

**OUT OF SCHOOL TIME (OST) TASK FORCE
2020 SCHOOL YEAR REQUEST FOR PROPOSAL APPLICATION FORM**

1) Organizational Information:

Name of applicant organization: _____

Primary Contact Name: _____

Email: _____

Phone: _____

Is your organization currently registered as a City of Somerville vendor? (Y / N)

List Partnering agencies:

Name: _____ Primary Contact: _____

Name: _____ Primary Contact: _____

- Are the partner organizations currently registered as a City of Somerville vendor? (Y / N)
- Will programming be made available to residents outside of your regular constituency or membership? (Y / N)

2) Program Details:

A.) Program Description:

- Brief description of the project for which funding is being sought.

B.) Program Schedule:

- Please fill in the program details below. Be aware that all providers are limited to a total of 6 hours of programming and preparation per week. Each program may run no longer than 6 weeks. Application renewal will be based on program outcomes and funding availability. Online program proposals must take place between 2:30pm and 4:00pm Monday through Friday.

	Program 1	Program 2	Program 3
Anticipated Start Date:			
Anticipated End Date:			
Program Day:			
Program Time:			
Program Weeks:			
Total Program Hours:			
Total Prep Hours:			

C.) Program Reporting:

- Listed below are measures that providers will be expected to report to the program administrator on a weekly basis. Please list anticipated outcomes and measurement strategies separately in the chart below for each program listed under *Program Schedule*.

Measures	Anticipated Outcomes	Measurement Strategy
# unduplicated participants per hour	We anticipate _____ participants per hour.	
% participant retained per week	We anticipate _____% of participants to return weekly.	
Program Learning Goals	Youth will learn the following by the end of program: -..... -....	
Online Engagement Strategies	Program staff will use the following engagement strategies to ensure attendance and retention: -..... -....	

D.) Program Budget:

	Total Project costs	Funding Source(s)	Amount Requested from OST RFP
# of program hours reimbursed from \$75- \$125/hr	\$		\$
# of prep hours reimbursed from \$75-\$125/hr	\$		\$
Equipment/supplies	\$		\$
TOTAL	\$		\$

E.) Program Management:

- Applicant Organization can attest to the following:
 - o (Y / N) Staff ratios adhere to local and state requirements
 - o (Y / N) All staff have completed background checks
 - o (Y / N) Program policies and procedures are documented and adhere to local and state requirements
 - o (Y / N) The applicant agency and partner agencies have certificates of insurance and can provide them upon request
 - o (Y / N) Applicant organizations are willing to be observed and assessed by the Out of School Time Coordinator using the Assessment of Program Practices Tool. This will occur on a monthly or as needed basis to ensure the quality of programming being provided.
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QUESTIONS: Questions related to creating strong proposals to this RFP or related data inquiries are welcome. Please submit questions in writing to Jose Mendez jmendez@somervillema.gov.