

# **Implementing and Enhancing Afterschool and Out-of-School-Time Programs**

## **Request for Application (RFA)**



**Alabama Department of Early Childhood Education**

**445 Dexter Ave Suite 2050**

**Montgomery, AL 36104**

**334-224-3171**

# Implementing and Enhancing Afterschool and Out-of-School-Time Programs

## **ANNOUNCEMENT OF FUNDING OPPORTUNITY**

Grant funds are currently available through the Alabama Department of Early Childhood Education (ADECE) to implement or enhance existing afterschool and/or out-of-school-time (OST) programs that provide student learning and academic enrichment activities. Funds must be used to accelerate student learning in the areas of Reading and Science, Technology, Engineering, and Math (STEM). Grant funds may also be used to promote academic enrichment, such as activities that support a well-rounded education, homework assistance, tutoring activities, financial literacy, arts education, etc.

## **PURPOSE:**

The purpose of this grant funding is to establish or enhance existing afterschool/OST programs that provide economically disadvantaged youth with opportunities for academic acceleration and enrichment, character enrichment, and other activities designed to complement the youth's regular academic program. Applicants must be willing to utilize the Alabama Afterschool Quality Standards when planning and implementing afterschool/OST programs. Click [here](#) to view the Alabama Quality Standards.

## **WHO IS ELIGIBLE TO APPLY?**

Local Education Agencies, schools (public or private), city or county government agencies, education service centers, faith-based or community-based organizations, institutions of higher learning, and not-for-profit organizations are eligible to apply. This grant is intended to serve:

- Programs where the target population has a poverty percentage of 40% or higher based upon Free and Reduced Lunch numbers.

or

Areas where there is a lack of access to high-quality afterschool/OST programming as deemed by waitlist or other indicators.

## **PROJECT PERIOD**

2023-2024 academic year (including summer 2024)

## **APPLICATION PROCESS AND TIMELINE**

The ADECE will award grants to eligible entities on a competitive basis. **The grant application process will open Wednesday, November 1<sup>st</sup> at 8:00 a.m. (central time) and close Friday, December 15<sup>th</sup> at 5:00 p.m. (central time).** Applications will be submitted electronically in Foundant, the ADECE's grant management system. Only applications received by the deadline will be reviewed by a panel of peer reviewers. The peer reviewers (grant readers) will read and score applications according to the selection criteria. Applications will be ranked from highest to lowest according to scores. ADECE will grant awards by "funding down" until there are no allocated funds remaining.

Link to Application in Foundant: <https://www.grantinterface.com/sl/7KZTOV>

Application Code: **AFTER2023**

If your organization does not have an account in Foundant, select “Create New Account” on the sign in page.

## **ADECE CONTACTS**

**For questions concerning the application process, eligibility, or requirements, contact:**

Milanda Dean, Ph.D.:

Email: [milanda.dean@ece.alabama.gov](mailto:milanda.dean@ece.alabama.gov)

Phone: (334) 201-3561

**For questions concerning utilizing Foundant, contact:**

Beth Aspden

Email: [beth.aspden@ece.alabama.gov](mailto:beth.aspden@ece.alabama.gov)

Phone: (334) 832-0248

## **FUNDING AMOUNTS**

Up to \$25,000 per program will be awarded. All awards are subject to the availability of state funds. Grant applications are subject to negotiation with the ADECE and final awards may be lower than proposed. Grant awards are not final until approved by the ADECE and a Memorandum of Understanding (MOU) has been signed by the grantee.

## **NOTIFICATION OF AWARDS**

Applicants that have been selected for funding will receive a grant award notification via Foundant. Grantees will be notified no later than January 12, 2024.

## **PROGRAM REQUIREMENTS:**

The program must serve students in grades pre-kindergarten (Alabama First Class Pre-K) through twelfth grade during afterschool/OST hours. OST is defined as "a supervised program that young people regularly attend when school is not in session." Examples of OST includes before and after school programs, Saturday learning academies, spring break educational camps, etc.

Afterschool and/or OST programs should begin no later than February 16, 2024. This will allow for at least 12 weeks of operation prior to the end of the 2023-2024 school term. **The program can continue to operate throughout the summer of 2024 if requested in the grant.** If requested, please ensure that these plans are included within the grant narrative descriptions.

## **HOURS AND DAYS OF OPERATION**

Sites are required to provide services according to the local school calendar. Services to youth are those services which most of the enrolled youth can participate. The number of days the program will operate is contingent upon the funding amounts requested and awarded. At a minimum, before and/or afterschool programs should be in operation three days per week.

- Before school (at least one hour per day, ends just before school begins)
- After school (at least two hours per day, begins when school dismisses)
- Both before and after school (at least one hour before and two hours after)
- Non-school weekdays during the typical school year and Saturdays (at least 4 hours per day)
- During school breaks (intercession, spring break, etc.) at least 2 days per week and/or at least 4 hours per day

## **ALLOWABLE COSTS**

**All costs must be reasonable and necessary.** Allowable expenses include staff salaries and fringe benefits, transportation costs for youth, educational activities, enrichment activities, instructional equipment, travel for educational field trips, online, local, or in-state professional development, professional services, space rental, materials, and supplies.

## **UNALLOWABLE COSTS**

Unallowable costs include pre-award costs, preparation for the initial application, capital improvements, permanent renovations, facility or vehicle purchases, food, including snacks and refreshments, non-academic field trips, out-of-state or overnight field trips, direct charges for items or services that the indirect rate covers, land acquisition, or decorative items. If uncertain of an unallowable cost, contact the ADECE.

## **DATA REPORTING AND PROGRAM EVALUATION**

Grantees will be required to submit afterschool/OST program data and program evaluations for all sites funded by the grant. End-of-year data reporting will include student participation information, student demographic information, program implementation information, student assessment data, etc. Additional data requests may occur throughout the program. If data is requested, advance notice will be given. Programs may also be monitored and evaluated by the ADECE and/or an ADECE partner during program implementation.

## **STATEMENT OF ASSURANCES**

Upon submission of the application and awarding of the grant, the applicant, hereby assures the Alabama Department of Early Childhood Education (ADECE), that it will:

1. Establish or help fully develop an afterschool/OST program according to grant guidelines.
2. Publish and distribute an afterschool/OST parent handbook to parents and families participating in the program.
3. Establish school/site procedures or policies for the program.
4. Incorporate parent and family engagement activities during the afterschool/OST program.
5. Use school or site facilities as needed, including classrooms, computer labs, libraries, etc. to conduct a quality program.
6. Follow all guidelines as indicated in the approved grant.
7. Expend funds only for allowable categories that include staff salaries and fringe benefits, transportation costs for youth, educational activities, enrichment activities, equipment, travel for educational field trips, online, local, or in-state professional development, materials, and supplies, and other approved categories.
8. Maintain at the program site documentation of expenditures, such as copies of invoices, travel claims, time sheets, etc. with check numbers and dates paid for each.
9. Provide fiscal control and accounting procedures as necessary to ensure proper disbursement of and accounting for state funds.
10. Comply fully with the *Alabama Child Protection Act of 1999* (99-361) as applicable.
11. Comply fully with Alabama Act #2000-775 relative to criminal history and background checks, if applicable.

The applicant further assures the ADECE that the following compliances will be met:

Individuals with Disabilities Education Act - PL 108-446

Protection of Human Subjects - HEW policy

Sex Discrimination, Title IX, Education Act, 1972

Civil Rights - PL 88-352

Freedom of Information - PL 93-502

Privacy Act of 1974 - PL 93-579

**SELECTION CRITERIA:**

Within the application, please provide a narrative addressing the following established categories in the order listed. The proposals will be read and scored by impartial readers.

<b>CATEGORIES:</b>	<b>NARRATIVE DESCRIPTION</b>	<b>POSSIBLE POINTS</b>
A. Evidence of Need	Provide specific evidence that shows your community/school needs this afterschool/OST program.	10
B. Objectives of the Program	Include a description of the program, including the program's main focus, and objectives for all aspects of the program that will lead to the highest quality afterschool/OST program possible.	15
C. Program Operations	List the anticipated start and end date of the program. Programs should start no later than February 16, 2024. List the days of the week and hours the program will operate. Include the total amount of weeks and hours of the program. Describe how student and staff program attendance will be documented.	5
D. Personnel/Training	List anticipated personnel needed to operate the program. Include title, salary, and benefits for all personnel. Include the anticipated student-staff ratio. Provide details of all staff training that will occur to help staff implement the program.	10
E. Space	Describe the program's location and the use of the space.	5
F. Activities/Scheduling	List scheduled activities that will take place during the program, including student educational field trips. Include a sample daily schedule. In addition, list the partner agencies/organizations that will provide services, the service, and the frequency, if applicable.	20
G. Staff-Child-Parent/Family-Engagement	Describe how parents will be involved with the staff and students in the program. Include details about activities and events that aim to enhance family responsibility for education. For example, discuss required parent meetings (virtual or in person), setting family goals, and daily communication with parents.	15
H. Communication	Please provide details regarding a communication plan between the program staff and the regular school-day teacher(s), parents, and program coordinator. Specifically, describe how the program will determine the instructional areas of focus, inform parents/families, and communicate with teachers regarding students' progress in the program.	10
I. Safety and Health	Describe precautions and procedures to ensure the safety of children. Describe how the afterschool/OST program will contribute to student health, specifically student obesity. Describe if and how you plan to provide and serve nutritious, well-balanced snacks and/or meals to the students? If applicable, how do you plan to fund the meals and snacks? Reminder, afterschool/OST funds from this grant cannot be used to provide meals.	10
J. Program Evaluation	<p>Describe how the program's effectiveness will be measured, particularly in terms of improved student academic achievement, student motivation, and family engagement. Describe how assessments, including pre and posttests and monitoring tools will be used to measure student growth. Include details of specific instruments or tools that will be utilized to assess program effectiveness. Include how staff, students, and parent/family feedback will be collected when evaluating the program.</p> <p>The ADECE will request a copy of the program evaluation at the end of the grant period. Programs may also be monitored and evaluated by the ADECE and/or an ADECE partner during program implementation.</p>	15
K. Budget	Provide a complete and detailed line-item budget for program components, including staff salaries and fringe benefits, transportation costs for youth, educational activities, enrichment activities, equipment, travel for educational field trips, online, local, or in-state professional development, materials, and supplies. Include other funds that will support the program and program income (if applicable). <b>All costs must be reasonable and necessary.</b> Food is not an allowable cost. Please refer to the allowable and unallowable costs section of the RFA.	10
<b>TOTAL POINTS</b>		<b>125</b>

