



2023-2024 Summer Enrichment Grant Program Overview

Purpose: The Connecticut State Department of Education (CSDE) is pleased to announce a third round of funding for the 2023 and 2024 Summer Enrichment Grant Program, which provides equitable, high-quality, and accessible summer enrichment opportunities for Connecticut children. This grant program will provide awards for Summer 2023 and Summer 2024 to the most competitive of applicants. Awards for one summer only will not be granted.

Time Period: June 5, 2023 – September 1, 2023 & June 3, 2024 – August 30, 2024

Published: March 9, 2023

Application Due Date: April 3, 2023, 5:00 PM EST

Awards Announced: by May 1, 2023

[Programs may submit an application](#) on SDE's website. Questions may be directed to SDE.summerenrichment@ct.gov. All interested applicants are also welcome and encouraged to join an online webinar on Thursday, March 16th at 12:00PM to learn more about the process. **[Registration is required.](#)** A recording will be posted on the [CSDE Summer Enrichment website](#).

Equal Opportunity Statement

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; victims of domestic violence; or criminal record in state employment, 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:

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Application Checklist

All applicants should review the following tasks prior to submitting an application for the 2023 Summer Enrichment Grant Program:

- The applicant reviewed this Grant Overview Document and the [Frequently Asked Questions](#) in its entirety and adhered to the instructions and criteria of each section, particularly guidance around preparing a budget.
- The applicant understands that this is a two-year grant program, that the program intends to operate during Summer 2023 and Summer 2024, and that funding for Year 2 (Summer 2024) will be conditional upon successful completion of all grant requirements in Year 1 (Summer 2023). Applicants intending to only provide programming for one summer (either 2023 or 2024, but not both) should not apply.
- The applicant obtained or has applied for a Unique Entity Identifier (UEI) through SAM.gov. No funds can be awarded to summer enrichment applicants unless the CSDE has a valid UEI on file.
- The applicant attended or viewed the recording of the suggested pre-application webinar (not mandatory but strongly encouraged). Please see Page 1 for the webinar date, time, and registration.
- The applicant understands that it will be required to submit student-level data on each of its student participants, including but not limited to the student's name, date of birth, race, gender, school district, camp attendance, and other data as required by the CSDE. Failure to submit this data will lead to an early termination of the grant award.
- The applicant has reviewed the Program Eligibility requirements and Program Quality Requirements and meets or is prepared to meet all.
- The applicant understands that funds will be disbursed on a reimbursement basis only, and should not anticipate using summer enrichment funds to prospectively pay for necessary camp activities and personnel. Additionally, the applicant understands that funds are made available by the Connecticut General Assembly and provision is subject to all statutory language, including any financial match requirements.
- The applicant understands that the deadline to submit applications is April 3, 2023 at 5:00PM and that no applications will be accepted after this deadline. Applicants are encouraged to avoid last-minute submissions.

I. Introduction

The Connecticut State Department of Education (CSDE) is pleased to announce a third round of funding for the 2023-2024 Summer Enrichment Grant Program, which provides equitable, high-quality, and accessible summer enrichment opportunities for Connecticut children. This grant program, totaling \$11.5 million, will provide two-year awards for programming and activities during the summer of 2023 and the summer of 2024. The grant period begins on June 5, 2023, ending on September 1, 2023, and will recommence on June 3, 2024 with an end date of August 30, 2024. No funding may be obligated or expended before or after these time periods. Applications for only one of the two summer periods will not be considered.

Similar to previous years, the 2023-2024 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. Additionally, programs should aim to address the ongoing consequences of the COVID-19 pandemic on students' academic, social, and emotional needs and demonstrate how their programming serves historically marginalized student populations. As a competitive grant program, only applicants with the highest quality proposals that sufficiently address the questions and grant criteria will be awarded funding.

In the spring of 2021, the state launched its inaugural Summer Enrichment Grant Program. Using funding from the federal American Rescue Plan Act (ARPA) 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. Following a successful summer, the CSDE launched the 2022 Summer Enrichment Grant Program in April 2022, awarding over \$12 million in ARPA funding to 200 high-quality programs.

This year, applicants can apply for either one Expansion Grant (up to \$50,000) or one Innovation Grant (between \$50,000 and \$150,000) per program site per year (for two grants total). A maximum of one grant will be awarded per site/location per year, 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, and the CSDE reserves the right to award a grant less than the total amount requested.

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.

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;
 - 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 ARPA 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 \$50,000 in funding per site per year. 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 \$50,000 and \$150,000 in funding per site per year. 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 each summer period (June 5, 2023 - September 1, 2023 AND June 3, 2024 – August 30, 2024);
 - Program must provide at least 80 hours of programming over the course of each summer program period (June 5, 2023 - September 1, 2023 AND June 3, 2024 – August 30, 2024); and
 - Program must describe how it will provide novel 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 previous evaluations of the 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

- Recruit and hire additional staff, counselors, lifeguards, behavioral specialists or other necessary personnel to serve more students
 - Camps may allocate funding towards an account with [CTREAP](#), a portal that connects educational professionals and staff to job openings across Connecticut. CTREAP is offering summer enrichment programs a four-month membership for two consecutive years for a total price of \$208.¹
- Rent for a larger facility in order to serve additional students
- Subsidize the costs of expanded hours or weeks that students participate in camp
- 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, major hardware and software upgrades, utility costs, and other indirect costs that do not directly support one of the three eligible grant activities listed in Section IV.A.
- Executive salaries, benefits of individuals who are not employees of the applicant or engaged partners, or expenditures related to state or local teacher or faculty unions or associations

¹ For the next two summers, enrichment programs will be able to advertise for necessary summer staff positions on the CTREAP portal, which is widely used by Connecticut districts for recruiting and hiring educators. If a program has multiple sites, each site can receive their own account to post positions/jobs at a cost of \$208 per account. Accounts will be available from May 1, 2023 to September 1, 2023 and from May 1, 2024 to September 1, 2024.

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, 2022 and the start of their work with children. Programs are welcome to use resources and programs provided by [RULER in Out-of-School Time](#) and [CASEL](#) for their staff training.
- 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 one to nine 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 3, 2023 and no later than November 1, 2024.

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;
- The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement;
- 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;
- Cooperate with any examination of records with respect to such ARPA 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;
- 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 funds must be used for purposes that are reasonable, necessary, and allocable under the ARP Act;
- 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 status of their proposals by May 1, 2023. 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. How to Apply

Applications must be submitted no later than April 3, 2023 at 5:00PM. Applicants may apply on SDE's [webpage](#).

Questions may be submitted via email at SDE.Summerenrichment@ct.gov.

Application Template

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

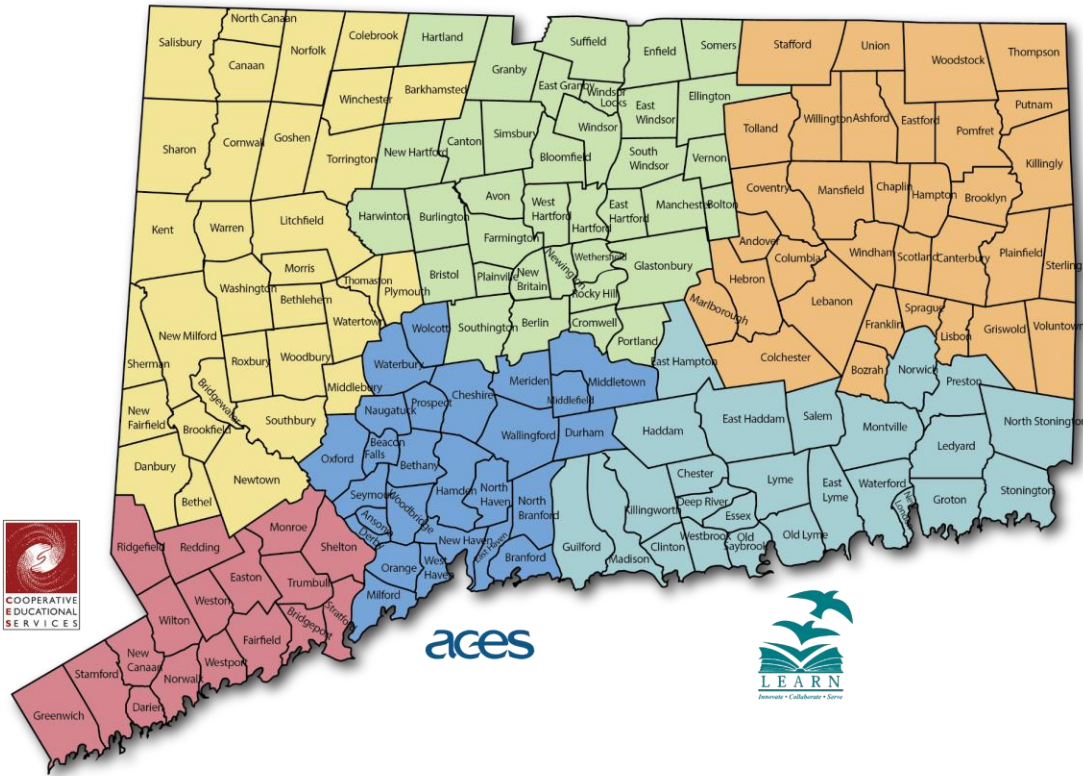
Organization Information

- Organization Name
- Mailing Street Address
- Mailing City
- Mailing State
- Mailing Zip Code
- Organization Unique Entity Identifier (UEI). If you are unsure what this is, please refer to [SAM.gov](https://sam.gov).

Site Information

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

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.
- 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 ARPA Elementary and Secondary Emergency School Relief Fund (ESSER) 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). Additional points will be awarded to programs that partner with school districts during the summer periods, 2023-2024 school year, and 2024-2025 school year in order to ensure students are prepared for and enthusiastic about returning to school in the fall.

Agency Director/Executive

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

Other Information Requested:

- Are you applying for an Expansion Grant (up to \$50,000) or an Innovation Grant (between \$50,000 and \$150,000)?
- How much grant funding is your program requesting in Year 1 (Summer 2023)?
- How much grant funding is your program requesting in Year 2 (Summer 2024)?
- How many additional students do you expect to serve in Summer 2023 at this site as a result of receiving this grant?
- How many total students do you plan to serve in Summer 2023 as a result of receiving this grant?
- Should your program be awarded funding, how much does it plan to dedicate for scholarships to reduce or eliminate the costs of attending for Summer 2023?
- How many of the total program participants are expected to need scholarship funding to participate in Summer 2023?
- What is your program's anticipated total budget for summer 2023?
- 2023 Program Dates of Operation. Please select all that apply:
 - June 5 - June 9, 2023
 - June 12 - June 16, 2023
 - June 19 - June 23, 2023
 - June 26 - June 30, 2023
 - July 3 - July 7, 2023

- July 10 - July 14, 2023
 - July 17 - July 21, 2023
 - July 24 - July 28, 2023
 - July 31 - August 4, 2023
 - August 7 - August 11, 2023
 - August 14 - August 18, 2023
 - August 21 - August 25, 2023
 - August 28 - September 1, 2023
- Program Schedule. Please check all that apply:
 - Morning (8am-12pm)
 - Afternoon (12pm-5pm)
 - Evening (5pm-8pm)
 - Total hours of programming in Summer 2023 (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?
 - Has your program provided summer or after-school programs each year for the last two years (2021 and 2022)?
 - Is your program interested in purchasing an account with the [CTREAP portal](#)? For the next two summers, enrichment programs will be able to advertise for necessary summer staff positions on the CTREAP portal, which is widely used by Connecticut districts for recruiting and hiring educators. If a program has multiple sites, each site can receive their own account to post positions/jobs at a cost of \$208 per account. Accounts will be available from May 1, 2023 to September 1, 2023 and from May 1, 2024 to September 1, 2024. Camps that are requesting a CTREAP portal must budget \$208 in this application to cover the costs of the account.

Proposal Narrative

1. Why does your program need this summer enrichment grant funding over the next two summer periods? Describe the students served, age levels, and particular need in this community/group of students. (1500 characters max)
2. Describe the camp activities and how your program will provide novel and innovative experiences inside and outside the camp that foster curiosity, generate excitement among campers, and/or promote cross-cultural understanding. (3000 characters max)
3. What outcomes does your program aspire for students to achieve by participating in your program? What research or evidence does your program draw on to highlight the impact of the program on these outcomes? (3000 characters max)
4. Provide detail on program logistics, including: start and end dates; operational hours; facilities; transportation plan; and how meals and snacks will be handled. (3000 characters max)
5. Describe how your program intends to adequately staff all programming and operations, especially if your program is serving more students this summer, while meeting the required staff-to-student ratios outlined in this RFP. (3000 characters max)
6. Describe the staff training and behavioral supports your program will provide to assure the social, emotional, mental and physical health of students. (1500 characters max)
7. Describe how your program is partnering with school districts, community organizations, and other entities during the summer and into the 2023-24 school year to ensure students are prepared for and enthusiastic about returning to school in the fall.
8. Describe how program participants will be recruited. Provide any evidence of demand from families for children to attend your camp. (1500 characters max)
9. Provide a budget and a budget narrative with specific detail on how the grant funding would be spent in Summer 2023 ONLY. If applicable, include any other sources of additional funding, including in-kind resources such as facilities, that your program will use to sustain itself for the next two summers. Camps that are requesting a CTREAP portal must budget \$208 to cover the costs of the account.
10. Program assurances - Organization agrees to abide by all requirements (Yes or No)

Budget

Please submit one budget (for Summer 2023 ONLY) using the 6 Budget Categories described in Appendix B. Examples of a high-quality, detailed budget and of a low-quality, poorly written budget are both provided below. Applicants should follow the format, conciseness, and level of detail provided in the “High-Quality Budget” when preparing their budgets.

Example of a High-Quality Budget

Budget Code	Description of Funded Activity	Cost
100 Personal Services – Employee Salary	<ol style="list-style-type: none"> 2 full-time Summer Camp Staff at \$14 per hour, for a total of 320 hours over the 8 week span, totaling \$8,960 1 full-time Summer Camp Director at \$20 per hour, for a total of 320 hours over the 8 week span, totaling \$6,400 CT REAP portal, \$208 	\$15,568
200 Personal Services – Employee Benefits	<ol style="list-style-type: none"> Social Security: \$15,360 x 6.2%, totaling \$952.32 Unemployment Insurance: \$15,360 x 8.3%, totaling \$1,274.88 Workers Compensation Insurance: \$15,360 x 3.2%, totaling \$491.52 	\$2,719
300 Purchased Professional and Technical Services	<ol style="list-style-type: none"> 5 round trip bus rides from camp to field trip location @ \$700/trip 	\$3500
400 Purchased Property Services	N/A	\$0
500 Other Purchased Services	<ol style="list-style-type: none"> 27 Full Summer Scholarships x 8 weeks of camp x \$310 per week = \$66,960. <p>This funding will be used to cover direct staffing costs, as well as food and meals and camp supplies, for these campers:</p> <ol style="list-style-type: none"> Camp Director - 1 x 40 hours x \$32.70 x 8 weeks = \$10,464 Assistant Camp Director - 1 x 40 hours x \$25.50 x 8 weeks = \$8,160 Age Group Directors - 1 x 40 hours x \$23.25 x 8 weeks = \$7,440 Age Group Supervisors - 1 x 40 hours x \$18.00 x 8 weeks = \$5,760 Aquatics Director - 1 x 40 hours x \$18.00 x 8 weeks = \$5,760 Camp Counselors - 4 counselors x \$15 x 40 hours x 8 weeks = \$19,200 Daily snacks and hot lunch - \$250 per students x 27 kids = \$6,750 Camp Supplies (Art Supplies, Sports Equipment) = \$3,426 	\$66,960
600 Supplies	<ol style="list-style-type: none"> Camper T-Shirts = \$10 per shirt x 2 shirts per camper x 27 campers = \$540 4 Chess Sets @ \$31.00/ea = \$124.00 10 Connect Four Games @ \$10.00/ea = \$100.00 3 @ \$100.00 Board Scrabble Game = \$300.00 	\$1,064
800 Miscellaneous	DO NOT PUT ANYTHING IN THIS CATEGORY	\$0
Total		\$89,811

Example of a Low-Quality Budget

Budget Code	Description of Funded Activity	Cost
100 Personal Services – Employee Salary	Staffing	\$15,568
200 Personal Services – Employee Benefits	FICA, etc.	\$2,719
300 Purchased Professional and Technical Services	Buses	\$3,500
400 Purchased Property Services	N/A	
500 Other Purchased Services	27 Full Summer Scholarships	\$66,960
600 Supplies	Games, supplies, t-shirts	\$1,064
800 Miscellaneous	Miscellaneous, indirect costs	\$10,000
Total		\$99,811

Appendix A: Scoring Rubric

	EXCELLENT	GOOD	MARGINAL	INADEQUATE
	(well-conceived and thoroughly developed)	(clear and complete)	(requires additional clarification)	(information not provided)
Question 1. NEED FOR PROJECT (30 points max)				
Provides a clear rationale for why project funding is needed for two summer periods.	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
Questions 2. + 3. QUALITY OF PROJECT DESIGN (75 points max)				
Program provides a variety of enrichment activities programming that provide novel and innovative experiences and/or promote cross-cultural understanding.	15	10	5	0
Program discusses key outcomes for students who participate in the program	15	10	5	0
Program is evidence-based and demonstrates, either through available research, past program data, or by other means, a superior record of improving student outcomes.	15	10	5	0
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	0
Questions 4. and 5. PROGRAM LOGISTICS (40 points max)				
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 adheres to staff-to-student ratios.	15	10	5	0
Question 6. STAFF TRAINING AND STUDENT SUPPORTS (25 points max)				
Program describes length and topics of staff training to support students' social, emotional, mental and physical health.	15	10	5	0
Program includes staff positions to specifically support student emotional, mental, and physical health.	10	5	0	0
Question 7. PARTNERSHIPS AND COLLABORATION (30 points max)				
Provides a detailed description of how the program is partnering with school districts, community organizations, and other entities, during the summer	15	10	5	0

periods, into the 2023-24 school year, and into the 2024-2025 school year.				
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
Question 8. RECRUITMENT (5 points max)				
Describes a realistic, achievable plan to recruit program participants, including additional expanded capacity	5	4	3	0
Question 9. BUDGET (40 points max)				
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.	10	4	3	0
Budget narrative provides sufficient detail about how the grant funding would be spent, following the “high-quality” example provided.	15	10	5	0
Funding ask is justified given the number of additional students to be served and the anticipated outcomes.	15	10	5	0
ADDITIONAL POINTS (30 points max)				
The organization has operated a summer or after-school program in the past two years.	5	0	0	0
Program provides more than 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

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.