx?sid=5491&fid=35338>

To learn more about this funding opportunity, applicants may review a recorded webinar including frequently asked questions in advance of submission by copying the link below into your internet browser:

[https://drive.google.com/drive/folders/1qYq3B4q1u-5HIE20qx4EmjVbiB1GD\\_JF?usp=sharing](https://drive.google.com/drive/folders/1qYq3B4q1u-5HIE20qx4EmjVbiB1GD_JF?usp=sharing)

Please direct questions regarding this funding opportunity to Benton Murphy at [bmurphy@thecommunityfoundation.org](mailto:bmurphy@thecommunityfoundation.org).

For questions or help regarding the online application system, please contact Yorman De La Rosa at [ydelarosa@thecommunityfoundation.org](mailto:ydelarosa@thecommunityfoundation.org).

Si habla español y necesita ayuda, envíe un correo electrónico a Yorman de la Rosa a [ydelarosa@thecommunityfoundation.org](mailto:ydelarosa@thecommunityfoundation.org).

### **Eligibility Quiz**

The Out of School Time Youth Scholarship application is only open for specific students to apply. Please answer the following questions so we may determine eligibility to apply.

- Is the student that will benefit from the scholarship at least 5 years of age?
- Is the student who will benefit from the scholarship a DC resident?
- Is the student currently enrolled in kindergarten through 12<sup>th</sup> grade at a DC public, charter or private school?

### **Scholarship Application Form**

1. Application date
2. Student's name, full address, date of birth
3. Name of student's parent or guardian, their email and telephone number
4. Student school name
5. Dollar amount of this scholarship request

### **Demographic Questions**

1. Student Age
2. Student Grade
3. Student LGBTQIA+ status
4. Student Race and Ethnicity
5. Is the student currently living with a disability?
6. Is the student a native speaker of a language other than English?
7. Is the student currently experiencing homelessness?
8. Is the student receiving Free or Reduced-price Meals, TANF or SNAP?
9. Is the student receiving Foster Care supports through CFSA?
10. Is the student a high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled?

### **Information on the Programs You're Requesting Funding For**

Please note applicants may only submit ONE application for funding. Each application may contain a request for up to TWO programs. If an applicant requests funds for more than two programs, we will base our scholarship recommendation on the two eligible programs that require the most funding.

11. Please provide the names and contact information for the out of school time programs that the applicant is seeking funding for, including contact name, email, and telephone. Additionally, applicants are required to provide the EIN or TAX ID of the programs you are requesting funding for. Please contact the program or vendor for this information before applying.
12. In 1000 words or fewer, please describe the out of school time program applicant is seeking funding to support. How many classes or sessions will the applicant participate in? How long will the program last? Examples of programs

that the scholarship may support include, but are not limited to, programs that provide academic support, enrichment, social-emotional learning, physical activities, and/or are designed specifically for students with disabilities, advanced learners, and English Language Learners.

13. Please be specific about the cost of the programs in the description, please do not provide an estimate. If applying for multiple programs with this request, please include specifics on the cost and timing of each program, including expected start and end date. Please note we will NOT approve an application without detailed budget information.

Here is an example of an acceptable budget submission:

*The scholarship will support my child to attend a pre-professional ballet program that serves children and high school students in underserved areas. My child will attend the program from September 1, 2023 through June 30, 2024. The cost of the program for teens 12-18 who are in the pre-professional division is \$1,600 for tuition, \$300 costume fee, \$135 Uniform fee, \$280 performance fee, and \$50 Backstage insurance fee. Total: \$2,365.*

14. Provide a hyperlink or screenshot of the website for the organization the applicant is applying to receive scholarship funding for that includes information on the program cost. If you cannot link to an external website, you can upload a document with this information.

### Required Attachments

Please upload the following attachments as .PDF files to supplement the application:

1. Proof of residency. Applicants must submit at least one of the following items to prove residency in the District of Columbia:
  - a. A pay stub;
  - b. Supplemental Security Income annual benefits notification;
  - c. A copy of Form D40 certified by the DC Office of Tax and Revenue;
  - d. Military Housing Order;
  - e. An embassy letter;
  - f. Proof that a child is a ward of the District of Columbia, in the form of a Court Order; and
  - g. Proof of financial assistance from the DC Government, in the form of either a:
    - i. Temporary Assistance for Needy Families (TANF) verification of income notice or recertification approval letter;
    - ii. Medicaid approval letter or recertification letter;
    - iii. Housing assistance letter from a housing shelter, including contact name and phone number or a letter from the Housing Authority; or

- iv. Proof of receipt of financial assistance from another DC Government program.
    - h. If none of the above items are available to verify residency, two of the following items are required:
      - i. Unexpired DC motor vehicle registration;
      - ii. Unexpired lease or rental agreement;
      - iii. Unexpired DC motor vehicle operator's permit or other official non-driver identification; and
      - iv. One utility bill (only gas, electric and water bills acceptable).
  - 2. Proof of at-risk/underserved status. Applicants must submit at least one of the following items to prove eligibility for this opportunity:
    - a. Any documentation from DC Child and Family Services Agency (CFSA) that provides assurances on foster care status of the applicant student.
    - b. Proof of enrollment in Free-and-Reduced Meals, TANF or SNAP
    - c. A letter showing enrollment in local housing provision, etc.
    - d. Students Individualized Education Plan (IEP)
    - e. Proof of enrollment in English Learner program
    - f. Personal statement regarding LGBTIQ+ status
    - g. Other documentation, proving eligibility on any criteria listed under Eligibility Criteria and Program Rules, above.

### **Proof of Disability Status**

The Foundation is reserving funding specifically for youth who are living with a disability. If the applicant is living with a disability, please upload a copy of their Individual Educational Plan (IEP) or other documentation of the applicant's disability status to your application.

### **Optional Attachments**

Applicants are permitted to upload an optional attachment to supplement their applications. You may upload any items you feel will supplement your application as one merged .PDF file. Examples of items you may consider including: transcripts/report card, testing scores, personal statements or essays, letters of recommendation, extracurricular activities, and any information on your family's background and ability to benefit.