



Learn 24 Out of School Time Youth Scholarship Request for Proposals & Guidelines

Background

The Government of the District of Columbia (District) is committed to supporting students in preparing for a bright future. In service of that commitment, the District is supporting out of school time (OST) programs. The OST Youth Scholarship Program is a new program, managed by the Greater Washington Community Foundation, with the goal of increasing access to OST programs for students with specific needs. Specifically, the program will support students who may be identified as at-risk. These needs are met through over 90 organizations funded by the OST Office, known as Learn24.

Learn24 is the name for the network that supports equitable access to high-quality, OST programs for the District's students. Learn24 supports coordination among nonprofit organizations and District government agencies through targeted grant-making, data collection, evaluation, and through the provision of training, capacity building, and technical assistance to OST providers. The OST Office stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and hundreds of nonprofits and schools that offer programs to students outside the school day.

Applicants must be individual students seeking funding to support out of school time activities. Examples of programs that the scholarship may support include, but are not limited to, programs designed specifically for students with disabilities, advanced learners, and English Language Learners. See below for more information on eligibility criteria for applicants.

Amount Available and Purpose

Scholarships of up to \$10,000 are available for individual students for use in approved OST activities in calendar year 2023. The minimum scholarship award is \$1,000.

Eligibility Criteria:

The funds are intended to support at-risk youth that attend either District of Columbia Public Schools (DCPS) or DC Public Charter Schools (DCPCS) and are aged 5-24 who are seeking funding support for out of school time activities. Applications from students who are not considered At-Risk will be considered on need and the availability of funds. Specifically, District of Columbia residents who can supply documentation of their residence and meet the following criteria will be eligible to apply:

At-Risk Students as defined by the Fair Student Funding and School based budgeting Amendment Act of 2013 as at-risk, include:

- Students experiencing homelessness;
- Students who are in the District's foster care system;
- Students who qualify for the Temporary Assistance for Needy Families (TANF) program or the Supplemental Nutrition Assistance Program (SNAP); or
- High school students that are one year older, or more, than the expected age for the grade in which the student is enrolled.



Applicants who have conflicts of interest with scholarship reviewers or staff who manage the project will not be considered eligible for this opportunity.

Eligible Expenses

Examples of programs that the scholarship may support include, but are not limited to, programs designed specifically for students with disabilities, advanced learners, and English Language Learners. See below for more information on eligibility criteria for applicants.

Scholarship awards cannot support not support the following: Students from other jurisdictions; any program other than the one described in the application; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefits; legal expenses or professional service costs; land or building purchases or capital improvements; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising or grant-writing; investment management costs or fees; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, and/or staff, volunteer, or board incentives; any payments to members of the Board of Directors; participant cash incentives, stipends, or gift cards (unless approved by the Grant Manager); re-granting (also known as sub-granting); subcontracting; and payment, sales tax or other exempted taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia's Criminal Background Check policy.

Selection, Approval and Payment:

The Community Foundation will utilize the criteria detailed in the previous section to ensure only eligible applicants are considered for a scholarship. The Community Foundation will submit scholarship recommendations monthly to Learn 24 for review and approval.

Approved applicants will be notified via email with the necessary paperwork to execute the scholarship award. Funds will be provided directly to the program or institution that is providing services to the student—scholarship awards will not be sent directly to students or families. Approved applicants will be asked to sign a scholarship agreement from that spells out the restrictions, terms and conditions on the grant award, as well as provide contact information for the receiving institution to allow for electronic funds transfer.

Applicants with unsuccessful proposals will be notified via email with the rationale for the funding decision.

Application Process and Questions

Proposals are accepted on a rolling basis. Proposals are reviewed monthly by The Community Foundation for review and approval by Learn 24. Applicants will be notified of funding decisions within 4 weeks of application submission. The link to begin a new application is below:

https://www.grantrequest.com/SID_5491?SA=SNA&FID=35301

To learn more about this funding opportunity, applicants may review a recorded webinar including frequently asked questions in advance of submission by copying the link below into your internet browser:



https://drive.google.com/drive/folders/1qYq3B4q1u-5HIE20qx4EmjVbiB1GD_JF?usp=share_link

Applicants must upload their proposal and attachments in PDF format to The Community Foundation's online grant application system. **No hard copy, email, or faxed proposals will be accepted. Applications that exceed the page limits will not be considered.**

Please direct questions regarding this funding opportunity to Benton Murphy at bmurphy@thecommunityfoundation.org.

For questions or help regarding the online application system, please contact Yorman De La Rosa at ydelarosa@thecommunityfoundation.org.

Scholarship Application Form

1. Application date
2. Student's name, full address, date of birth, gender identity, and race/ethnicity
3. Name of student's parent or guardian, their email and telephone number
4. Student school and grade
5. Dollar amount of this scholarship request
6. Please describe the out of school time program you are seeking funding to support. Please be specific about the cost of the programs in your descriptions, please do not provide an estimate. If you are applying for multiple programs with this request, please include specifics on the cost and timing of each program, including expected start and end date.
7. Please provide contact information for the out of school time program you are seeking funding for, including contact name, email, and telephone.

Required Attachments

Please upload the following attachments as .PDF files to supplement your application:

1. Proof of eligibility. Applicants must submit at least one of the following items to prove eligibility for this opportunity:
 - a. Any documentation from DC Child and Family Services Agency (CFSA) that provides assurances on foster care status of the applicant student.
 - b. Proof of enrollment in TANF or SNAP
 - c. A letter showing enrollment in local housing provision, etc.
2. Proof of residency. Applicants must submit at least one of the following items to prove residency in the District of Columbia:
 - a. A pay stub;
 - b. Supplemental Security Income annual benefits notification;
 - c. A copy of Form D40 certified by the DC Office of Tax and Revenue;
 - d. Military Housing Order;
 - e. An embassy letter;
 - f. Proof that a child is a ward of the District of Columbia, in the form of a Court Order; and
 - g. Proof of financial assistance from the DC Government, in the form of either a:
 - i. Temporary Assistance for Needy Families (TANF) verification of income notice or recertification approval letter;
 - ii. Medicaid approval letter or recertification letter;
 - iii. Housing assistance letter from a housing shelter, including contact name and phone number or a letter from the Housing Authority; or
 - iv. Proof of receipt of financial assistance from another DC Government program.
 - h. If none of the above items are available to verify residency, two of the following items are required:
 - i. Unexpired DC motor vehicle registration;
 - ii. Unexpired lease or rental agreement;
 - iii. Unexpired DC motor vehicle operator's permit or other official non-driver identification; and
 - iv. One utility bill (only gas, electric and water bills acceptable).



Optional Attachments

Applicants are permitted to upload an optional attachment to supplement their applications. You may upload any items you feel will supplement your application as one merged .PDF file. Examples of items you may consider including include: GPA, testing scores, personal statements or essays, letters of recommendation, extracurricular activities, and any information on your family's background and ability to benefit.