

APPENDIX A: SAMPLE APPLICATION

(Access the full Request for Proposals (RFP) on Ignite Afterschool's Believe and Build Afterschool grant program webpage [here](#).)

Wondering *exactly* what you'll see in the online grant application portal? We're including a sample application here so you know just what questions will be asked, which documents are required (see list below) and how many points each part is worth to help you plan ahead.

Good To Know: Narrative responses to the application questions must be provided in the online Youthprise Grant Application Portal. The following is just a sample for planning purposes.

Organization Information

Applying Organization Name*

List the name of the organization eligible to receive funding from the Believe & Build Afterschool funding and that will be legally responsible for administering the grant.

Character Limit: 100

Applying Organization Employer Identification Number* Character Limit: 250

Applying Organization Primary Mailing Address* Character Limit: 250

Applying Organization City* select a Minnesota city from the dropdown list.

Applying Organization Zip Code* Character Limit: 100

Applying Organization Primary Contact Person & Title* Character Limit: 200

Applying Organization Telephone* Character Limit: 20

Applying Organization Email* Character Limit: 100

Applying organization brief history and how it qualifies as a community-based organization* Character Limit: 6000

Is the Applying Organization a Fiscal Sponsor?* Yes No

Fiscal Sponsorship

The questions below are only applicable if the applying organization is applying on behalf of another organization that will operate the proposed activities. Note that an

organization operating as a fiscal sponsor for these grants must also qualify as a community-based organization as defined in the RFP.

Operating Organization Name Character Limit: 100

Operating Organization Employer Identification Number Character Limit: 200

Operating Organization Primary Contact Person & Title Character Limit: 100

Operating Organization Telephone Character Limit: 20

Operating Organization Email Character Limit: 50

Operating Organization Address Character Limit: 250

Operating Organization City select a Minnesota city from the dropdown list.

Operating Organization Zip Code Character Limit: 250

Organization history and how the **operating** organization qualifies as a community-based organization Character Limit: 6000

(Updated 10/8/21 to address typographical error and reflect grant portal)

General Information About Organization Receiving Funds

The questions below pertain to the organization responsible for operating the proposed activities. The *Believe & Build Afterschool* grant program must fund community-based organizations. This means a non-governmental nonprofit organization that is representative of a community or significant segments of a community, and that provides educational or related services to individuals in the community. In addition, 50% of the funds are to be distributed to culturally specific, community-based organization by and for groups of people with a shared experience of marginalization, based on race, ethnicity, disability, gender identify or sexual orientation.

Annual Budget: Please enter your total annual operating budget (whole numbers only) for current fiscal year. *

Total Amount Being Requested for the 30-month grant. *

Culturally Specific Community-Based Organization*

Does your organization consider itself a culturally specific, community-based organization by and for a group of people with a shared experience of marginalization, based on race, ethnicity, disability, gender identify or sexual orientation (this may include organizations by and for Black, Indigenous, Latinx, Asian American, and other Communities of Color; people with disabilities; and the LGBTQIA+ community)? No Yes

Leadership Reflects Population Served

If yes, describe how your organization is *by and for* the community you serve, including demonstrating how more than 50% of your board and/or organizational leadership and more than 50% of your staff reflect the culture of the population served. Character Limit: 1500

Racial Equity & Inclusion Policy (5 points) *

Does your organization have a formal racial equity and inclusion policy? No Yes

Region*

What region(s) of the state does your program serve

Minneapolis

Saint Paul

Metro Suburbs

Northeastern Minnesota

Northwestern Minnesota

West Central

Southeastern Minnesota

Southwestern Minnesota

Multiple regions

(Updated 10/15/21)

Authorization

The questions below pertain to the organization legally and financially responsible for the proposed grant.

Name & Title*

Please list the name and title of the Chief Executive, Board Member, or equivalent representative authorized to enter into legal agreements. By entering your name and title below, you certify that you are authorized to apply for this grant and acknowledge that this is your electronic signature. Character Limit: 200

Background Check*

Does your organization currently conduct background checks on volunteers/employees who work with youth in your program? Yes No Other

Background Check – No or Other

Conducting background checks is a requirement for an grantee. If you selected No or Other for the background check question, please describe how you will meet this requirement if selected for a grant award. Character Limit: 500

General Liability Insurance*

Does your organization have general liability insurance? Yes/No/Other

Please explain if you selected other for the liability insurance question.

(Updated 10/8/21 -Added to Sample Application to reflect questions in grant portal)

Assurances*

By electronically signing this grant application, you are certifying that you have read the assurances and are committing to, if awarded grant funds, adhering to and complying with the all assurances as described in the Request for Proposals.

Attachments/Uploads

Program Budget*

Please click on the link below to complete a budget form that describes how you will use The Believe & Build Afterschool funds. Make sure your budget aligns with the activities proposed in your program description. File Size Limit: 5 MB

[Partnership letter \(school – 2.5 points\) \(see RFP for details\)](#) File Size Limit: 3 MB

[Partnership letter \(library – 2.5 points\) \(see RFP for details\)](#) File Size Limit: 3 MB

Program Information

The Believe & Build Afterschool grants support comprehensive, evidence-based afterschool programming. Evidence-based afterschool, as described in Believe It. Build It. is grounded in A., shared purpose, principles and practices that reflect an understanding of the academic, social, emotional, and mental health needs of participants and guide planning and decision-making; B., design and delivery that is high quality and includes characteristics known to be linked to positive outcomes; and. C., a culture of and commitment to ongoing learning and reflection that contribute to a cycle of continuous improvement. The remainder of this application focuses on those three areas of programming.

Program Name and Sites*

Please list the name and address for each location where programming will be provided: *Tip: If you will provide program activities at 3 different sites, there should be a site name and address for all 3 sites listed below.* Character Limit: 1500

Population Served*

In a program year, across all program sites, how many total individual young people do you anticipate serving in each of the follow age categories in your afterschool program*

Elementary (current K-5 students) # of children:

Middle school (current 6-8 students) # of youth:

High school (current 9-12 students) # of youth:

Priority demographics*

Which of the follow historically underserved populations of young people will your program serve? (check all that apply)

Students who qualify for free and reduced-price lunch

Students of color

English language learners

Students with disabilities

American Indian, Alaska Native and Native Hawaiian students

Students in foster care

Students in correctional facilities

Students experiencing homelessness

Migrant youth

LGBTQIA+ young people

Rural youth disproportionately impacted by the pandemic

Describe how the population of young people served by your program will meet the requirement that more than 50% of participants fall into one or more of the above categories.* Character Limit: 1500

Part A: We Believe—Shared Purpose, Principles and Practices (5 points)

Vision/Mission/Values*

What are your organization's vision, mission and values? Character Limit: 1500

Meeting Youth Needs*

What are the specific academic, social, emotional, and mental health needs of the young people who will be engaged in the programming described in this proposal?

What data did you use to identify these needs? Remember: A target population for this grant program includes young people who missed the most in-person instruction during the 2019-2020 and 2020-2021 school years, and who did not consistently participate in remote instruction when offered during school building closures. Character Limit: 5000

Part B: Building Blocks of Effective Practice

Building Block 1: Intentional Program Design

Afterschool programs are more likely to achieve desired youth outcomes if they use a deliberate process to design, implement, and evaluate activities. In this section, explain the rationale behind your program design, including why and how it will improve social, emotional, and academic outcomes for participants. Be as specific as possible, including details that will help you measure your progress and success.

Participant Outcomes* (5 points)

What are your intended specific, measurable social, emotional, and academic outcomes for the young people who participate in your program? Character Limit: ~~1500~~5000*

*(Updated on 10.20.21 to match grant portal)

Program Description* (5 points)

Describe your program. What kinds of activities and opportunities will you provide as part of your programming? How do they address the academic, social, emotional and mental health needs of young people and connect to intended outcomes? Character Limit: 5000

Program Schedule* (5 points)

For each program site, provide a summary of a. the months in which you will offer activities; b. the days of the weeks of those activities; c. and start and end times each day. Year 1 of the grant is January – June and Years 2 and 3 are a full school-year calendar, excluding summer. Please distinguish between your plan for year 1 and years 2 and 3 when providing the details requested above. Remember: Programs must be designed with no less than 60 sessions of at least one hour each over a full school-year calendar, excluding summer. Character Limit: 10,000

*(Updated on 10.20.21 to match grant portal)

Re-engaging disconnected young people* (5 points)

How will your program strive to engage students who missed in-person instruction during the 2019-2020 and 2020-2021 school years, and who did not consistently participate in remote instruction when offered during school closures. What information will you use to identify or recruit these students? Character Limit: 1500

Building Block #2—Supportive Relationships and Environment

A welcoming and positive environment—where young people can fail and try again, explore their interests, and discover new passions—best supports learning and development.

Support for participants* (5 points)

What strategies will you use to ensure that young people in your program feel welcome and engaged in your program? Character Limit: 3500

Support for adults* (5 points)

How will you support staff and volunteers to ensure their commitment and ability to implement these strategies? Character Limit: 3500

Building Block #3—Youth Voice and Leadership

Young people are more likely to stay engaged and to build important skills in a program that places their interests at the center, and where their ideas and contributions are valued.

Shared Power*(5 points)

How will you partner with young people in leadership, including meaningful opportunities to plan, implement, and evaluate program activities. Character Limit: 3500

Support for Adults to Share Power with Youth*(5 points)

How will you support staff to authentically partner and share power with young people? Character Limit: 3500

Building Block #4—Responsiveness to Culture and Identity

Programs that provide young people with an opportunity to explore their identity within the context of their own culture as well as others deepen young people's sense of self agency and increases their openness and understanding toward all people.

Supporting young people's identity exploration*(5 points)

How will your program support young people to explore their own identity, including cultural beliefs and practices? Character Limit: 3500

Staff and Volunteers Lived Experience*(5 points)

Describe how staff and volunteers reflect the race, gender, culture, sexual orientation, language, and other qualities of the young people being served. Character Limit: 3500

Building Block #5—Community and Family Engagement

Young people's development is strengthened when positive reinforcement comes from many partners working together — from parents, families and caregivers who feel valued by the program and can better support their children at home to communities that are strengthened by a positive image of youth making valuable contributions to our world.

Family Engagement*(5 points)

How will your program build positive and meaningful relationships with families, including communication and opportunities for participation? Character Limit: 3500

Community Engagement*(5 points)

Describe how your program is visible in and engages young people in their local community. If relevant, list and describe all formal partnerships that are contributing to the afterschool programs in this grant. (School and library partnerships will result in competitive priority points as described in RFP.) Character Limit: 3500

Building Block #6—Youth Safety and Staff Support

An afterschool program is only as good as the people who run it and as solid as the foundation upon which it is built. Research shows that programs are most likely to impact student success when they are safe and stable and when staff are supported through professional development and training.

Youth Safety*(5 points)

Please briefly describe your organization's approach to ensuring participant's social, emotional, and physical safety. How are you ensuring that all youth are able to participate safely, including Americans with Disabilities Act (ADA) accessibility? Also include details about the staffing structure at each program site. What is your staff to youth ratio (how many young people participate in the program on any given day compared to the number of staff people there working with them)? Character Limit: 3500

(Updated 10/8/21 to clarify the acronym: ADA)

Professional Development*(5 points)

Please describe how your organization will engage afterschool program staff in professional development? Which staff will participate? How often and what type of professional development topics will staff have access to? Character Limit: 3500

PART C: "Continuous Program Improvement"

Continuous Program Improvement (CPI) is an ongoing intentional process within a culture of learning and reflection that helps programs keep making advances in their work with young people. It involves gathering and using information (data) that helps you build on what's working as well as making adjustments that keep your program at its very best!

Evaluation Approaches*(5 points)

What data will you collect to measure your progress toward or success in achieving your intended outcomes and how will you collect it? Character Limit: 5000

Data*(5 points)

Describe your data collection and management procedures, including how you will track participation, protect data privacy, and share data as appropriate with partners.

Character Limit: 5000

*(Updated on 10.20.21 to match grant portal)

Stakeholder Engagement in Evaluation and Continuous Improvement*(5 points)

Whom will you engage in planning, implementing, analyzing, and interpreting (making meaning of) data about your program? How will you ensure that different stakeholder groups have the supports they need to be involved in continuous improvement?

Character Limit: 5000

Believe & Build Afterschool Grants Scoring Summary

Program name: _____

	Program Score	Possible Score
Equity and Inclusion Policy		5
Program Budget		5
We Believe		5
Building Block 1: Intentional Program Design		20
Building Block 2: Supportive Relationships and Environment		10
Building Block 3: Youth Voice and Leadership		10
Building Block 4: Responsiveness to Culture and Identity		10

Building Block 5: Community and Family Engagement		10
Building Block 6: Youth Safety and Staff Support		10
Continuous Program Improvement		15
TOTAL APPLICATION SCORE		100
Priority Points: School Partnership letter		2.5
Priority Points: Library Partnership letter		2.5
TOTAL PROPOSAL SCORE		105

Believe & Build Afterschool Grants Scoring Rubric

Equity and Inclusion Policy						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence provided
Equity and Inclusion Policy Organization has a formal equity and inclusion policy in place.	5	X	X	X	X	X

Total Equity and Inclusion Policy points ____/5

Program Budget						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence provided
Reasonable and Thorough Proposed budget aligns with programming described in the application and clearly outlines how requested grant amount will be spent.	5	4	3	2	1	0
Comments:						

Total budget points ____/5

We Believe						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence provided
Vision/Mission/Values Proposal describes a clear vision, mission and values	2.5	2	1.5	1	.5	0
Youth Needs Proposal names the academic, social, emotional, and mental health needs of the young people who will be engaged, as well as sources used to identify those needs.	2.5	2	1.5	1	.5	0
Comments:						

Total "We Believe" Points ____/5

Building Block 1: Intentional Program Design						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Outcomes Proposal clearly describes intended measurable outcomes, linked to organization's identified youth needs and program activities.	5	4	3	2	1	0
Program Description Proposal clearly describes activities and opportunities that will be provided, including how they address the academic, social, emotional and mental health needs of participants.	5	4	3	2	1	0
Program schedule Part 1 Meets or exceeds at least 60 one-hour sessions per school year (in year 2 and 3).	4 (90 or more sessions)	3 (61-89 sessions)	2 (60 sessions)	X	X	X
Program schedule Part 2 Clear description of program schedule in year 1.	1	X	X	X	X	0
Re-engaging disconnected young people Proposal clearly describes how program will engage students who missed in-person instruction	5	4	3	2	1	0

<p>during the 2019-2020 and 2020-2021 school years, and who did not consistently participate in remote instruction when offered, including sources used to identify those young people.</p>						
<p>Comments:</p>						

Total Intentional Program Design Points ____/20

Building Block 2: Supportive Relationships and Environment						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Support for participants Proposal clearly and thoroughly describes strategies to help young people feel welcome and engaged in programming.	5	4	3	2	1	0
Support for adults Proposal clearly and thoroughly describes how program will support staff and volunteers to ensure their commitment and ability to implement strategies for welcoming and engaging young people.	5	4	3	2	1	0
Comments:						

Total Supportive Relationship and Environment Points ____/10

Building Block 3: Youth Voice and Leadership						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Shared power Proposal clearly and thoroughly describes how adults will partner with young people to lead, including meaningful opportunities to plan, implement, and evaluate program activities.	5	4	3	2	1	0
Support for adults Proposal clearly and thoroughly describes how program will support staff and volunteers to authentically partner and share power with young people.	5	4	3	2	1	0
Comments:						

Total Youth Voice and Leadership Points ____/10

Building Block 4: Responsiveness to Culture and Identity						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Identity exploration Proposal clearly and thoroughly describes how program will support young people to explore their own identity, including cultural beliefs and practices.	5	4	3	2	1	0
Staff and Volunteers' Lived Experience Proposal clearly and thoroughly describes how staff and volunteers reflect the race, gender, culture, sexual orientation, language, and other qualities of the young people being served.	5	4	3	2	1	0
Comments:						

Total Responsiveness to Culture and Identity Points ____/10

Building Block 5: Community and Family Engagement						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Family Engagement Proposal clearly and thoroughly describes how program will build positive and meaningful relationships with families, including communication and opportunities for participation.	5	4	3	2	1	0
Community Engagement Proposal clearly and thoroughly describes how program will be visible in and engage young people in their local community.	5	4	3	2	1	0
Comments:						

Total Responsiveness to Culture and Identity Points ____/10

Building Block 6: Youth Safety and Staff Support						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Youth Safety Proposal clearly and thoroughly describes how program will ensure participant's social, emotional, and physical safety.	5	4	3	2	1	0
Professional Development Proposal clearly and thoroughly describes how the organization will engage staff in professional development linked to intended outcomes and the elements of effective practice.	5	4	3	2	1	0
Comments:						

Total Youth Safety and Staff Support Points ____/10

Continuous Program Improvement						
Standard	Fully meets	Almost meets	Partially meets	Minimally meets	Does not meet	No evidence
Evaluation Approaches Proposal clearly and thoroughly describes how data will be collected and used to measure progress toward or success in achieving the intended outcomes.	5	4	3	2	1	0
Data Proposal clearly and thoroughly describes what data will be collected, and how it will be collected and managed, including tracking participation, protecting data privacy, and data sharing as appropriate	5	4	3	2	1	0
Stakeholder Engagement Proposal clearly and thoroughly describes how stakeholders will be engaged and supported to plan, implement, analyze, and interpret (making meaning of) data and evaluation.	5	4	3	2	1	0
Comments:						

Total Continuous Program Improvement Points ____/15