



2023 Request for Proposals

Introduction

Pierce County is partnering with the Foundation for Tacoma Students (FFTS) to administer \$575,000 in funding for Expanded Learning Opportunity (ELO) programs throughout Pierce County during the summer or school year of 2023. Funding will focus on programs that support academic learning, youth mental health, and social-emotional outcomes for low income youth and youth of color throughout Pierce County. These programs are a key piece of mitigating and compensating for the learning loss associated with remote and virtual school and lost instructional time due to COVID-19; as well as supporting youth mental health and social emotional learning. **The goal of the Expanded Learning Opportunity Fund is to:**

Narrow gaps in access and participation in high-quality out of school time programming across lines of race, income, and geography in Pierce County.

FFTS will allocate funds equitably across Pierce County. We will strive to reach all areas of the county and target areas with the most underserved populations, as determined by income, race, and the availability of ELO programming in a particular area.

This funding opportunity is open to a variety of program providers, including: nonprofits, fiscally sponsored organizations/programs, colleges and universities, municipal agencies, businesses, and sole proprietorships. Community-based providers who are reflective of and embedded in the communities they serve will be a particular focus for the ELO fund.

RFP Summary

The ELO Fund RFP is designed to be simple and low barrier, and FFTS will strive to distribute funding awards quickly so as to enable planning and implementation of programs. **The deadline to apply for funding is Monday, May 8, 2023 at 11:59pm.** Applications must be submitted through the ELO Fund [Application Portal](#).

There are three required pieces as part of a complete application, all of which should be submitted through the [Application Portal](#).

1. Completed Program Summary Form (included as part of the Application Portal)
2. Completed Program Narrative (upload narrative responses through the Application Portal)
 - a. Three-page limit
3. Completed Program Budget (upload program budget through the Application Portal)
 - a. No page limit, may be submitted in your existing format

Please note that the application portal *does not* allow for you to begin your submission, save it, and return to complete it at a later date. We recommend that you review the program summary questions, listed below, and have your responses ready before beginning your submission through the Application Portal.

FFTS will review applications and notify all applicants of funding decisions no later than Friday, June 2, 2023. Applicant organizations will be required to submit program budgets, and award sizes will be based off of this information.

We anticipate that award sizes will range in size from \$5,000 to \$50,000. We will disburse funds in a single, up-front payment. All awarded organizations will be required to maintain documentation of actual expenses incurred, and will be asked to submit documentation to FFTS on an agreed-upon schedule.

ELO Fund awards will only be made to organizations based in, or serving, children and youth in Pierce County. **Funding may be used for any purpose associated with the implementation of a specific ELO program for which there is a clear and actionable budget and plan for implementation during the summer or school year of 2023.** Both new and existing ELO programs are eligible for funding.

Only one application will be accepted per program or organization. The only exception will be for a youth development organization which also serves as a fiscal agent for another program/organization. In those cases, each may submit an application.

Application Portal Required Information

Applicants will be asked to confirm that they meet the following two **eligibility requirements**:

1. Program/organization serves children and youth in Pierce County
2. Program/organization will provide ELO programming in either the summer or during the school year of 2023 to children and youth ages 5-20

Applicants will also be asked to submit the following **Program Summary** information:

- Level of children served (elementary, middle, high, or combination)
- Time of program (summer or school year)
- Program focus (Academic or non-academic)
- Operator type (non-profit, for-profit, school)
- Program venue (school or in the community)
- Program address
- Program zip code
- Total number of program slots
- Program hours per week
- Program weeks per year
- Youth:Staff ratio (i.e 1 staff per 11 youth)
- Number of youth expected to be served by gender
- Number of youth expected to be served by age group
- Number of youth expected to be served by race and ethnicity
- Percent of youth expected to be served that are eligible for free or reduced price lunch
- Number of youth expected to be served by Pierce County Council District

Respondents who meet both eligibility criteria will be asked for brief **narrative responses** on the following:

- Description of summer or school year ELO programming
- Engagement of youth in priority populations
- Focus on academic learning, youth mental health, and social-emotional health (please see the section titled "Programmatic Focus" for more information)
- Program implementation plan

Responses to the narrative questions should not exceed three typed pages, and shorter submissions are acceptable. Please organize your narrative responses under the headings listed above, and refer to the narrative application questions on page 9 of this document.

All applicants must also submit their program budget as part of their application. There is not a specific budget form as part of the application, and applicants may submit program budgets in their existing form. Please see page 10 for more information on budget expectations.

Programmatic Focus - Academic learning, youth mental health, and social-emotional learning

The ELO Fund will support summer and school year programming in 2023 that is focused on one or both of the following areas:

1. Academic learning
2. Social-emotional learning

Academic Learning

Children from low-income families often do not have the same opportunities to learn and experience enriching activities during the summer or after school as children from higher-income families. Consequently, they can lose ground academically, contributing to the persistent achievement gap between them and their more affluent peers. High-quality summer learning programs offering a combination of academics and enrichment could help.

Social-emotional learning

Social-emotional learning is a broad field, and can include many types and styles of programming that support young people in acquiring the knowledge, skills and attitude to:

- Develop healthy identities
- Understand and manage emotions
- Achieve personal and collective goals
- Feel and show empathy
- Establish and maintain relationships
- Make responsible and caring decision

Social-emotional learning (SEL) is an important piece of advancing educational equity. It fosters learning environments that are characterized by trust and collaborative relationships, and empowers young people and adults to co-create thriving schools and contribute to safe, healthy, and just communities. Please see the [Collaborative for Academic, Social, and Emotional Learning \(CASEL\)](#), and [School's Out Washington \(SOWA\)](#) for more information on SEL.

Application Assistance

FFTS will host virtual information sessions for prospective applicants. The dates, times and locations of these sessions are as follows:

Session Type	Date	Time	Registration
Virtual	April 14 , 2023	10:00am-11:30 AM	https://secure.everyaction.com/HV-WjMGhSEO_ftssbFVJag2
In-Person (FFTS Office)	April 18, 2023	3:00-4:30 PM	https://secure.everyaction.com/LtALht7jvE-MkkFVjoxl5w2
Virtual	April 21, 2023	9:00-10:30 AM	https://secure.everyaction.com/oMsvilQyIE6tkRjGgfXYNQ2

A recording of the April 13th information session will be available on the ELO Fund webpage.

All questions can be sent to FFTS at elofund2023@graduatetacoma.org.

Timeline*

April 12, 2023	Request for Proposals Released
April 14, 2023	ELO Fund Virtual Information Session
April 18, 2023	ELO Fund in-person Information Session
April 21, 2023	ELO Fund Virtual Information Session
May 8, 2023	Request for Proposals Closes - <i>anticipated</i>
Week of May 29, 2023	Anticipated notifications to all applicants
Weeks of June 5 and June 12, 2023	Anticipated contract signing for all awardees
June 26 - July 3, 2023	Anticipated disbursement of funds

*The date of the RFP closure, (May 8), is subject to extension.

Funding Criteria

Funding decisions will be based on how much and to what extent youth-serving programs and organizations address three funding criteria areas:

1. Programs that engage youth in priority populations (40%):
 - BIPOC youth
 - Youth in poverty
2. Programs prioritizing academic learning or social-emotional learning (30%). Please see Programmatic Focus for more information. Examples of program types *could* include:
 - A program that provide high quality academic tutoring
 - A program that hosts events/workshops that provide academic support for students
 - A program that provides a summer academic program for students
 - A program that provides culturally specific programming
 - A program that provides art opportunities
 - A program that hosts youth mental health support groups
 - A youth-led and operated community service project
 - A sports or recreation program
3. Programs that have a clear, realistic and actionable budget and implementation plan (30%)
 - A realistic budget that aligns with program activities
 - A clearly expected program size
 - An established timeline
 - Defined locations/facilities
 - A staffing plan, and/or evidence of existing staff capacity
 - A plan for program frequency and duration
 - A plan for defining success

Reporting Requirements

ELO Fund reporting requirements are intended to capture the efficacy of our funding and youth program access and equity throughout the County, without requiring onerous work or unreasonable expectations for grantees. All funded organizations/programs will provide demographic information on program participants. The reporting process will protect participants' Personally Identified Information (PII) and express data security and liability responsibilities for FFTS. The FFTS data team will provide technical assistance as needed on how to best collect/report these data points.

We do not want reporting expectations to be a barrier to applying to the ELO Fund. Interested applicants can email data@graduatetacoma.org with any questions or concerns.

Narrative Application Questions

Narrative questions for the ELO Fund are listed below. Narrative responses should be limited to three typed pages in totals. Please organize your narrative responses under the headings in bold-type below, and upload your narrative through the [Application Portal](#).

Program/Organization Information

- Provide a brief description of your organization's mission, vision, services/programs, and your experience in implementing youth development programs.

Description of ELO programming

- Provide a brief description of the planned activities for your ELO program.

Engagement of youth in priority populations

- Describe how your program engages youth and children from low-income households, and/or youth and children of color. Please also describe how your program is responsive to the needs of the youth you serve.

Focus on academic learning or social-emotional learning needs of youth

- Describe how your program supports the needs of children and youth related to academic recovery and acceleration, and/or social-emotional learning. Specifically, explain how your program supports one or more of the following in youth or children:
 - Build academic skills in literacy, math, science, social studies or technology
 - Develop healthy identities
 - Understand and manage emotions
 - Achieve personal and collective goals
 - Feel and show empathy
 - Establish and maintain relationships
 - Make responsible and caring decisions

Program implementation plan

- Describe in detail the implementation plan for your program. Please include descriptions of the following:
 - Program timeline
 - Location and facilities you plan to use
 - Frequency of program sessions and the overall duration
 - Program staffing
 - How you will know your desired results are achieved

Program Budget

Complete applications must include an overall program budget. Program budgets should be submitted in their existing format, and may include *any* expenses associated with the implementation of your ELO program. Please upload your program budget through the [Application Portal](#).

Budgets should be clearly labeled with separate line items for different expense categories. We understand that certain implementation costs may be unknown. Our expectation is simply that applicants submit realistic budgets that are based on your best thinking around your program's implementation.

If requested, FFTS can provide additional guidance on program budget parameters and expectations, and you may write to us at elofund2023@graduatetacoma.org.