



2018-2019 Fall and Spring Application

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**Out 2 Learn
2018- 2019 Fall and Spring Application**

Table of Contents

Overview of Out 2 Learn -----	2
Out 2 Learn Partnership-----	2
Request for Proposal-----	3
Background-----	3
Proposal and Grant Details-----	3
Request for Proposal Timeline-----	4
Review Process-----	4
Lead Organization Requirements-----	4
Eligibility-----	4
Organizational Review -----	5
Eligible Lead Organizations-----	5
Application -----	6
Proposed Program Narrative -----	8
Collaboration-----	8
Out 2 Learn Partnership Questions-----	9
Program Budget -----	10
Budget Narrative -----	11
Signatures-----	12
Additional Information and Brainstorming Exercises -----	13

Out 2 Learn

2018- 2019 Fall and Spring Application

Overview of Out 2 Learn

Out 2 Learn is a collaborative-led initiative, focused on increasing access to and improving the quality of out-of-school time (OST) services and enhancing connections among providers. Leadership is provided by the City of Houston Mayor's Office of Education, Harris County Department of Education's CASE for Kids, Houston Endowment, and United Way of Greater Houston. Out 2 Learn and its key strategies were created through this strategic partnership to support the Greater Houston region.

The Out 2 Learn network will expand access to high quality out-of-school time services to all families in our region through a coordinated, youth-center approach to professional development, community investment, and community awareness of the importance of quality services and youth voice.

Out 2 Learn Strategies

The Out 2 Learn initiative implements three strategies: Quality, Access and Connections. Through the Quality component, Out 2 Learn strives to support, train, and coach quality OST programs. OST staff embark on a journey to become *Committed 2 Quality*. Trainings are focused on continuous quality improvement strategies to assess, plan and improve programs through self-evaluation.

Within the Access component, Out 2 Learn works to increase and expand quality programming within targeted communities that have been identified as high-need.

Lastly, through the Connections component, Out 2 Learn offers a professional learning community for OST professionals, shares best practices, and offers OST providers networking and professional development opportunities. Connections also include the [Out 2 Learn website](#), a free searchable database of OST programs across Houston that families can use to locate programs in their area.

If you would like to learn more about the Out 2 Learn initiative or are interested in attending the next Out 2 Learn Quarterly Meeting, contact olearn@unitedwayhouston.org.

Out 2 Learn Partnership

Addressing the gaps in current out-of-school time offerings is a complex issue that requires support from parents, youth, community partners, and stakeholders. This funding application is an opportunity to target barriers and support stronger provider and funder relationships. OST providers bring expertise on programming including family and youth engagement, while funders offer knowledge, resources, and a different vantage point. By partnering together, OST providers and funders can analyze and address the systemic issues that hinder youth and families from benefiting from quality out-of-school time services more effectively.

To continue the efforts of Out 2 Learn 2018 Summer Funding projects, any agency that served as a lead or partner agency in an Out 2 Learn Summer 2018 project and that passes United Way's Organizational Review is eligible to serve as a lead agency for the Out 2 Learn 2018-2019 Fall and Spring Application. Furthermore, a lead agency can add a partner agency that has not been previously funded by Out 2 Learn onto their proposal.

Out 2 Learn

2018- 2019 Fall and Spring Application

The 2018-2019 Fall and Spring Application is divided into five major components: 1) proposed program narrative, 2) collaboration, 3) budget, 4) budget narrative, and 5) Out 2 Learn Partnership questions. The newly-added Out 2 Learn Partnership questions component seeks to establish the funder and grant recipients as partners in the investment process, equally committed to transparency and forging new ways of collaborating. These questions will gauge applicants' willingness to collaborate with other agencies and to adjust program implementation in response to community needs.

While there is no silver bullet to resolving barriers and roadblocks faced by OST providers, Out 2 Learn is committed to serving as a resource and partner throughout the funding cycle. Out 2 Learn is committed to supporting and strengthening agencies' programmatic efforts with any and all professional development opportunities and resources available, including continuous quality improvement trainings and coaching; bundling capacity-building workshops on key nonprofit management topics; and additional resources in response to agencies' needs.

The immediate vision behind Out 2 Learn 2018-2019 Fall and Spring funding is to invest in projects that can be uplifted as examples for the larger Houston OST community and offer new learnings for OST providers. This will support the larger vision of Out 2 Learn increasing participation in high-quality OST programs, ultimately improving high school graduation rates and reducing juvenile crime rates. The Out 2 Learn leadership organizations strongly believe that by working together, grant funders and OST providers can advocate for and increase public support of OST programs as valuable and essential to overall youth development and learning.

Proposals that are innovative, expand access, and/or create equity will be prioritized. Proposals that only add service delivery enhancements or replacement funds for existing programs are discouraged.

To aid in brainstorming or initiating new ways of thinking about program development, review the activities and notes provided on page 13.

Request for Proposal

Background

In 2015, several community stakeholders initiated conversations about Houston families' access to OST programs in Harris County. In the summer of 2016, Houston Endowment commissioned a landscape study of OST programs in Harris County, which highlighted neighborhoods in which demand for OST programs exceeded supply. Consequently, Houston Endowment invested in key organizations (City of Houston Mayor's Office for Education, Harris County Department of Education, and United Way of Greater Houston) to launch Out 2 Learn. In January of 2018, Out 2 Learn was officially launched to the Greater Houston region.

Proposal and Grant Details

- All proposals must be collaborations; collaborations are defined as two or more organizations joining together to enhance service delivery for a shared group of youth

Out 2 Learn 2018- 2019 Fall and Spring Application

- Proposals must be located in one of the following neighborhoods: Acres Homes, North Forest, Central Southwest, Fifth Ward, East End and Crestmont/South Acres
- Proposals must select one neighborhood to serve. Projects proposing multiple areas will not be considered
- Funding requests should not exceed \$95,000
- Funding period: September 2018 – May 2019

Funded proposals must:

- Actively participate in YPQI trainings and participate in staff development activities
- Actively engage in Out 2 Learn Quarterly meetings
- Increase the number of youth served from previous 17-18 academic school year
- Submit data as required by the Out 2 Learn evaluator

Request for Proposal Timeline

DATE	ACTIVITY
Tuesday, June 26, 2018	Request for Proposal Released
Wednesday, July 11, 2018, 10:00 – 11:00 am	Proposal Conference
Thursday, July 12, 2018 by 5:00 pm	Organizational Review Due
Wednesday, July 18, 2018, 10:00 – 11:00 am	Technical Assistance Call
Wednesday, July 25, 2018, 3:00 – 4:00 pm	Technical Assistance Call
Monday, July 30, 2018, 8:30 – 11:00 am	Out 2 Learn Quarterly Meeting
Monday, July 30, 2018 by 5:00 pm	Application Due
Week of August 13 th	Funding Notifications

Review Process

The review committee will be comprised of representation from Houston Endowment, the City of Houston Mayor’s Office of Education, United Way of Greater Houston, Harris County Department of Education’s CASE for Kids, Harris County Precedent 2, and youth from various communities. The review committee will review and score applications. The Out 2 Learn Coordinating Council will make final funding decisions.

Lead Organization Requirements

Eligibility

To serve as a lead organization for a 2018 Fall and Spring proposal, organizations must adhere to the following eligibility requirements:

- Lead organization must have received Summer Out 2 Learn funding
- Lead organization can only act as lead for one project
- Must be a 501 (c)(3) for at least two years

Out 2 Learn 2018- 2019 Fall and Spring Application

Organizational Review

Funded programs must meet basic financial and administrative requirements through a process referred to as Organizational Review. If an organization does not pass Organizational Review, it is eliminated from further consideration. Programs that operate under the umbrella of a sponsoring organization, such as a church, may submit financial information prepared by the sponsoring organization, but this information must relate to the operations of the OST program. Organizational Review documents are due Thursday, July 12, 2018 by 5:00pm.

Eligible Lead Organizations

The following agencies are eligible to serve as a lead organization for the 2018- 2019 Fall and Spring Funding Application. Initial eligibility was determined from an agency serving as a lead or partner agency in an Out 2 Learn Summer 2018 project. If a listed organization has not undergone and passed United Way's Organizational Review, it will need to submit the required documents by July 12th to move forward in the process.

Furthermore, a lead organization can add a partner organization that has not been previously funded by Out 2 Learn onto their 2019-2019 Fall and Spring proposal.

Austin High School
Booker T. Washington
Boys & Girls Clubs of Greater Houston
City of Houston Health Department/ My Brother's Keeper Houston
City of Houston Parks and Recreation
City of Houston Public Library
Color of Life - Community Resource & Activity Center
Community Family Centers
Comp-U-Dopt
DiscoverU
Fifth Ward Enrichment Program, Inc.
Girls Inc. of Greater Houston
HISD Wraparound Services
Houston Area Urban League
HYPE Freedom School, Inc.
KEW Learning Academy
Lawson Middle School
M.C. Williams Middle School
Southwest Glen Mission
Stephen F. Austin High School
Writers in the Schools
YMCA of Greater Houston
Young Audiences of Houston

Out 2 Learn 2018- 2019 Fall and Spring Application

Application

LEAD ORGANIZATION INFORMATION	
Name:	
Address:	
Contact Name:	
Contact E-mail Address:	
Contact Phone Number:	
Partner's Mission Statement:	

PARTNER #2 INFORMATION	
Name:	
Address:	
Contact Name:	
Contact E-mail Address:	
Contact Phone Number:	
Partner's Mission Statement:	

PARTNER #3 INFORMATION (if applicable)	
Name:	
Address:	
Contact Name:	
Contact E-mail Address:	
Contact Phone Number:	
Partner's Mission Statement:	

PARTNER #4 INFORMATION (if applicable)	
Name:	
Address:	
Contact Name:	
Contact E-mail Address:	
Contact Phone Number:	
Partner's Mission Statement:	

Out 2 Learn

2018- 2019 Fall and Spring Application

Project Name:	
# and Ages of Youth Proposed to be Served:	_____ ages 5-10 (Grades K-5 th) _____ ages 10-14 (Grades 6 th -8 th) _____ ages 14-18 (Grades 9 th -12 th) _____ ages 18+ (HS Seniors and Young Adults)
Proposed Zip Code/ Community Served:	
Start/End Dates, Days and Hours of Program Operation:	_____: Program Start Date _____: Program End Date _____: Days of the Week _____: Program Hours
Program Location (include organization, address and neighborhood):	
Total Amount of Funding Requested from Out 2 Learn:	
Total Number of Youth Served in 2017/2018 Academic School Year:	
Total Number of Increased Slots Supported by Out 2 Learn funding:	_____ The proposed number of increased slots supported by Out 2 Learn funding during the 2018/2019 academic school year.

Out 2 Learn
2018- 2019 Fall and Spring Application

Proposed Program Narrative
1. Define and describe your overall program goals and programming theme for the 2018-19 academic year.
2. Describe your proposed program activities, and outline a sample daily agenda.
3. Describe your youth recruitment plan.
4. Define your proposed youth outcomes and the tools used to capture program data.

Collaboration
5. Have the partners collaborating for this project worked together previously? If so, briefly describe the previous partnership.
6. Please detail each partner's role in the program and the specific service they will provide within the program.

Out 2 Learn
2018- 2019 Fall and Spring Application

Out 2 Learn Partnership Questions
7. Describe your history working in the neighborhood you propose to serve.
8. Describe how you collect feedback from the youth and families you serve. How do you utilize youth and family voice in your program offerings?
9. Share learnings from your Out 2 Learn Summer Project.
10. Describe any anticipated barriers to program participation and how your project will address those barriers.
11. Describe how Out 2 Learn's vision and mission align with your organization's vision and mission.
12. Beyond securing continued funding, describe your plans for program sustainability and how Out 2 Learn could assist.

Out 2 Learn 2018- 2019 Fall and Spring Application

Program Budget	
Prepare the project budget using the template below and answer Budget Narrative questions. Budget Time Period: September 1, 2018 through May 31, 2019	
CATEGORY	AMOUNT
REVENUE	
Out 2 Learn Grant	
Government Funding	\$
Other donations/grants (corporations, foundations, individuals, etc.)	\$
Client Fees	\$
Other funding	\$
TOTAL REVENUE	\$
EXPENSES	
Salaries and Related Expenses	\$
Professional Fees/Contract Services	\$
Program-Related Expenses	\$
Assistance to Individuals	\$
All Other Expenses	\$
TOTAL EXPENSES	\$

Out 2 Learn

2018- 2019 Fall and Spring Application

Budget Narrative
1. Explain your budget for this request. Provide a detailed description of how you plan to spend Out 2 Learn funding, including the number and role of personnel included in your budget. Note: 2,000 character limit
2. Describe in detail the Program-Related Expenses entered on the Program Budget form. Note: 2,000 character limit
3. Describe in detail any expenses entered in the Assistance to Individuals line item on the Program Budget form. Note: 2,000 character limit
4. List other sources of funding. Describe in detail how this proposed project is different or builds from other previously funded projects (including UW affiliate programs and Education Collaborative Summer Grant programs). Note: 2,000 character limit
5. Provide any additional details about your revenue and expenses to better understand your project. Note: 2,000 character limit

Out 2 Learn
2018- 2019 Fall and Spring Application

Signatures

Executive Director Signature, Lead Organization Date

Executive Director Signature, Partner Organization #1 Date

Executive Director Signature, Partner Organization #2 Date

Executive Director Signature, Partner Organization #3 Date

Electronic or scanned signatures are acceptable.

Applications are due by 5:00 pm on July 30, 2018. All applications must be submitted by email or delivered to the receptionist at United Way of Greater Houston (50 Waugh Drive).

All applications will be time stamped.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Please email Katherine von Haefen for questions related to the application:

Katherine von Haefen
Manager, Community Impact - United Way of Greater Houston
Kvonhaefen@unitedwayhouston.org

Thank you!

Out 2 Learn

2018- 2019 Fall and Spring Application

Additional Information and Brainstorming Exercises

To RSVP for the Proposals Conference scheduled for Wednesday, July 11th at 10:00 – 11:00 am, please visit: <https://www.surveymonkey.com/r/PCTACRSVP>

To RSVP for the Technical Assistance Calls scheduled for Wednesday, July 18th at 10:00 – 11:00 am or Wednesday, July 25th at 3:00 – 4:00 pm, please visit: <https://www.surveymonkey.com/r/PCTACRSVP>

To RSVP for the Out 2 Learn Quarterly scheduled for Monday, July 30th at 8:30 – 11:00 am, please visit: <https://www.surveymonkey.com/r/O2LRSVP>

The purpose of the following activities is to inspire thought for your agency's brainstorming! **Do not** let these exercises box you in; use them as a spring box for brainstorming.

Activity #1

Ask the following questions:

How can you build on your existing strengths?

How can Out 2 Learn funds address an unrecognized and/or unmet need?

How does this idea create value?

What program models are currently thriving in another city that would work well in Houston?

How does this idea expand access to high quality OST programming to youth and families who have not previously participated in any programming?

How can this project service the whole family?

Has your agency explored the opportunity to work with a neighborhood school for your project?

Activity #2

Fill in the blanks below and substitute the word “innovate” with the following words: create value, address this unrecognized and unmet need, deviate from the norm, etc.

Our agency has not been able to (increase # of youth served or expand access) when it comes to addressing _____ (focus area) due to _____ (barrier(s)) but we can *innovate* by _____ and face that obstacle.

Activity #3

Write out your story.

Explain how you developed this idea and why you are now ready to implement it.

List out the biggest challenges in implementation. What types of support will your agency need to work through these challenges? When faced with a challenge, is there room for collaboration?

How can Out 2 Learn support?

Visit the Out 2 Learn Website for more information about Out 2 Learn : www.Out2LearnHOU.org