



CALL FOR COLLABORATION

REQUEST FOR PROPOSALS

2019 Summer Literacy Programs

Proposals Due: Friday, March 1, 2019, by 5:00pm

Summer Literacy Program Webinar: February 22, 11:00a – 12:00p

On Friday, February 15, The Skillman Foundation will open a **Request for Proposals for Summer Literacy programs**, aimed at increasing the number of Detroit children who are reading at grade level by the end of third grade. This RFP has two intended goals:

- 1) Provide one-on-one or small group (groups of 3-4) literacy interventions, one hour in length, for 500 students at the fifteen Summer Fun Centers, a partnership between Detroit Parks and Recreation Detroit Public Schools Community District (DPSCD), for the eight-week Fun Center program calendar; or
- 2) Support a Community Literacy Partnership that increases exposure to high quality literacy interventions that serve at least 80 high opportunity students with an increased risk of experiencing summer learning loss; Examples of high opportunity populations are youth experiencing homelessness or housing instability, English language learners, or highly mobile populations. Partnerships can occur between literacy providers and schools, community centers, libraries, places of worship, etc.

We anticipate a highly competitive process, with up to \$400,000 in total grant awards (or \$90,000 per award) available for up to four awardees. Applications will close on **March 22**. More information will be available at our scheduled webinar on Friday, **March 1st**, from 11:00a – 12:00p (The webinar will be recorded). Questions can also be sent to Terry Whitfield, program officer, at twhitfield@skillman.org.

ELIGIBILITY REQUIREMENTS AND GRANT DETAILS

Grant Details:

Grant Period: May 2019 – November 2019 (six months)

Grant Range: up to \$90,000*

Suggested program cost range (per youth): \$800-\$1000

Cost range based on The Wallace Foundation Out-of-School Time Cost Calculator

Collaborations must utilize combined efforts to deliver programs that encompass at least six weeks of programming during the summer of 2019. Applicants should consider all of the following requirements:

- Three awards (\$90,000 each award) will provide literacy programming at the Detroit Summer Fun Centers (15), a partnership between Detroit Parks and Recreation and Detroit Public Schools Community District.
 - Grant partners will support a minimum of three Summer Fun Center sites;
 - Each site to serve up to 40 youth, grades K-4;

- Provide at least 20 hours of literacy interventions, to students Kindergarten through third grade, for the 8-week cycle to 80% of the program participants;
- One award (\$90,000) will support a community literacy project designed to provide literacy programming to underserved youth within specialized populations (ie, youth experiencing housing instability, highly mobile populations).
 - Collectively, the collaboration must provide at least 20 hours of literacy support, over the summer, for at least six weeks of programming;
 - Project collaborative to serve at least 100 youth, grades K-4
- Average daily attendance of 80 percent of youth attending at least 80 percent of program offerings.

Evaluation

- Program partners will use the [DIBELS](#) (Dynamic Indicators of Basic Early Literacy Skills) assessment in order to expand the use of a common growth assessment across partners.
- Program partners will use the Youth Development Resource Center Attendance Tracker.
- Grants partners must include a \$10,000 for evaluation services.
 - Evaluator must have a current data sharing agreement with Detroit Public Schools Community District

Applicant Eligibility Details:

Award Announcement: Successful proposals will be notified no later than March 18, 2019

To be eligible and considered for funding, lead applications must:

- Be a nonprofit 501(c)(3) tax-exempt organization and provide your tax ID (EIN) number or be a government or public agency (city, county, state, public school district).
- Be a publicly supported charity as defined in Section 509(a) of the Internal Revenue Code.
- Have total revenues of at least \$100,000 for your preceding fiscal year.
- In policy and practice, offer opportunity and service to all, regardless of age, race, creed, gender, religion, disability, sexual orientation, and ethnicity.

Eligible applicants will provide services in the city of Detroit, to Detroit youth. Individual schools, school districts, and national nonprofits with (interest in) a local presence in Detroit, are also welcome to apply when paired with a neighborhood nonprofit organization. Collaborative program proposals must identify a lead applicant that will serve as the fiduciary agent for the grant and the point of contact for The Skillman Foundation. Costs for fiduciary agents are capped at 10 percent. Collaborative program proposals must submit a signed Memorandum of Understanding detailing the tasks and responsibilities that one partner has to the other in service to the literacy intervention.

SELECTION CRITERIA AND REVIEW PROCESS

Eligible applications will be reviewed through a competitive process using a panel of reviewers that includes funding partners and field experts, to ensure that the perspective of those most impacted and best positioned to benefit are valued. Proposals will be reviewed, scored, and ranked based on criteria established by the review team, which will include representatives from 313Reads and the Detroit Parks and Recreation Department.

INSTRUCTIONS

The application consists of an online form that collects organizational and contact information, *and* the following attachments:

- Cover letter signed by your executive and board chair
- Project Narrative Questions
- Organizational Budget
- Current Financial Audit conducted by an independent certified public accountant
- Recent interim financials
- IRS Form 990
- Board List
- Capability Statement

All potential, first time applicants should register on the Fluxx system immediately if you intend to submit a capability statement.

At the end of this section, you will find a link to the official online form. There, you will enter your contact information. You will then be directed to a page with the Project Narrative and Budget Templates, which you will download and save to your network.

Below you will find a preview of the narrative questions and a few other instructions.

If you have any questions about the grants submission process, please contact our Grants Management department.

[REGISTER HERE](#)

COLLABORATION QUESTIONS

This Call for Collaboration's program narrative is a capability statement. The capability statement is limited to two single-spaced pages using 12 pt. font. All applications must answer the capability statement questions as well as two additional questions.

Funding Guidelines

- Target population: First through fourth grades (ages 6 – 10);
- Interventions that are focused on increasing literacy growth in participants;
- Presence of a proven curriculum model;
- History of using pre and post assessments that gauge growth of participants;
- History of working with systems (schools, libraries, churches);
- Model that is scalable across various sites and systems (serving 2 or more sites at a time).

Capability Statement Questions:

The Skillman Foundation request for proposals from entities with the interest, expertise and background in supporting and or providing high quality literacy interventions to increase the number of Detroit students that are on track to reading at grade level in the first through fourth grades.

The Capability Statement should answer the following questions:

1. Describe your curriculum model and the tool used to measure growth of participants (500 words max)
2. Describe the experience and expertise of your staff in facilitating literacy growth in students. (250 words max)
3. Describe any recent history of collaborating with systems to increase literacy growth in students i.e. schools, libraries, etc. (250 words max)
4. Detail the average grade level growth per student your program has shown in a 20-hour block of dosage for participants. (250 words max)
5. Detail your service model's history and ability to serve multiple (2 or more) sites for 100+ students during the school year. (250 words max)
6. If you use a volunteer model, please detail and describe your organizations history of leveraging volunteers as a piece of your program design. (250 words max)

If applying for the Community Literacy Project opportunity, applicants must answer the below questions:

1. Describe the youth who will benefit from this collaboration and their needs and/or barriers. (250 words max)
2. What is the physical location(s) and neighborhood(s) that the proposed program will operate from? (100 words max)
3. Is this a new or existing program? If new, how many youth do you propose to serve? If existing, how many youth do you currently serve, and how will this grant deepen programming and impact? (250 words max)
4. How are you tracking youth attendance, impact, and program quality? (250 words max)
5. Describe the leadership experience in managing summer programming for high opportunity youth. (250 words max)