



## 2022 Summer Enrichment Grant Program Overview

**Purpose:** In light of the unprecedented challenges faced by Connecticut children over the last two school years—including academic learning loss, social isolation, and more—the Connecticut State Department of Education (CSDE) has partnered with leaders across the state to define a bold vision for summer 2022: provide equitable, high-quality, and accessible summer enrichment opportunities for Connecticut children.

**Time Period:** June 6, 2022 – September 2, 2022

**Published:** April 19, 2022

**Application Due Date:** May 10, 2022, 5:00 PM EST

**Awards Announced:** by May 31, 2022

[Programs may submit an application](#) on SDE's website. Questions may be directed to [SDE.Summerenrichment@ct.gov](mailto:SDE.Summerenrichment@ct.gov). All interested applicants are also welcome and encouraged to join an online application webinar on April 25th, 2022 from 11:00-12:00 PM to learn more about the process. [Registration is required.](#)

### **Equal Opportunity Statement**

The CSDE is committed to a policy of equal opportunity/affirmative action for all qualified persons. The CSDE does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/Americans with Disabilities Act (ADA) Coordinator  
Connecticut State Department of Education  
450 Columbus Boulevard, Suite 505  
Hartford, CT 06103  
860-807-2071  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

## **Table of Contents**

2022 Summer Enrichment Grant Program Overview	1
I. Introduction	3
II. Eligible Applicants	4
III. Grant Award Options	5
IV. Eligible Activities and Spending	6
V. Program Quality Requirements	7
VI. Data, Monitoring, and Program Implementation	9
VII. Program Assurances	10
VIII. Selection and Notification	12
IX. Resources for Designing High Quality Summer Programs	13
X. How to Apply	14
Application Template	14
Budget	19
Appendix A: Scoring Rubric	20
Appendix B: Budget Code Descriptions	24

## I. Introduction

In the spring of 2021, the CSDE launched the state's inaugural Summer Enrichment Grant Program. Using funding from the federal American Rescue Plan (ARP) of 2021, Connecticut granted over \$8 million to 235 summer camps, child care centers, and other innovative programs that offered impactful out-of-school learning and enrichment opportunities for students.

In large part due to the [significant success](#) of the 2021 Summer Enrichment Grant program, the CSDE is pleased to announce a second round of funding through the 2022 Summer Enrichment Grant Program. Like last year, the 2022 program is designed to expand or create new opportunities for children to participate in high quality summer programming including summer camps, theme-based enrichment programming, and programs combining academic and enrichment activities. Applicants are encouraged to take a community-wide approach in developing their application and partner with other stakeholders in their communities to strengthen the opportunities available to students.

Programs should respond to students' academic, social, and emotional needs and address the impact of COVID-19 on students, especially students from low-income families, children with disabilities, English learners, migrant students, students experiencing homelessness, and children and youth in foster care.

Funding will be provided for programming and activities during the summer of 2022 only. The grant period begins on June 6, 2022 and ends on September 2, 2022; no funding may be obligated for or expended before or after this time period. Applicants can apply for either one Expansion Grant (up to \$75,000) or one Innovation Grant (between \$75,000 and \$250,000) per program site. A maximum of one grant will be awarded per site/location, though organizations with multiple sites may submit multiple applications. Applicants should only apply for the amount that they are certain they will be able to spend efficiently during the grant period.

The number of grants awarded will depend on the number of applicants, the quality of the proposals, and the amount of funds available.

Finally, camps that are interested in exploring the possibility of finding a federally-funded summer meals sponsor with the capacity to serve their site should contact Caroline Cooke at the Connecticut State Department of Education at [caroline.cooke@ct.gov](mailto:caroline.cooke@ct.gov).

## II. Eligible Applicants

Programs must serve school-age children who have completed kindergarten and are within the age group of 5-18 inclusive, with the exception that programs may serve youth with special needs, still enrolled in their school district, up to their 22nd birthday. Eligible applicants are limited to the following:

- Non-profit organizations with a current, valid child care center or youth camp license from the Office of Early Childhood (OEC)
  - Note: OEC licensed programs can only request funding for sites with existing licenses with school-age care endorsements. Sites licensed to serve only children ages five and under may not apply.
- License-exempt child care center, youth camp, or other summer program operated by either a
  - Municipal agency. Note that municipal-run programs will require a 50% financial and/or in-kind match, either from their town or another entity;
  - Private or independent school. Private and independent schools and faith-based organizations are eligible to apply only if the program is open to all children and not just those who are of a particular faith, enrolled in a particular school, or members of the applicant organization;
  - Organizations that are specifically exempted by state law ([Sec. 19a-77](#)).
- Local education agencies (LEAs) that received less than \$1,000,000 in ARP Elementary and Secondary School Emergency Relief (ESSER) funding
- License-exempt non-profit community-based organizations (CBOs) for programs serving exclusively youth ages sixteen or older; or
- A partnership led by one of the above eligible organizations, working together with other non-profit organizations, municipal agencies, local and regional boards of education, Regional Educational Service Centers (RESCs), charter schools, or other independent schools.
  - Note, the applicant must be one of the above-eligible organizations.

### III. Grant Award Options

Applicants will have the opportunity to apply for one of two grant awards through the Summer Enrichment Program:

- **Expansion Award:** These awards will provide applicants up to \$75,000 in funding per site. Expansion Grants may be used for expanding existing programs or creating new programs to serve students who would otherwise not have access to summer camp or programs.
- **Innovation Award:** These awards will provide applicants between \$75,000 and \$250,000 in funding per site. The Innovation Grant program will award programmatic and operational funding to organizations that can serve Connecticut children at a greater scale, provide holistic learning opportunities that blend educational and enrichment components, and remove financial and other types of barriers that have typically precluded participation. These grants will be awarded to organizations with a clear record of providing excellent summer learning opportunities for students, particularly for students from traditionally underserved communities. Only programs that meet the below eligibility criteria may apply for an Innovation Award:
  - Program must serve a minimum of 150 individual students over the course of the summer;
  - Program must provide at least 80 hours of programming over the course of the summer program period (June 6, 2022 - September 2, 2022); and
  - Program must describe how it will serve the state's goal of providing bold and innovative summer programming to Connecticut students.

## IV. Eligible Activities and Spending

### A. Eligible Grant Activities

Applicants must commit to using the funding in at least one of the following ways:

- Serve additional children or youth through existing programming;
- Subsidize enrollment costs for program participants; and/or
- Provide transportation for program participants.

Programs must provide enrichment activities designed to encourage “purposeful play,” which could include: sports, music, art, hands-on experiences, mentorship, teamwork, field trips, guest speakers, career/college exploration, cooking, food and nutrition, wellness, physical activity and physical education. Based on the evaluation of the 2021 Summer Enrichment Program, the CSDE is prioritizing programs that provide students with a wide array of activities from which to choose and that allow them to participate in unstructured time, outdoor activities, and field trips.

### B. Eligible Spending Categories

- Hire additional staff, counselors, lifeguards, behavioral specialists or other necessary personnel to serve more students
  - Camps may request up to 3 College Corps<sup>1</sup> students in their grant application and budget. Camps requesting College Corps students will need to budget a \$500 training cost per College Corps student as well as a \$15 hourly rate for each hour of employment worked by the College Corps student.
- Rent for a larger facility in order to serve additional students
- Subsidize the costs of expanded hours or weeks that students participate in camp programming
- Subsidize or waive enrollment costs for students, particularly those eligible for free or reduced-price school meals
- Cover activity and other supply costs necessary for camp programming (i.e. arts and crafts, t-shirts, field trips, ticket fees, etc.)
- Provide food, snacks, and water for students
- Cover transportation costs for students

### C. Ineligible Spending Categories

- Student stipends, vouchers paid directly to families/students, gift cards/certificates given directly to families/students, or other cash benefits directly to families/students
- Mortgage, maintenance, hardware and software upgrades, and utility costs that do not directly support one of the three eligible grant activities listed in Section IV.A.

---

<sup>1</sup> This summer, the state of Connecticut is continuing the 2022 Summer College Corps, an initiative that will hire college students to work in summer camps and programs across the state where additional capacity is needed. Camps may request up to 3 College Corps students, and must budget for those student(s) in their application. In the event that a program is awarded fewer College Corps students than expected, it will have an opportunity to repurpose the funding towards a different allowable activity.

## V. Program Quality Requirements

All organizations receiving grant funding must adhere to the following quality requirements. Note that nothing in this section shall be construed to affect existing legal requirements established for individuals with access to minor children, including but not limited to those related to youth camps, employee criminal background checks, and any relevant licenses and permits. All subcontracted/partner staff must meet the same requirements as if they were actual staff of the grantee.

- All camp/program staff that supervise children must have participated in a minimum of two (2) hours of training on supporting student social-emotional learning at some point between August 15, 2021 and the start of their work with children.
- In addition to safety training, all staff must receive training on safe operations including COVID-19 mitigation strategies, (e.g., mask wearing, social distancing, hand hygiene, cleaning and disinfecting), infection control requirements, and Centers for Disease Control and Prevention (CDC) and state guidelines and protocols.
- There shall be a designated staff person in charge who is eighteen years of age or older on site at all times the child care program is in operation.
- If any program/camp includes activities at a waterfront or swimming area, whether as a regular part of their location or as a field trip, each separate water location must have an appointed on-site director who shall be at least twenty years of age and shall possess an American Red Cross Lifeguard Training current rating or its equivalent.
- Staff acting in a lifeguard capacity shall meet the certification requirements of section 19a-113a-1 of the Regulations of Connecticut State Agencies.
- Staff-to-student ratios when students are in or on the water is one staff person to twelve students for students age 6 or older or a 1:9 ratio for students under age 6.
- Staff acting as counselors shall be at least sixteen years of age. Youth acting as counselors-in-training shall be at least fourteen years of age. Each staff member shall meet the age requirements prescribed in this section on or before the date such staff member commences employment at the program/camp.
- Programs must maintain a ratio of at least one staff to ten children under age six, one staff to twelve children under age eleven, and one staff to fifteen children over the age of eleven. The ratio of staff to children shall be maintained at all times. When there is a mixed age group, the lower required ratio for the age of the youngest child shall prevail. The ratio of staff to campers, as specified in this subsection, shall be maintained at all times, including during all outings and trips except for structured activities offered exclusively for school age children.
- Prior to the start of the program/camp, administrators shall develop a written emergency management plan for matters that include, but are not limited to: fire, crisis response, medical incidents, weather related incidents, man-made disasters, natural disasters or acts of terrorism. The plan shall address (1) the evacuation and removal of children to a safe location, (2) lock-down procedures, (3) notification and reunification of parents with their children, (4) process for notifying emergency personnel, and (5) any necessary

methods and procedures for the evacuation and relocation of children with special needs, developed in consultation with the parents of such children. All staff shall be trained on the details of the plan and a copy shall be maintained on-site and available to all staff.



## **VI. Data, Monitoring, and Program Implementation**

In accepting this grant, applicants agree to:

- Comply with all state and federal statutory and regulatory requirements as detailed further in the program assurances sections, including but not limited to all legal requirements regarding oversight of youth programs and access to minors
- Engage with other community stakeholders including the school district to ensure the proposed program is enhancing and not duplicating services.
- Participate in any data collection that is required by the state or federal government for the use of this funding, including but not limited to data on individual camp participants;
- Permit visits from CSDE staff and CSDE research partners at any time during the summer program for quality advising and/or monitoring;
- Agree that the organization applying maintains full responsibility for the operation of the program, regardless of any partnership, volunteer, or subcontract arrangements.
- Ensure program accessibility for individuals with disabilities. Additionally, all materials should be made available in accessible formats (e.g., printed, digital and web based information).
- Provide a final report, in such format provided by the CSDE, no later than November 2, 2022.

## VII. Program Assurances

- Failure to comply with all Assurances and Certifications in this application, all relevant provisions and requirements of the ARP Act of 2021, Public Law 117-2, enacted on March 11, 2021, or any other applicable law or regulation may result in liability under the False Claims Act, 31 U.S.C. § 3729, et seq.; Office of Management and Budget (OMB) Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Office in 2 CFR part 3485; and 18 USC § 1001, as appropriate;
- Utilize funds only for activities allowable under section 2001 of the ARP Act of 2021. No funds shall be used to subsidize or offset executive salaries or benefits of individuals who are not employees of the applicant or engaged partners or for expenditures related to state or local teacher or faculty unions or associations;
- Provide reports as may be required by the CSDE which could include but are not limited to: the methodology used to provide services or assistance to students and staff; the uses of funds (by the applicant organization and/or other entities) and demonstration of their compliance with Section 18003(d), such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices, related issues in supporting remote learning for all students, including disadvantaged populations;
- All requests for payment shall be based upon allowable purposes and made in accordance with cash management principles;
- We shall cooperate with any examination of records with respect to such ARP/ESSER funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the United States Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority;
- We will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D-Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E-Cost Principles (2 CFR §§200.400-475), which states that ESSER funds must be used for purposes that are reasonable, necessary, and allocable under the ARP Act;
- We will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474;
- Each program will be administered in accordance with applicable statutes, regulations, program plans, and applications;
- Control of funds and property acquired using program funds will be maintained and administered by the appropriate organization;

- Fiscal control and fund accounting procedures will be used to ensure proper disbursement of, and accounting for, federal funds;
- The organization will make reports to the state agency or board and to the Secretary as may be needed for the state agency or board and the Secretary to perform their duties under each program, and each organization will maintain records (as required in Section 443) and provide access to those records as the state board or agency Secretary deems necessary to carry out their responsibilities;
- The organization will provide opportunities for the participation in, planning for, and operation of each program by teachers, parents, and other interested agencies, organizations, and individuals;
- Applications, evaluations, plans, or reports related to each program will be made available to parents and the public;
- Facilities constructed under any program will be consistent with overall state construction plans and standards and with the requirements of Section 504 of the Rehabilitation Act of 1973 in order to ensure that the facilities are accessible to and usable by individuals with disabilities;
- The organization has adopted effective procedures for acquiring and disseminating information and research regarding the programs and for adopting, where appropriate, promising educational practices to teachers and administrators participating in each program;
- None of the funds expended under any applicable program will be used to acquire equipment if such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees;
- Our organization has discussed this grant application with other stakeholders in our community including the school district to ensure we are enhancing and not duplicating services.

## **VIII. Selection and Notification**

Grant applications will be read and scored using the rubric in Appendix A.

The CSDE will notify applicants via email of the acceptance or rejection of their proposals by May 31, 2022. If a proposal is selected for funding, the CSDE will initiate a grant award letter.

The level of funding and effective dates of the projects will be set forth in the notification of the grant award. The CSDE will retain all proposals submitted and such proposals will become part of the public domain. As such, applicants should not include any confidential information in their survey responses, including but not limited to student names and other personally identifiable information.

The CSDE reserves the right to award in part, to reject a proposal in its entirety or in part, and to waive technical defects, irregularities or omissions if, in its judgment, the best interest of the state would be served. After receiving the grant application, the CSDE reserves the right not to award all grants or to negotiate specific grant amounts as part of the evaluation process to meet federal requirements or the State Board of Education's priorities. In addition, the CSDE reserves the right to change the dollar amount of grant awards to meet federal guidelines for grant awards.

All awards are subject to availability of federal funds. Grants are not final until award letters are executed.

## IX. Resources for Designing High Quality Summer Programs

- [Evaluation of the 2021 Connecticut Summer Enrichment Program:](#)
- [Evidence-Based Interventions: Summer Learning or Enrichment and Comprehensive Afterschool Program:](#)
- [Wallace Foundation Knowledge Center Summer Learning:](#)
- Examples of award winning summer programs can be found on the National Summer Learning Association [website](#)

## **X. How to Apply**

Applications must be submitted no later than May 10, 2022 at 5:00PM. Applicants may apply on SDE's [webpage](#).

Questions may be submitted via email at [SDE.Summerenrichment@ct.gov](mailto:SDE.Summerenrichment@ct.gov).

### **Application Template**

*Applicants are strongly recommended to retain a copy of their application responses prior to submitting.*

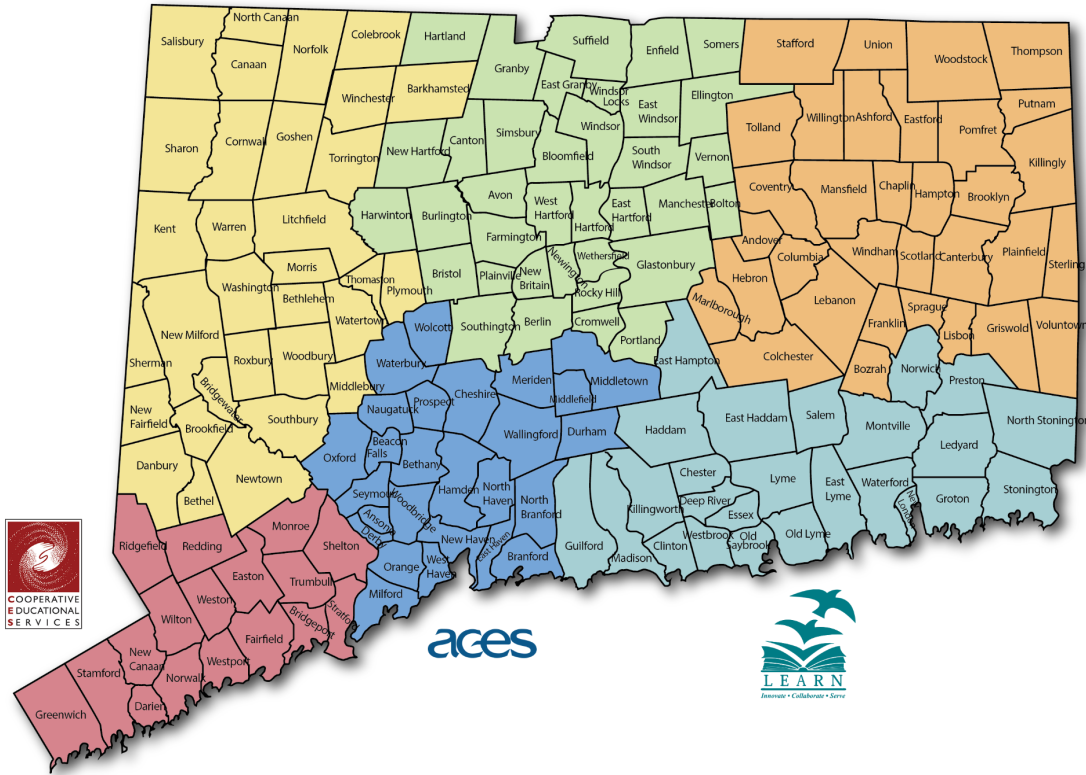
#### **Organization Information**

- Organization Name
- Mailing Street Address
- Mailing City
- Mailing State
- Mailing Zip Code

#### **Site Information**

- Site Name
- Site Street Address
- Site City
- Site State
- Site Zip Code
- Site/Program

What is the RESC Region of the program site? If you are unfamiliar with the RESC in which your program resides, please use the map below or the [search tool](#). [*drop-down of the six RESCs: ACES, CREC, LEARN, CES, EdAdvance, EASTCONN*]



**Organization Type:**

- Nonprofit organizations with a current, valid child care center or youth camp license from the Office of Early Childhood (OEC)
  - Please enter a valid and unexpired OEC license number.
- License-exempt child care center/youth camp operated by a municipal agency
  - Please upload a letter from your town supervisor or other entity confirming a 50 percent financial and/or in-kind match will be provided to support this program.
- License-exempt child care center/youth camp operated by private school.
- License-exempt child care center/youth camp specifically exempted by statute.
  - Please provide a brief explanation how your program meets this requirement.
- License-exempt not-for-profit community-based organization (CBO) for programs serving exclusively youth ages sixteen or older.
- Local education agency (LEA) that received less than \$1,000,000 in ARP Elementary and Secondary Emergency School Relief Fund funding.

A description of partnership(s) with other entities must be fully disclosed, if applicable (e.g., a licensed summer camp partnering with a school district to provide SEL programming). Programs that partner with school districts during the summer and 2022-23 school year in order to ensure

students are prepared for and enthusiastic about returning to school in the fall will be awarded additional points.

Applicants should include a letter of support from program partner(s).

**Agency Director (CEO)/Contact Person**

- Director First Name
- Director Person Last Name
- Director Title
- Director Street Address
- Director City
- Director State
- Director Zip Code
- Director Telephone
- Director Email

If different than the Agency Director, please provide the following for the primary grant contact:

- Contact Person First Name
- Contact Person Middle Name
- Contact Person Last Name
- Contact Telephone
- Contact Email

**Other Information Requested:**

- Are you applying for an Expansion Grant (up to \$75,000) or an Innovation Grant (between \$75,000 and \$250,000)?
- Amount of funding requested for this site
- Total program budget for Summer 2022
- Program site description (20 words max)
- Total number of children expected to serve at this site
- Percent of total program participants expected to need scholarship funding to participate (only for camps that charge a fee for participation).
- Last year, the state of Connecticut ran the Summer College Corps, an initiative that hired college students to work in summer camps and programs across the state where additional capacity was needed. The CSDE, in conjunction with the Office of Higher Education, the Office of Policy and Management, and other partners, is considering this program again for 2022. Do you have a need this summer for additional staff support to work in your program?

If yes, please comment how many staff you would be interested in having (max of 3 staff). **Note, that answering “Yes” to this question does not guarantee your**



**program will receive additional staff.** All programs that request College Corps students will need to include in the Budget and Budget Narrative section \$500 per College Corps student to cover training costs as well as a rate of \$15/hour for each hour of employment by the College Corps student. In the event that your program is awarded fewer College Corps students than expected or none at all, you will have an opportunity to repurpose the funding towards a different allowable activity. Programs that can provide longer durations of employment (i.e. 30+ hours per week) to College Corps students will be prioritized at the time of placement.

- For how many weeks would your program site need College Corps staff member(s)? Please note that college staff will be available to work for up to 7 weeks starting on June 10, 2022.
- Program Dates of Operation. Please select all that apply:
  - June 6 - June 10
  - June 13 - June 17
  - June 20 - June 24
  - June 27 - July 1
  - July 4 - July 8
  - July 11 - July 15
  - July 18 - July 22
  - July 25 - July 29
  - August 1 - August 5
  - August 8 - August 12
  - August 15 - August 19
  - August 22 - August 26
  - August 29 - September 2
- Program Schedule. Please check all that apply:
  - Morning (8am-12pm)
  - Afternoon (12pm-5pm)
  - Evening (5pm-8pm)
  - Overnight
- Total hours of programming (i.e. 4 weeks of programming, 5 days a week, for 8 hours a day equals 160 total hours)
- Program Cost. Please check all that apply:
  - Program fee
  - Scholarships available
  - Free for all participants
- Minimum Age Served?

- Maximum Aged Served?
- Does your program serve food to students?
- Does your program provide water to students?
- Does your program serve or cater to students with disabilities?

**Proposal Narrative (word counts in parentheses)**

1. Why does your program need this summer enrichment grant funding? Describe the students served, age levels, and particular need in this community/group of students. (300 word limit)
2. Describe how your program will address the disproportionate impact of COVID-19 on student subgroups (children from low-income families, children with disabilities, English learners, migrant students, students experiencing homelessness, and children and youth in foster care). (500 word limit)
3. Provide an overview of the summer program and specific enrichment program(s) offered, including any research or evidence to highlight the impact of the program on student outcomes. For Innovation Grant applicants, programs should describe how they will serve the state's goal of providing **bold** and **innovative** summer programming to Connecticut students (500 word limit). Optional upload of document for Daily and/or Weekly Activity Schedule.
4. Provide detail on program logistics, including: start and end dates; operational hours; facilities; staffing plan; transportation plan; and how meals and snacks will be handled. Programs should also include here how they intend to meet all eligibility and quality requirements outlined in this RFP. (500 word limit)
5. Describe what staff training and student supports you will provide as part of this summer program that will support students' social, emotional, mental and physical health. (500 word limit)
6. Describe how your program is partnering with school districts and other entities, during the summer and into the 2022-23 school year, to ensure students are prepared for and enthusiastic about returning to school in the fall. Optional upload of letter of support from program partner(s). (300 word limit)
7. Describe how program participants will be recruited. Please describe any evidence of demand (e.g. wait-list, letter of support from school district, etc.) (300 word limit)
8. Describe any other additional points important to consider for this program, including a description of the organization's current financial situation and if it has provided summer or after-school programs in the past three years. (300 word limit)
9. Provide a budget narrative with specific detail on how the grant funding would be spent. If applicable, include any other sources of additional funding, including in-kind resources such as facilities. Applicants should describe the total cost to provide the program as well as the amount of funding requested from this award.

Camps that are requesting College Corps students must budget \$500 per College Corps student to cover training costs as well as an hourly rate of \$15 per each hour of employment. For example:

100 Personnel Services - Employee Salary:

- One full-time head counselor/teacher at \$20 per hour and two full-time counselors at \$18 per hour, for 200 hours total, for a total of \$11,200.
- Two College Corps students at 160 hours each for a total of \$5,800 (2 students x 160 hours x \$15/hours + 2 x \$500 = \$5,800)

500 Other Purchased Services:

- Scholarships will be awarded based on need, with 6 full scholarships at \$225 per week and 12 partial scholarships at \$117.50 per week for five weeks, for a total of \$13,800. (1,000 word limit)

10. Program assurances - Organization agrees to abide by all requirements (Yes or No)

**Budget**

- 100 Personal Services – Employee Salary
- 200 Personal Services – Employee Benefits
- 300 Purchased Professional and Technical Services
- 400 Purchased Property Services
- 500 Other Purchased Services
- 600 Supplies
- Total Amount Requested

See Appendix B for a detailed description of each of these budget categories.

## Appendix A: Scoring Rubric

	EXCELLENT	GOOD	MARGINAL	INADEQUATE
	(well-conceived and thoroughly developed)	(clear and complete)	(requires additional clarification)	(information not provided)
<b>Questions 1 + 2. NEED FOR PROJECT (45 points max)</b>				
Provides a clear rationale for why project funding is needed this year.	15	10	5	0
Provides a description of the students to be served and makes a strong case for the specific needs of this community, focused on the disproportionate impact of COVID-19 on student subgroups (each major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care).	15	10	5	0
Describes how the grant funding will be used to serve additional students and/or to subsidize enrollment costs, particularly for students with disabilities, those on free/reduced lunch status, on the Supplemental Nutrition Assistance Program, (SNAP) or other assistance programs.	15	10	5	0
<b>Question 3. QUALITY OF PROJECT DESIGN (65 points max)</b>				
Program provides at least half of the time spent in a variety of enrichment activities programming designed to encourage “purposeful play.”	15	10	5	0
Program is evidence-based and demonstrates, either through available	15	10	5	0

research, past program data, or by other means, a superior record of improving student outcomes.				
Program provides students with a wide array of activities from which to choose.	15	10	5	0
Program provides students with opportunities to engage in unstructured time, outdoor activities, and field trips.	15	10	5	
Provides an example of an engaging daily activity schedule that meets children and families' needs.	5	4	3	0
<b>Question 4. PROGRAM LOGISTICS (45 points max)</b>				
Provides detail on program logistics, including: start and end dates; operational hours; facilities; days of operation.	15	10	5	0
Provides detail on transportation, whether it is parent pick-up and drop off or provides transportation, including any transportation to field trips.	5	4	3	0
Provides at least two snacks and lunch and describes how meals and snacks will be provided.	5	4	3	0
Provides a description of program staffing that includes adequate supervision and support for all staff that have contact with children.	5	4	3	0
Program clearly describes how it meets all operational, staff, and quality requirements outlined in the RFP..	15	10	5	0
<b>Question 5. STAFF TRAINING AND STUDENT SUPPORTS (5 points max)</b>				

Describes the staff training and student supports that will be provided to support students' social, emotional, mental and physical health.	5	4	3	0
<b>Question 6. PARTNERSHIPS AND COLLABORATION (30 points max)</b>				
Provides a detailed description of how the program is partnering with school districts and other entities, during the summer and into the 2022-23 school year.	15	10	5	0
Describes how their program will focus on ensuring students are prepared for and enthusiastic about returning to school in the fall.	15	10	5	0
<b>Question 7. RECRUITMENT (5 points max)</b>				
Describes a realistic, achievable plan to recruit program participants, including additional expanded capacity	5	4	3	0
<b>Question 8. OTHER INFORMATION (10 points max)</b>				
The organization has operated a summer or after-school program in the past three years.	5	0	0	0
The organization provides evidence that it has adequate fiscal health to sustain at least five weeks of summer programming, and has adequate financial controls and policies.	5	4	3	0
<b>Question 9. BUDGET (45 points max)</b>				
Budget narrative provides adequate detail about how the grant funding would	15	10	5	0

be spent.				
Funding ask is justified given the number of students to be served and the anticipated results and benefits.	15	10	5	0
Funding ask is justified given the organization's total operating budget.	15	10	5	0
<b>ADDITIONAL POINTS (25 points max; 40 points for Innovation Grants]</b>				
For programs serving ages 5-12 that provide more than the minimum 5 hours per day (3 points for 6 hours, 5 points for 8 hours, 10 points for 9 or more hours per day) to help with families' child care needs.	10	5	3	0
Site provides programming five days per week (5 points for 5 days, 4 points for 4 days, 3 points for 3 days).	5	4	3	0
Site provides programming for more than 3 weeks (3 points for 4 weeks, 5 points for 6 weeks, 10 points for 8 or more weeks).	10	5	3	0
<i>[Innovation Grants Only]</i> Site provides bold, innovative, and engaging enrichment activities.	15	10	5	0

## **Appendix B: Budget Code Descriptions**

### **100 Personal Services – Employee Salary**

Amounts paid to employees of the grantee. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

### **200 Personal Services – Employee Benefits**

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

### **300 Purchased Professional and Technical Services**

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

### **400 Purchased Property Services**

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

### **500 Other Purchased Services**

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

### **600 Supplies**

Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.