

# Grant Proposal Submission Packet and Instructions for Summer Learning and Afterschool Opportunities Grant

Proposals are due on or before February 22, 2022, at 11:59 pm Eastern Standard Time. No late applications will be considered for funding. No application will be considered without a completed Intent to Apply (one Intent to Apply is required per proposal) received on or before February 1, 2022. This document provides instructions for each grant proposal submission.

## Step 1: Read and Prepare

Access all documents for this grant at the Department's [grant webpage](#). Applicants should read and prepare for the competitive grant process by reviewing the posted [Request for Proposals](#), which includes:

- Section 1: Grant Program Information
- Section 2: Grant Proposal Requirements
- Section 3: Preparing for the Application
- Section 4: Grant Proposal Questions

## Step 2: Complete the online Intent to Apply

Complete the online Intent to Apply [at this link](#) on or before **February 1, 2022**. No proposal will be considered without a completed survey. Completing the online survey is required for each intended proposal by award type to submit a grant proposal. Applicants submitting more than one Intent to Apply will either have to clear browser cache/history or use a different web browser (Google, Chrome, IE) between surveys.

## Step 3: Define Roles and Responsibilities for your School-Community Partnership

Non-profits organizations applying for funding **must partner** with at least one school/LEA (Local Education Agency) or district representing the students who will receive the proposed programming. It is critical that alignment between LEAs school day programming is connected with the Out-of-School time. Evidence of such partnership consists of either a Memorandum of Understanding or Letter of Commitment detailing the partner's roles and responsibilities and must be signed by the appropriate individual authorized to enter into such partnerships (i.e., principal or superintendent). This evidence will be required as part of the proposal sent to the Department.

## Step 4: Choose Grant Award Type and Begin Planning Budget

The Summer Learning and Afterschool Opportunities grant includes four grant award types:

### Grant Type 1: Afterschool Create

Provides up to \$500,000 **each year** for the 2022 – 2023 and 2023 – 2024 school years to create a new afterschool program where one does not currently exist.

### Grant Type 2: Afterschool Expand

Provides up to \$300,000 **each year** for the 2022 – 2023 and 2023 – 2024 school years to expand (serve more students, extend hours of program, provide more activities/programming, implement an evidence-based program) an existing afterschool program where one currently exists.

### Grant Type 3: Summer Create

Provides up to \$300,000 **each year** for the 2022, 2023, and 2024 summers to create a new summer program where one does not currently exist.

### Grant Type 4: Summer Expand

Provides up to \$200,000 **each year** for the 2022, 2023, and 2024 summers to expand (serve more students, extend hours of program, provide more activities/programming, implement an evidence-based program) an existing summer program where one currently exists.

After selecting one of the above grant award types, you will need to plan for a budget for each year the funding is available. Your proposal may ask for up to the amount listed above by grant award type but may not exceed that amount. To prepare a budget, you should follow the Department's [Budgeting Guidance](#). We have made this [sample budget](#) available, which may be used as a template. A budget, as provided in the example, will be required as part of the proposal sent to the Department **for each year** of requested funding. The budget is divided into object and purpose codes. You must provide a detailed summary of the anticipated expenditures to determine allowable costs.

## Step 5: Begin Your Proposal

The proposal questions are listed in Section 4 of the [Request for Proposals](#), which should be used to start drafting the grant proposal. These questions must be answered using the [proposal narrative](#) document, a fillable Word document. The narrative should be limited to no more than ten pages. The other attachments do not have a page limit. **Please note that if you are applying for more than one grant award type, you must complete a [Proposal Narrative](#) for each grant award type.**

## Step 6: Submit Your Grant Proposal(s)

For each grant award type for which you are applying, you must submit the four required files in one email to [summerlearning@education.ohio.gov](mailto:summerlearning@education.ohio.gov). A fifth uploaded file should be submitted only when the applicant is a non-profit. The deadline for proposal submission is 11:59 p.m. on February 22, 2022. No late submissions will be accepted for funding consideration.

Your submission will be acknowledged by response email, but you should keep a copy of the “sent” email with time and date stamp for your records. If you do not receive a response to a proposal submission within one week of the deadline, email [summerlearning@education.ohio.gov](mailto:summerlearning@education.ohio.gov) and alert us. Please put “Summer Learning Grant Proposal Submission” in the email Subject Line.

Required Proposal Submission files:

1. **Proposal Narrative** (using [this form](#) and saved when complete using this naming convention: ORG NAME\_Narrative\_TYPE OF GRANT TYPE)  
For example: YMCA\_Narrative\_Afterschool Create
2. **Evidence of Partnership** (Saved using this naming convention: ORG NAME\_Partnership\_TYPE OF GRANT TYPE)  
For example: YMCA\_Partnership\_Afterschool Create.pdf
3. **Budget Grid** for each year of requested funding in one pdf using this naming convention: ORG NAME\_Budget\_TYPE OF GRANT TYPE  
For example: YMCA\_Budget\_Afterschool Create.pdf
4. **Letter of Approval** to submit the grant proposal which includes the name, title, and signature of an individual authorized to approve grant submissions on behalf of the applicant organization. Save as a pdf using this naming convention: ORG NAME\_Approval\_TYPE OF GRANT TYPE  
For example: YMCA\_Approval\_Afterschool Create.pdf

Additional attachment for non-profit applicants:

5. **Evidence of Non-Profit Status** should be uploaded, if it applies to the applicant entity. Save documentation as a pdf using this naming convention: ORG NAME\_NonProfit\_TYPE OF GRANT TYPE  
For example: YMCA\_NonProfit\_Afterschool Create.pdf

## Questions?

For questions about the process of applying for this grant opportunity, email [SummerLearning@education.ohio.gov](mailto:SummerLearning@education.ohio.gov).