



**2019-2020
Fall/Spring RFP Preamble**

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**Out 2 Learn
2019- 2020 Fall/Spring Application**

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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 create Out 2 Learn. In January of 2018, Out 2 Learn was officially launched to the Greater Houston region.

Out 2 Learn Overview

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, Harris County Precinct 1, Harris County Precinct 2, Houston Parks and Rec Department, 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.

Out 2 Learn expands access to high quality out-of-school time services to all families in our region through a coordinated, youth-centered 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* using the Youth Program Quality Intervention (YPQI) from the David P. Weikart Center for Youth Program Quality. YPQI 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 that includes family and youth engagement, while funders offer knowledge and resources, from 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.

The 2019-2020 Fall/Spring Application is divided into five major components: 1) proposed program narrative, 2) collaboration, 3) Out 2 Learn Partnership questions 4) budget and 5) budget narrative.



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 will provide support as needed on improving programmatic efforts, including professional development opportunities, continuous quality improvement trainings, coaching and additional resources in response to agencies' needs.

The immediate vision behind Out 2 Learn 2019-2020 Fall/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 strongly believe that by working together, funders and OST providers can advocate for and increase public support of OST programs as valuable and essential to overall youth development and learning.



Request for Proposal

Proposal and Grant Details:

- Proposal must be a **collaboration**; collaborations are defined as two or more organizations joining together to enhance service delivery for a **shared group of youth**.
- Proposal **must be located in one of the following neighborhoods**: Acres Homes, North Forest, Central Southwest, Fifth Ward, East End and South Acres/Crestmont.
- Proposal **must select one neighborhood to serve from the above list**. Projects proposing multiple areas will not be considered.
- Proposals that are **innovative, expand access and are committed to a strong collaborative partnership** will be prioritized. Proposals that only add service delivery enhancements or replacement funds for existing programs are discouraged.
- Funding period: **September 2019 – May 2020**.
- Funding requests capped at **\$75,000**.
- Eligible lead must pass **Organizational Review**.

Application Submission Requirements:

- All applications are **due by 5:00 pm on Thursday, July 11th, 2019**.
- Applications must be submitted via e-Cimpact.
- Lead agency will be responsible for submitting the application on e-Cimpact using the same login created for Organizational Review. (See Organizational Review section below for instructions.)

Funded Proposal Requirements:

- Attend Grantee Conference on **Wednesday, August 21st, 2019 (10:00-11:30 am)**.
- Enroll and fully participate in the Fall YPQI trainings and participate in staff development activities (August 2019-January 2020), exact dates to be determined.
- Work toward Quality Badge on Out 2 Learn website.
- List partners' out-of-school time programs on the Out 2 Learn website (if applicable).
- List funded project on the Out 2 Learn website.
- Actively engage in Out 2 Learn Quarterly meetings.
- Track, evaluate, and share program data with Out 2 Learn.



Request for Proposal Timeline

DATE	ACTIVITY
Monday, May 20 th , 2019 (9:00-11:00 am)	O2L Quarterly Meeting
Monday, May 20 th , 2019 (11:15 am-12:30 pm)	2019-2020 RFP Proposal Conference (attendance required)
Tuesday, June 4 th , 2019 (10:00-11:00 am)	Technical Assistance Call #1
Monday, May 20 th -Thursday, June 6 th , 2019	Submit Organizational Review Documents (eligible leads only)
Thursday, June 27 th , 2019 (10:00-11:00 am)	Technical Assistance Call #2
Thursday, July 11 th , 2019 (by 5:00 pm)	Applications DUE on e-Cimpact
Monday, July 15 th , 2019	Organizational Review Determinations
Friday, August 16 th , 2019	Grantee Notifications
Wednesday, August 21 st , 2019 (10:00-11:30 am)	Grantee Conference
Friday, August 30 th , 2019	Payment Disbursed or Received
September 2019	Fall Programming Begins
October 2019	Fall Initial Site Visits

Review Process

The review committee will be comprised of representation from the City of Houston Mayor’s Office of Education, Harris County Department of Education’s CASE for Kids, Harris County Precinct 1, Harris County Precinct 2, Houston Parks and Rec Department, Houston Endowment, and United Way of Greater Houston. The review committee will review and score applications. The Out 2 Learn Coordinating Council will make final funding decisions. Awarded proposals will be notified on Friday, August 16th, 2019.



Lead Organization Requirements

Eligibility

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

- Must be listed on the [YPOI List of Eligible Organizations](#).
- Must have a 501 (c)(3) status for a minimum of two years
- Must pass Organizational Review

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, that will serve as the fiscal agent. This information must relate to the operations of the OST program.

Required Documents for Organizational Review:

- IRS letter stating tax-exempt status (501 (c)(3) status for a minimum of two years)
- Board of Directors roster
- Board of Directors attendance record for most recent 12-month period
- Fiscal year 2019 Budget
- Agency's Year End Financial statements for fiscal year 2018 (for agencies whose fiscal year ends on December 31st, the 2017 audit may be submitted if the 2018 audit is not yet completed). Financial statements must be audited or reviewed by an independent C.P.A.* (Statement of Financial Position, Revenues/Expenses Statement and Statement of Cash Flows)
- Most recent interim financial statements for fiscal year 2019 (balance sheet and income statement)
- IRS Form 990 for fiscal year 2018 or most current Form 990
- Patriot Act Compliance Form

All organizations interested in applying as lead are strongly encouraged to watch the following webinar for details on the Organizational Review process and documents required: <https://youtu.be/E63DNyTXZ6k>

Organizational Review documents are to be submitted on or before Thursday, June 6th via e-Cimpact. To request an e-Cimpact login, email e-Cimpact@unitedwayhouston.org. Be sure to copy Kvonhaefen@unitedwayhouston.org and Kbeltran@unitedwayhouston.org.

United Way volunteers will make Organizational Review Determinations by Monday, July 15th. An organization that does not pass Organizational Review will not be eligible to continue the application process as lead. They can still apply as a partner in a proposed project.



YPQI Eligible Organizations

The following agencies are eligible to apply as a lead organization for the 2019-2020 Fall/Spring Funding Application. In an effort to uphold a standard of quality, eligible leads are **organization-based** and have been identified by their involvement with the Youth Program Quality Improvement (YPQI) process to date. Furthermore, a lead organization can partner with an agency that has not been previously funded by Out 2 Learn.

[YPQI List of Eligible Organizations](#)



Applications are to be submitted by 5:00 pm on Thursday, July 11th, 2019 via e-Cimpact.

All applications will be time stamped.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

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

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

Karen Beltran
Education Access Coordinator, Out 2 Learn
United Way of Greater Houston
KBeltran@unitedwayhouston.org

For e-Cimpact Technical Support please email e-Cimpact@unitedwayhouston.org

Thank you!