

United Way of Greater Kansas City

2017 Quality Matters Request for Proposals



The United Way of Greater Kansas City (UWGKC) is committed to investing in the next generation so they will be ready for career and life success. Providing access to quality out-of-school-time programming is a crucial component of UWGKC's investment strategy. Quality out-of-school-time programs offer an ideal environment for children and youth to develop social and emotional learning skills, build positive relationships, and enhance academic achievement.

As a highly aligned funding category, UWGKC will accept proposals for currently funded programs as well as new proposals for programs not currently funded.

Funding Levels

United Way will award grants ranging from \$20,000 to \$500,000. Applicant organizations may include in their grant proposal requests for funding for multiple sites within this range. Requests for multiple sites may be described in a single program narrative, but separate demographics, outcomes and budgets forms must be submitted for each site.

Funding Timeframe

Grants awarded will be for a one-year period from May 1, 2017 through April 30, 2018. Grants to programs in good standing are renewable for two years without reapplication. Annual progress reports including demographic and outcomes data will be required.

Eligibility Criteria

All applicant programs must demonstrate that they:

- Are located in Cass, Clay, Jackson, Johnson or Platte County;
- Qualify as an afterschool program by meeting the following criteria:
 - Offer out-of-school-time activities that support the academic, social and emotional development of school-aged youth.
 - Operate in a dedicated facility.
 - Utilize paid youth development personnel as the primary means for staffing the program
 - For programs serving kindergarten through 5th grade students, engage youth a minimum of three days per week.
 - For programs serving 6th grade students and older, engage youth a minimum of one day per week.
 - Programs may include a summer session, but are not required to. Summer-only programs are not eligible for funding under this investment area.
- Have the intent and capacity to fully commit to full participation in United Way's Quality Matters initiative (see below)
- Serve a substantial number of low-income families by showing:
 - A) That 40% or greater of enrolled children qualify for state subsidies to cover program fees, and/or qualify for free/reduced price meals; OR
 - B) That the program serves low-income children in the program at a level equal to or greater than the level of poverty for young children in the program's home county (see table below).

Cass County, MO	33%
Clay County, MO	37%
Jackson County, MO	40%*
Johnson County, KS	23%
Platte County, MO	27%

*Actual 200% of poverty rate for Jackson County is 55%, but threshold for eligibility for Jackson County programs is 40%.

- Or, if programs can demonstrate that no other similar, appropriate service is available in their immediate geographic area, special consideration will be given to that program. United Way's goal is to build access and program capacity to serve low income persons. For any exceptions to the criteria as outlined above, United Way may restrict program dollars for uses that increase low-income access, such as scholarships.

Grant Review Timeline	
Release of RFP	October 14, 2016
Letter of Intent Due Date	November 4, 2016
Proposal Due Date	January 12, 2017
Proposal review Meeting with United Way representatives	February and March 2017
United Way review team deliberation	March 2017
United Way Board of Trustees approval of grants	April 2017
Funding notifications sent	end of April 2017

Letter of Intent

All agencies seeking funding in this category must submit a Letter of Intent to apply by November 4, 2016, with the following information:

- Brief description of the program
- Program budget – total revenues and expenses in the current budget year
- Commitment to the YPQI process funded through Quality Matters (see below for more information)

Method of Submission

Funding proposals must be submitted through United Way's web-based application system. A version of the proposal is available in Word and Excel format. Applicant organizations should use this version to prepare their funding proposal and then transfer the content to the online application forms. It is recommended that you not write the first draft of the proposal directly in the online application.

Program Review Criteria

All applicant programs will be reviewed against standard review criteria that consider program design, outcomes, capacity and the quality of the proposal and responses to questions. For the full criteria, refer to [United Way's general request for proposals](#) page 19.

Deadline for Submission of Funding Proposals

Funding proposals and supporting documents must be submitted to United Way of Greater Kansas City by Thursday, January 12, 2017.

Proposal Review Interviews

All applicants will have the opportunity to meet briefly with the United Way funding review team to which each funded program is assigned. Thirty-minute in-person meetings will be held between representative(s) of applicant organizations and United Way review teams. The purpose of the meeting is to answer questions about the funding proposal and does not include time for a formal presentation (other than five minutes of opening remarks by an agency representative).

Quality Matters

Overview

Research indicates that students are best served in programs committed to continuous quality improvement. To maximize UWGKC's investment in after-school and summer programming, all programs receiving funding in this category are required to actively participate in Quality Matters. Quality Matters is UWGKC's continuous quality improvement initiative launched in 2009 and offered to UWGKC funded programs as well as to non-funded programs throughout the Kansas City metropolitan area. This past academic year staff from over fifty after school programs participated in Quality Matters, benefitting over 8,000 children and youth.

Quality Matters utilizes the continuous quality improvement process known as the Youth Program Quality Intervention (YPQI), which is offered by the David P. Weikart Center for Youth Program Quality. This research validated process defines the critical components of establishing an optimal environment that allow children and youth to develop and thrive. Each participating site's staff receives comprehensive coaching and training in how to implement these quality practices into their program. Past participants overwhelmingly report that participating in Quality Matters led to increased levels of quality in their programs.

For more information about the YPQI, visit the Weikart Center's website: www.cypq.org.

Participating Programs Can Expect the Following

At the start of each academic year, all Quality Matters sites are assigned a coach. The coach will work with the site's staff to teach the aspects of quality youth programming, how to assess the level of quality in their own program, and then how to create and implement a program improvement plan. Coaches will conduct site-based coaching while also offering training classes, which together provide the support system for sites to successfully implement their program improvement plan.

UWGKC contracts with the Kansas Enrichment Network to provide the coaching. Each coach is experienced in youth development and in utilizing the YPQI process.

The Following Staff Are Expected to Participate

The site coordinator for each afterschool program, the front line staff, and a program administrator are all expected to actively participate. Throughout the year, the site coordinator and the front line staff will meet with their coach, attend training classes, and work on implementing quality practices.

The program administrator is expected to use their influence and leadership to ensure that their agency is giving each site all that it needs for quality youth development practices to flourish and to be sustained over time. They will attend quarterly meetings, called sustainability meetings, specifically designed to equip them in this endeavor. Each program administrator will create a sustainability plan and present it at the final sustainability meeting of each academic year.

Cost

UWGKC covers direct costs for participating programs, but agencies need to allow site coordinators and frontline staff to work outside of program time. Agencies are responsible for all staff related costs such as travel costs, etc.

Estimated Annual Time Commitment

The initiative follows an academic calendar, beginning in September and finishing in May. Estimates for the year include:

Events	Time Estimates*	Staff to Attend
Basics workshop- provides overview of quality components and how to assess	3 hours	Site Coordinator and Front Line Staff. Program Administrator highly encouraged to attend
Online Scores Reporter webinar	1 hour	Person that will be entering the data
Planning With Data workshop- training and working session for the creation of site's program improvement plan	3 hours	Site Coordinator and Front Line Staff. Program Administrator highly encouraged to attend
Self-assessment of own program's quality- using a quality measurement tool	2-2.5 hours	Site Coordinator and Front Line Staff
Consensus meeting- program staff meet to discuss their quality assessment scores	1 hour	Site Coordinator and Front Line Staff
Data entry of scoring results into Online Scores Reporter	15-30 minutes	Site Coordinator and Front Line Staff
Coaching support for creating site's program improvement plan	1.5 hours	Site Coordinator
External assessment, if applicable	30 minutes per assessment	Site Coordinator
Program improvement plan online entry	15-30 minutes	Site Coordinator
Coaching contacts	Based on initial visit with site in the fall. Between 4-10 contacts per year.	Site Coordinator
Methods workshops- interactive trainings geared to improve program quality	Each workshop is 2 hours	Site Coordinator and Front Line Staff
Administrative Responsibilities	3.5 hours	Site Coordinator
Online survey	45 minutes	Site Coordinator, Front Line Staff, and

		Program Administrator
Sustainability Meetings	2 hours each, 5 per year	Program Administrator and other staff program administrator chooses to bring
Prep for Sustainability Meetings	1-2 hours each, 5 per year	Program Administrator

*Time estimates are based on one person. Adjust figures according to how many people are participating. For example, if four staff attend a Youth Methods training, that's two hours per person, making for a total of eight training hours.

Expectation of Full Commitment to YPQI Training Process

Research verifies that a site can reliably expect to increase their levels of quality programming if they fully commit to the process. Therefore, each program site receiving funding from UWGKC in this category is expected to commit fully to the YPQI. If an agency receives funding for multiple sites, each funded site is expected to fully participate.

The initial goal is for each site to integrate the YPQI process into their programming with the understanding that this is a continuous improvement process. The ultimate goal is to sustain a high level of commitment to YPQI, a goal expected by the end of the three-year grant cycle.

Program Outcomes

Each funded program will be required to report on the following outcomes.

1. Number of children and youth served by staff who are engaged in continuous quality improvement (such as Quality Matters).
2. Total number of unduplicated children and youth participating in after school programming
3. Total number of unduplicated children and youth participating in summer enrichment programming
4. Number of youth who remained active for a full year
5. Number of youth who remained active for two years or greater
6. Number of youth who demonstrate positive behaviors (cooperation, self-management, volunteering, etc.) in the program.
7. Number of youth who improve social skills (e.g., empathy, conflict resolution, etc.) in the program
8. Number of youth who demonstrate improved life-skills (responsibility, punctuality, effective communication, decision making, financial capability, etc.) as is appropriate for their age level
9. Number of youth who develop positive, sustained relationships with program staff or volunteers
10. Number of youth who demonstrate a positive attitude toward school and/or learning