



Vermont Afterschool, Inc.
150 Kennedy Drive
South Burlington, VT 05403

2022-2023 Afterschool and Summer Expanding Access Grant Request for Proposals

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I. Introduction

Vermont Afterschool is proud to be working with Governor Phil Scott's office, U.S. Senator Bernie Sanders' office, and the Vermont Agency of Education to establish the 2022-2023 Afterschool & Summer Expanding Access Grant.

Over the next 18 months, we anticipate that \$4.25 million in federal funding will be available through this competitive grant process to expand access to and improve the quality of summer enrichment opportunities and afterschool programming for children and youth statewide.

As we continue to work to address needs created or worsened by the pandemic, afterschool and summer programs offer important opportunities for Vermont's children and youth to engage, connect, and heal. They provide safe and inclusive environments with more time for learning and growth and allow children and youth to build relationships, explore interests, develop skills, and have valuable experiences. Afterschool and summer programs also help working families and play an important role in our communities.

Our collective efforts to continue to reduce barriers and expand access to quality afterschool programs and summer enrichment opportunities will help inform efforts to provide universal afterschool in the future. We encourage you and your partners to think innovatively as you plan what these important opportunities can look like for the children and youth in your community!

GRANT PURPOSE

This grant opportunity is designed to:

- Support children, youth, and families with afterschool and summer programs that address learning loss, support working families, and meet students' well-being, connectedness, and mental health needs;
- Expand existing afterschool and summer programs for children and youth (kindergarten through grade 12) in areas where few or no services currently exist and in ways that increase the affordability, accessibility, availability, and inclusivity of all afterschool and summer programs throughout Vermont; and
- Build long-lasting, sustainable partnerships and implement systems innovations that will lead to more children and youth having access to quality afterschool and summer programs beyond the scope of this grant.

PROGRAM FUNDING PRIORITIES

- Expanding access to afterschool and summer programs by:
 - addressing affordability for children and youth (kindergarten through grade 12) and their families
 - creating new programs in parts of the state where few or no options are currently available
 - increasing program slots for children and youth
 - increasing weeks, days, hours of summer programming
 - ensuring that underserved youth, including youth from low-income backgrounds, youth of color, lesbian, gay, bisexual, transgender, and queer (LGBTQ+) youth, English learners, youth with disabilities and/or special needs, migratory youth, rural youth, youth in foster care and youth experiencing homelessness are well-represented in the mix of youth participating in programs and have the needed resources to fully participate
- Implementing, or working towards implementing, evidenced-based programs and practices that address learning loss and meet students' well-being, connectedness, social-emotional learning, and mental health needs and incorporate youth voice
- Building long-lasting partnerships with schools, towns, and other community organizations for the purpose of sustaining programming beyond the length of the grant funds
- Piloting innovative approaches to address specific systemic issues, barriers, and other challenges that impact the effectiveness and long-term sustainability of afterschool and summer programs

II. Funding Available and Grant Awards

At least \$4.25 million in ESSER, Elementary and Secondary School Emergency Relief, funding is available for 2022-2023 awards. Minimum and maximum grant requests, and awards, may be from \$20,000 - \$200,000 determined by the following time periods:

Time Period:	Minimum/Maximum Grant Award:
ONLY Summer 2022 or 2023	\$20,000 - \$50,000
BOTH Summer 2022 and 2023	\$20,000 - \$100,000
Afterschool 2022-2023	\$20,000 - \$100,000
Afterschool and ONE Summer	\$20,000 - \$150,000
Afterschool and TWO Summers	\$20,000 - \$200,000

Vermont Afterschool, working in close collaboration with and at the direction of the Vermont Agency of Education, reserves the right to make funding decisions based on added criteria, including but not limited to, geographic location, fiscal risk analysis of prospective grantees, prospective grantee's non-compliance with previous awards, and failure to comply with information requests.

III. Eligible Applicants

Eligible Applicants:

Non-profit organizations, municipalities, and licensed/regulated providers of school age childcare serving children, youth, and families in Vermont.

Note: Public schools, school districts, and private and independent schools are not eligible to apply for this grant. However, schools and school districts that received funding from the American Rescue Plan Act may use their ESSER funds to support summer and afterschool programming, including through contracts with community-based organizations.

IV. 2022-2023 Grant Application Timeline

Task	Date
RFP Published	February 9, 2022
Live Q&A Meeting	February 17, 2022, 1PM EST Register here: https://bit.ly/3J1D9xT
Intent to Apply Due (not required but strongly recommended)	February 22, 2022 Submit an intent to apply here: https://bit.ly/3oiu2B9
Questions Due	March 15, 2022, 12PM EST Please submit questions about completing this application here: https://bit.ly/3GpMH4a Questions will be answered within 24 hours during regular business hours here: https://bit.ly/3rnkrei
Applications Due	March 16, 2022, 4PM EST Complete and submit electronic application here: https://bit.ly/34zxWyj
Award Notification	April 21, 2022
Program Periods	Summer: June 13, 2022 – August 31, 2022 June 12, 2023 – July 28, 2023 Afterschool: September 1, 2022 – June 23, 2023
Award Periods	Summer: May 16, 2022 - September 15, 2022 May 16, 2023 – August 11, 2023 Afterschool: August 15, 2022 – July 14, 2023

V. Fiscal Management

Fiscal Reporting and Reimbursement Process:

Vermont Afterschool agrees to reimburse the Subrecipient for services performed up to the maximum amount stated in the grant agreement, provided such services are within the scope of the grant and are authorized as provided for under the terms and conditions of this grant.

The Subrecipient will provide financial reports, invoices, and other supporting documentation on or before the final day of each month for the duration of their grant period. Upon receipt, the program specialist will review reimbursement requests for completion and accuracy. If there are any discrepancies, unallowable expenses, or errors, submissions will be returned for correction or updating. Please note that the need for corrections and further communication may result in a delay in your reimbursement.

Grant funds will be distributed through a reimbursement process. Upon receipt and approval of reimbursement requests, Subrecipients will be paid within 30-60 days for eligible reimbursable costs incurred in carrying out the purpose(s) of the program, upon receipt of funds from the VT Agency of Education to Vermont Afterschool.

General Payment Information:

The maximum dollar amount payable under this grant is not intended to guarantee an amount of payment. The Subrecipient will be paid for services performed up to the maximum allowable amount. Unless amended, this is a one-time grant award for the amount indicated with no assurances of continued funding beyond the initial grant term. The Subrecipient should monitor their expenditures and invoices. No payment beyond the maximum total grant amount shall be rendered.

Allowable Use of Funds:

Allowable activities and associated expenses include:

- Reducing costs to families for participation (e.g. lowered participation fees)
- Expansion of existing program: number of summer weeks and hours, number of children served, staffing, activities, adding a site, etc.
- Creating a new program in a community where few or no options are currently available
- Resources for underserved youth, including youth from low-income backgrounds, youth of color, lesbian, gay, bisexual, transgender, and queer (LGBTQ+) youth, English learners, youth with disabilities and/or special needs, migratory youth, rural youth, youth in foster care and youth experiencing homelessness to support participation
- Salaries and fringe benefits (i.e. employer paid taxes, company paid benefits to employees, etc.)
- 1099 Contractors
- Professional learning and training related to the improvement of the program(s)
- Approved field trips. Field trips must support the program goals and objectives as listed in the grant application and have a positive impact on student growth and achievement. Field trips must occur during regular program days and hours.
- Accounting or consulting services directly related to financial operations of the grant
- Consultants, subcontractors, and evaluators
- Program materials and supplies
- Providing transportation to and from the program site(s)

- Healthy snacks and meals that comply with the [USDA Afterschool Program](#) and [Summer Food Service Program nutrition meal pattern](#)
- Equipment [eCFR :: 2 CFR 200.1 -- Definitions](#)
- Supplies [eCFR :: 2 CFR 200.1 -- Definitions](#)
- T-shirts purchased for safety reasons associated with field trips. T-shirts must have the program name and/ or logo represented.
- Developing partnerships and creating new partnerships with community-based organizations, municipalities, higher education, businesses and/or schools
- Remedial education activities and academic enrichment learning programs, including providing additional assistance to youth to allow the youth to improve their learning acceleration
- Literacy education programs, including financial literacy and environmental literacy programs
- Qualified instructors to provide math and literacy instruction
- Hands-on enrichment programs and activities
- Integration of science, technology, engineering, and math (STEM) programming to build skills
- Telecommunications and technology education activities
- Arts and music education activities
- Activities that build college awareness and readiness
- Activities to explore careers and gain workforce skills
- Recreational activities
- Integration of whole child supports and/or youth connectedness and well-being programming
- Social emotional and prevention programming
- Increase of youth supports (e.g., mental health provider and/or a social worker, tutors, mentors, etc.)
- Family engagement and parenting skills activities that promote parental involvement and family literacy
- Other activities as identified by the local community to establish and/or expand access to summer and afterschool programming
- Instructional space improvements related to preparation and/or response to COVID (must submit a prior request to Vermont Afterschool)
- Medium- and long-term program sustainability planning

Unallowable Use of Funds:

The following activities and associated expenses are not eligible to be funded:

- Costs cannot be incurred or paid before the start, or after the end, of the grant period
- Scholarships or subsidies
- Incentives including plaques, trophies, stickers, certificates, t-shirts (unless approved and purchased for safety reasons for field trips), and give-a-ways
- Gift cards
- Field trips purely for entertainment purposes
- Unapproved out-of-state or overnight field trips, including retreats, lock-ins, etc.
- End-of-year celebrations or food associated with parties or socials
- Advertisements, promotional or marketing items for community outreach
- Decorative items

- Purchase of facilities and vehicles (e.g., buses, vans, cars) or land acquisition
- Capital improvements and permanent renovations (except for instruction space improvements related to preparation and/or response to COVID that have been preapproved by Vermont Afterschool)
- Dues to organizations, federations, or societies for personal benefits
- Interest expenses

IMPORTANT NOTE: This is not an all-inclusive list of allowable and unallowable expenses. 2 C.F.R. §§ 200.420-475 lists general allowability for selected items of costs. If you have questions about whether an expense is allowable or unallowable, please submit them here: <https://bit.ly/3GpMH4a>.

Questions and answers will be made accessible here: <https://bit.ly/3rnkrei>.

VI. Monitoring and Technical Assistance

Monitoring and technical assistance opportunities are essential in setting your programs up for success and ensuring your grant goals are being met. Vermont Afterschool will be available and accessible throughout the grant period for support and guidance, both proactively and as needed.

The goals of monitoring and technical assistance are to recognize areas of strength and areas for continued growth, all while satisfying the collective goal of providing exceptional programming for Vermont's youth. Additional details on monitoring and technical assistance expectations and availability can be found below.

Monitoring:

Monitoring activities for Subrecipients may include: emails, phone calls, virtual meetings, and/or onsite visits. Subrecipients may be monitored on topics including, but not limited to staffing, effectively maintaining the health and safety of youth and staff, training and development, evidence-based programming, transportation, general strengths, challenges, and compliance with the grant agreement.

Additionally, Subrecipients will submit a final narrative performance report for each program period for which they receive funding, to include: total number of children served; total number of increased slots for participants; total number of days the program was able to expand; total number of youth or college age workers employed by grant funds; outcomes on identified funding priorities; data on the program's other measurable outcomes; lessons learned; challenges and successes. Additional data points may be required. Reports will be due on the following dates: for Summer 2022, on or before September 15, 2022; for Afterschool, on or before July 14, 2023; for Summer 2023, on or before August 11, 2023.

Technical Assistance:

Subrecipients will be required to attend a virtual Financial Management webinar prior to the start of the grant period, as well as other technical assistance opportunities identified by Vermont Afterschool during the grant period.

Additionally, Vermont Afterschool will be available for individualized technical assistance as needed. More information about your program specialist and their contact information will be made available prior to the beginning of your award period.

VII. Evidence-Based Strategies for Afterschool & Summer Enrichment Programs

We have a unique opportunity to reflect and refine Afterschool and Summer Enrichment programming to ensure that it (1) reflects the context, assets, and needs of youth, families, and communities; (2) is grounded in the research on quality programming; (3) integrates and/or moves towards evidence-based practices; and (4) aligns with guidance from the U.S. Department of Education and state and local agencies.¹

Applicants should demonstrate their use of evidence-based afterschool and summer program practices and/or how they will use this funding to move toward a more evidence-based program. A program's design should show why and how the program will improve outcomes.

Vermont Afterschool encourages all applicants to review evidence-based practices for afterschool and summer enrichment. The list below is a sampling for resources:

- [The Evidence Base for Summer Enrichment and Comprehensive Afterschool Opportunities](#)
- [Evidence-Based Strategies](#)
- [Recognizing the Role of Research and Evidence in Out-of-School Time](#)
- [The Evidence Base for Afterschool and Summer](#)

VIII. Grant Application and Submission

Complete and submit electronic application here: <https://bit.ly/34zxWyj>

Submit questions about completing this application here: <https://bit.ly/3GpMH4a>

IX. Review Process and Criteria

Grant applications will be read and scored using the Scoring Rubric found in Appendix A. Vermont Afterschool will engage a variety of state and national reviewers with expertise in afterschool and summer learning; youth development; diversity, equity and inclusion; health; childcare; grants and grant making; higher education; K-12 education; community schools; and profit and non-profit organizations. Each proposal will be reviewed and scored by a team of three reviewers who will participate in training, inclusive of anti-bias training, prior to beginning their application reviews. Review team assignments will ensure that no reviewers review proposals from programs/organizations in which they serve as a staff member, board member, volunteer, or consultant or have any other conflict of interest. Vermont Afterschool will guide the review process and provide the teams a platform to meet to make their funding recommendations.

¹ "Recognizing the Role of Research and Evidence: What can Afterschool and Summer Programs Do to Leverage This Historic Opportunity." American Institutes for Research. 2021. [Guide-4-Strategies-Recognizing-the-Role-of-Research-and-Evidence-in-OST.pdf \(air.org\)](#)



X. Afterschool and Summer Matters for All 2022-2023 Grant Application

COVERSHEET AND ASSURANCES:

Name of Organization:

Year Agency Founded:

Project Director:

Mailing Address:

City:

State:

Zip:

County:

Program Location (if different from above):

☐ This project is located in Bennington, Essex, Grand Isle, Orleans, or Windham County (1 Priority Point)

Contact Name:

Contact Phone #:

Contact E-mail:

Amount of Funding Requested:

Current Annual Budget - total annual operating budget (whole numbers only) for current fiscal year:

Fiscal Agent (if applicable):

Contact Info and Mailing Address for Fiscal Agent:

Fiscal Agent Unique Entity Id (UEI) (SAM): *(A SAM UEI # replaces the previous DUNS system and is required. If you have applied for one, but have not received your number at the time of application, please indicate that and submit to Vermont Afterschool when assigned.)*

Federal EIN #:

VT Tax ID #:

Website for program or organization (put n/a if you don't have one):

On a typical DAY in your summer program how many youth do you anticipate serving?_____

On a typical DAY in your afterschool program how many youth do you anticipate serving?_____

Age range grant will serve:

- ☐ Elementary # of children: ____
- ☐ Middle school # of youth: ____
- ☐ High school # of youth: ____

Free and reduced lunch rates for the primary project area: _____

(see: [Free and Reduced Eligibility Report 2021 | Agency of Education \(vermont.gov\)](#))

Title of Project/Program:

Grant Purpose (a two-sentence explanation of the grant project):

- ☐ This is a new program
- ☐ This is an existing program

Are you applying for (choose one category and the associated time period):

- ☐ Summer grant (programming for youth 5-18 years-old)
- ☐ **2022 Summer (June 13, 2022 – August 31, 2022)**
- ☐ **2023 Summer (June 12, 2023 – July 28, 2023)**

Total Number of Sites:

- ☐ Afterschool grant (**September 1, 2022-June 23, 2023** for those that provide programming during the school year for youth 5-18 years-old)

Total Number of Sites:

- ☐ Year-round programming grant (summer and afterschool)
- ☐ **2022-2023 Summers and Afterschool (June 13, 2022 – July 28, 2023)**
- ☐ **2022 Summer and Afterschool (June 13, 2022 – June 23, 2023)**
- ☐ **2022 -2023 Afterschool and 2023 Summer (September 1, 2022 – July 28, 2023)**

Total Number of Sites:

What are the data for your program, ***without this grant funding***, associated with the following access priorities? (Respond only to the time period(s) associated with this application.)

Summer:

Weekly summer cost per youth in your program: ____

Current number of weekly summer program slots: ____

Current number of summer programming weeks/days/hours in your program: ____/____/____

Afterschool:

Weekly afterschool cost per youth in your program: ____

Current number of weekly afterschool program slots: ____

Current number of afterschool programming weeks/days/hours in your program: ____/____/____

Program Assurances (please check each one and sign):

Recipients of grant funding shall:

- ☐ not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information
- ☐ be a non-profit organizations, municipalities, and licensed/regulated providers of school age childcare serving children, youth, and families in Vermont;
- ☐ offer programming in a safe and easily accessible, ADA compliant, facility;
- ☐ offer low or no-cost options for eligible students;
- ☐ include hands-on enrichment programs and activities;
- ☐ Regulated child care programs will maintain licenses that are in good standing with CDD;
- ☐ If you establish a program that meets the threshold for needing to be licensed licensing will be pursued in the first year;
- ☐ vet all staff, volunteers and partners prior to working with children/youth (including criminal background checks, etc.);
- ☐ provide appropriately trained, certified, and/or licensed staff;
- ☐ provide appropriate and equitable opportunities for transportation, if applicable;
- ☐ be adequately insured;
- ☐ participate in Vermont Afterschool's Afterschool and Summer Expanding Access monitoring and technical support;
- ☐ follow all applicable [health guidance](#);
- ☐ ensure that healthy snacks and meals are available, and that they comply with the [USDA Afterschool Program](#), [Summer Food Service Program](#) and [nutrition meal pattern](#);
- ☐ comply with the requirements set forth in [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#);
- ☐ certify that, if utilizing another federal funding stream for any expenses, this grant will not also be charged;
- ☐ submit a performance report at the end of the grant period;
- ☐ comply with all laws and regulations applicable to Subrecipient's operations;
- ☐ indemnify, defend and hold harmless Vermont Afterschool and its directors, employees and staff against any liabilities, losses, claims, lawsuits, costs or expenses (including reasonable attorney's fees) arising out of or incurred in connection with Subrecipient's operation of its programs;
- ☐ use grant funds exclusively to carry out the purpose(s) of the program; and
- ☐ grant Vermont Afterschool, upon reasonable prior notice to Subrecipient, the right to audit the Subrecipient's books and records for purposes of confirming compliance with the requirements of the grant.

Note: Final contracts will also include AOE State Assurances.

Signature of Designated Official

Title

Date

INSTRUCTIONS: Answers to all questions must be complete in order for the application to be accepted. Please also be sure not to exceed the character limit (including spaces) specified for each question. To see how proposals will be scored, please see the “Scoring Rubric” in Appendix A.

1. BACKGROUND:

- A.** Describe the overall needs of the community(ies) and the youth that this project will be serving. Include specific social-emotional, physical, mental health and/or academic needs of youth in this community. How were these needs identified? What data were used? How were community members, partners, parents, educators, and youth input included?
(Limit: 1500 characters including spaces)
- B.** What are the assets of the community(ies) and youth that this project will be serving? Include how these assets were identified and the data that were used. How were community members, partners, parents, educators, and youth input included?
(Limit: 1000 characters including spaces)
- C.** Describe your agency/organization, its structure, staff, number of years of service, number of youth/families served, and its previous grant history. If this is a new program describe your structure, staff, anticipated number of youth served and proposed fiscal management.
(Limit: 1000 characters including spaces)

2. PROJECT DESIGN:

- A.** Please complete the Expanding Access Table below by checking the area(s) that you will be targeting and filling in the information. For applicants choosing two or more areas an additional 2 priority points will be awarded.

Summer Programming Please check all that apply.	Without Grant Funding	With Grant Funding
<input type="checkbox"/> Expanding access to summer programs by addressing affordability for K-12 children and youth and their families	Weekly summer cost per youth in your program	Weekly summer cost per youth in your program
<input type="checkbox"/> Expanding summer programming in parts of the state where few or no options are currently available	Current number of summer program options in your area	Number of summer program options in your area
<input type="checkbox"/> Expanding by increasing weekly summer program slots	Current number of weekly summer program slots	Estimated number of weekly summer program slots
<input type="checkbox"/> Expanding by increasing weeks, days, hours of summer programming	Current number of summer programming weeks/days/hours in your program	Estimated summer programming weeks/days/hours in your program

<input type="checkbox"/> Ensuring that underserved populations (youth from low-income backgrounds, youth of color, lesbian, gay, bisexual, transgender, and queer (LGBTQ+) youth, English learners, youth with disabilities and/or special needs, migratory youth, rural youth, youth in foster care and youth experiencing homelessness) are well-represented in the mix of children/youth participating in summer programs and have the level of resources needed to fully participate.	Current level of summer program participation for the population(s) you are targeting	Anticipated level of summer program participation for the population(s) you are targeting
		Specific population(s) you will be targeting

Afterschool Programming Please check all that apply.	Without Grant Funding	With Grant Funding
<input type="checkbox"/> Expanding afterschool access to programs by addressing affordability for K-12 children and youth and their families	Weekly afterschool cost per youth in your program	Weekly afterschool cost per youth in your program
<input type="checkbox"/> Expanding afterschool programming in parts of the state where few or no options are currently available	Current number of afterschool program options in your area	Number of afterschool program options in your area
<input type="checkbox"/> Expanding access by increasing weekly afterschool program slots	Current number of weekly afterschool program slots in your program	Estimated number of weekly afterschool program slots in your program
<input type="checkbox"/> Expanding access by increasing weeks, days, hours of afterschool programming	Current number of afterschool programming weeks/days/hours in your program	Estimated afterschool programming weeks/days/hours in your program
<input type="checkbox"/> Ensuring that underserved populations (youth from low-income backgrounds, youth of color, lesbian, gay, bisexual, transgender, and queer (LGBTQ+) youth, English learners, youth with disabilities and/or special needs, migratory youth, rural youth, youth in foster care and youth experiencing homelessness) are well-represented in the mix of children/youth participating in summer programs and have the level of resources needed to fully participate.	Current level of afterschool program participation for the population(s) you are targeting	Anticipated level of afterschool program participation for the population(s) you are targeting
		Specific population(s) you will be targeting

- B.** How will you use the grant dollars to expand access to afterschool and/or summer programming? For example, what specifically will you do to reduce costs to families; expand access to underserved populations; increase program hours, days, or weeks; and/or create new program options in areas of the state where few or no programs currently exist? (Note: These actions may require changes with licenses issued to regulated child care programs serving school age children. Increasing services may also move an unregulated program out of meeting license exempt criteria which means that programs may need to seek licensure by VT's Child Development Division.)
(Limit: 1750 characters including spaces)
- C.** Provide a description of the evidence-based programming, and/or how the program will move toward evidence-based practice, for which you will use these grant funds to address youth's social-emotional, physical, mental health and academic needs.
(Limit: 1750 characters including spaces)
- D.** Describe what innovative approaches you will use to address specific systemic issues, barriers, and other challenges that impact the effectiveness and long-term sustainability of your afterschool and/or summer programs. For example: planning for sustainability, engaging stakeholders, transportation, implementing and overcoming challenges with common data systems and understanding ways to use that data for quality improvement, etc.
(Limit: 1750 characters including spaces)
- E.** How will you build partnerships to leverage resources, increase quality, implement challenging policies, and/or improve public systems? Please list your active community partners (youth, families, schools, businesses, private funders, local government and higher education) and describe how you will work collaboratively to address one or more of the above activities and the needs of youth, family and the community.
(Limit: 1750 characters including spaces)

3. PROGRAM DETAILS:

- A.** Describe your staffing plan and staff qualifications. If you are adding staff, how will they be chosen for this project? What qualifications are required? Who will serve as the program director and what is their relevant professional development including coursework completed, training and experience? Additionally, how will program staff reflect the race, gender culture, sexual orientation, language, and other qualities of the youth being served?
(Limit: 1500 characters including spaces)
- B.** Describe the spaces to be used for the program, including how they create warm and welcoming environments for learning and development, are appropriate for the ages of youth being served, and are sufficient in size.
(Limit: 1000 characters including spaces)

- C.** Describe the policies and practices that are in place to ensure the safety of all staff and young people.
(Limit: 750 characters including spaces)
- D.** How will the transportation needs of the youth attending the program be met?
(Limit: 750 characters including spaces)
- E.** Describe what nutrition will be provided to youth, including snacks and/or meals, how it will be provided and is appropriate for the program schedule. Include how it complies with the [USDA Afterschool Program](#) and/or [Summer Food Service Program nutrition meal pattern](#)
(Limit: 750 characters including spaces)
- F.** What practices will you use to ensure youth are welcomed into the program? How will their assets, voice, choice, opportunities for leadership, and shared decision-making be incorporated? How will their feedback influence program direction?
(Limit: 2000 characters including spaces)
- G.** What practices will you have in place to engage families and ensure that they feel valued and welcomed? How will their assets be incorporated? How will you get their feedback and make appropriate program changes based on this feedback? How might you include them in their children's learning and development?
(Limit: 2000 characters including spaces)
- H.** Describe the ongoing professional development and support that will be provided to staff. Cite training that may include: ensuring that all youth and families feel seen and welcome, how to best reach and serve historically under-resourced youth, social-emotional development, trauma-informed care, health and safety, using data to drive program design decisions, etc. For new staff in regulated child care programs (but relevant for all programs) include Orientation, CPR, First Aid, and Mandated Reporting trainings. Describe what types of well-being supports that will be offered to staff such as their own social-emotional development, self-care strategies, peer-to-peer networking, mentoring etc.
(Limit: 2000 characters including spaces)

- I. Please complete the Afterschool and Summer Program Schedule.

Afterschool program start/end dates: _____

Afterschool	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
End time							

Summer program start/end dates: _____

Summer	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
End time							

4. OUTCOMES & EVALUATION:

- A. For each time period that you are applying for funds, please list at least three distinct specific and measurable programmatic outcomes in the table(s) below. At least one outcome for each time period must be being related to social-emotional, physical, mental health and/or academic needs of youth. If you are applying for summer and afterschool crossover outcomes are acceptable, if appropriate.

Summer Program Outcomes:
1.
2.
3.
Additional outcome:

Afterschool Program Outcomes:
1.
2.
3.
Additional outcome:

- B. What data will you collect, and when, to measure the effectiveness of your program? How you will track participation, protect data privacy, and share data as appropriate with partners?
(Limit: 1500 characters including spaces)
- C. How will you use this data to assess program implementation to inform continuous program improvement?
(Limit: 2000 characters including spaces)

5. BUDGET:

- A.** Complete the budget table for each of the grant periods you are requesting funding for. Under each category, provide an explanation of costs with the detail and accuracy needed to provide a clear picture of how the grant funds will be spent. **Be as accurate and specific as possible.** (For example, list each staff position for this grant, their # of hours on the project, hourly rate, and a subtotal for each position. List equipment and supplies that will be charged to this grant and the cost per item.) Add categories and space as necessary.

Time Period: _____

Category	Specific Details	Project Cost	Grant Funding Requested	Other Secured Funding
Staff Salaries (Object Code 100)				
Staff Benefits (Object Code 200)				
Staff Training/ Professional Development (Object Code 300)				
Supplies/Materials (Object Code 600) In accordance with 2 CFR 200.314				
Equipment In accordance with 2 CFR 200.313				
Contracted Services Follow the Federal compliance for organization/school procurement policies, 2 CFR 200.320, for each contract exceeding \$10,000				
Transportation				
*Nutrition				
Other Expenses Please specify and add new lines as needed.				
Indirect (Object Code 900) To be determined with Vermont Afterschool				
TOTAL				

- B.** Provide a detailed budget narrative for each time period you are requesting funding for describing how the grant funds will be spent.
(Limit: 2500 characters including spaces)
- C.** Describe other sources of funding that will contribute to this project. Other sources might include participant fees, other grants, in-kind services, pursuing licensing and utilizing the Child Care Financial Assistance Program for families who quality, or fund-raising efforts.
(Limit: 1000 characters including spaces)
- D.** Describe your plan to continue to develop partnerships and address sustainability beyond the funding period.
(Limit: 1500 characters including spaces)

*If the program already receives federal reimbursement for meals through the federal child nutrition programs, including the Summer Food Service Program, School Nutrition Programs, or Child and Adult Care Food Program, then the program is only eligible for food costs beyond the federal per-meal reimbursement.

APPENDIX A: Scoring Rubric

	EXCELLENT	GOOD	FAIR	MARGINAL	NO EVIDENCE PROVIDED
	(well-conceived and thoroughly developed)	(solid, acceptable, expected)	(requires additional clarification)	(lacks sufficient information)	(information not provided)
Coversheet is complete (5 Points)	5	5	0	0	0
BACKGROUND (10 Points)					
Describes the overall needs of the community(ies) and the youth, including specific social-emotional, physical, mental health and/or academic needs of youth. Describes how needs were identified and what data were used as well as how community members, partners, parents, educators, and youth input was included.	4	3	2	0	0
Describes the assets of the community(ies) and the youth being served, including how these assets were identified and the data used. Describes how community members, partners, parents, educators,	3	2	1	0	0

and youth input was included.					
Describes the agency/organization, its structure, staff, number of years of service, number of youth/families served and its previous grant history. A new program describes structure, staff, anticipated number of youth served and proposed fiscal management.	3	2	1	0	0
Background Total:					
PROJECT DESIGN (25 Points)					
One or more priorities are identified in the Funding Priorities Table with supporting data and targets included.	5	4	2	1	0
Describes how the funding will <u>specifically</u> be used to increase access for the area(s) they have identified in the Funding Priorities Table.	5	4	2	1	0
Provides a description of the evidence-based programming for how the grant funds will be used to address youth's	5	4	2	1	0

social-emotional, physical, mental health and academic needs and/or how the funding will support a move toward evidence-based practice					
Describes innovative approaches to address specific systemic issues, barriers, and other challenges that impact the effectiveness and long-term sustainability of the afterschool and/or summer programs.	5	4	2	1	0
Includes partnership development to leverage resources, increase quality, implement challenging policies, and/or improve public systems is described. Current community partners are named and how they will work collaboratively to address the needs of youth, family and the community.	5	4	2	1	0
Project Design Total:					
PROGRAM DETAILS (35 Points)					
The staffing plan and staff qualifications	4	3	2	0	0

are described. If hiring, how staff are chosen is included. The program director, their training and experience is named. How the staff reflect the race, gender culture, sexual orientation, language, and other qualities of the youth being served is addressed.					
Describes the spaces to be used for the program, including how they create warm and welcoming environments for learning and development, are appropriate for the ages of youth being served, and are sufficient in size.	3	2	1	0	0
Describes the policies and practices that are in place to ensure the safety of all staff and young people.	3	2	1	0	0
Details how transportation will be addressed is included.	3	2	1	0	0
Provides details that ensure healthy snacks and meals are available and	3	2	1	0	0

appropriate for the program schedule.					
Describes the practices to ensure youth are welcomed into the program; how their assets, voice, choice, opportunities for leadership, assets and shared decision-making will be incorporated; and how their feedback will influence program direction.	6	4	2	1	0
Describes the practices that are in place to engage families and ensure that they feel valued and welcomed; how their assets will be incorporated; how feedback will be secured and used to make appropriate program changes; and how they might be included in their children's learning and development.	5	4	2	1	0
Describes training and support for staff.	5	4	2	1	0
Appropriate Afterschool and Summer Program Schedule are complete and indicates start and end dates, operational hours,	3	2	1	0	0

and days of operation.					
Program Details Total:					
OUTCOMES & EVALUATION (10 Points)					
Lists at least three specific and measurable outcomes, with at least one being related to social-emotional, physical, mental health and/or academic needs. If summer and afterschool funding are being requested the outcomes are included for both time periods.	4	3	2	0	0
The proposal addresses the data that will be collected, and when, to measure the effectiveness of the program; how participation will be tracked; how data privacy will be protected; and how data will be shared with appropriate partners.	3	2	1	0	0
How data will be used to assess program	3	2	1	0	0

implementation to inform continuous program improvement is included.					
Outcomes & Evaluation Total:					
BUDGET (15 Points)					
Budget table(s) demonstrates that costs are reasonable in relation to the anticipated results and benefits.	4	3	2	0	0
Budget narrative(s) provides adequate detail about how the grant funding, related to cost categories, would be spent.	4	3	2	0	0
Describes other sources of funding that will contribute to this project.	3	2	1	0	0
Describes the plan for continued partnership and sustainability development beyond the funding period.	4	3	2	0	0
Budget Total:					
PRIORITY POINTS					
(1 priority point) The project is located in Bennington, Essex,	1	0	0	0	0

Grand Isle, Orleans, or Windham County.					
(2 priority points) The applicant chose two or more areas in the Expanding Access Table.	2	0	0	0	0
TOTAL PROPOSAL SCORE: (Up to 103 points)					