



## REQUEST FOR PROPOSAL

**Proposals due:** Friday, January 14, 2011 by 4:00 p.m.

**Conference Call:** Friday, December 10, 2010

**Youth in the Spotlight for Health Launch:** January 8, 2011

### Youth in the Spotlight for Health Semester of Service Grants

Learn & Serve Colorado

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Issued by:

cde  
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Office of Learn and Serve Colorado  
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# Youth in the Spotlight for Health Semester of Service Grants - Overview

## REQUEST FOR PROPOSAL

*Proposals Due: Friday, January 14, 2011*

<b>Purpose</b>	<p>The purpose of this grant is to provide support for the implementation of a high school level, semester long, school based programs that combine learning and community service. The intent of the grant is to build healthier communities through service, youth voice and youth and adult partnerships.</p> <p>Learn and Serve Colorado focuses on the goal of:</p> <ul style="list-style-type: none"> <li>• Engaging young people in service-learning activities that directly address community needs in order to build healthier communities, specifically through a focus on health issues.</li> </ul>
<b>Available Funds</b>	<p>Four to six grants will be awarded in amounts ranging from \$2,000 to \$4,000. All grants are subject to availability of funds. Cash or in-kind match is required to encourage sustainability for service-learning. Applicants should work with their community partners to support budget items necessary to continue a high-quality program.</p> <p>Match may include: rental of space, purchase, maintenance and operation of facilities, rental or purchase of equipment (no more than 10% of grant funds may be used to purchase equipment in accordance with the approved budget), or services.</p> <p>The grantee's share may come from private, state, or federal sources except funds from the Corporation for National and Community Service. In the case of federal sources, the funds of another agency may only be used as a match if the other agency permits such use.</p> <p>The required match is 100% of the requested funds. For example, an applicant requesting \$2,500 from Learn and Serve Colorado would be required to demonstrate a match of \$2,500.</p> <p>Grantees must document all cash or in-kind match. Match must be:</p> <ul style="list-style-type: none"> <li>• Verifiable from grantee records;</li> <li>• Necessary and reasonable for the accomplishment of program objectives;</li> <li>• Allowable under applicable cost principles.</li> </ul>
<b>Eligible Applicants</b>	<p>Colorado Local Education Agencies are eligible to apply. All applicants must have:</p> <ul style="list-style-type: none"> <li>• A youth council;</li> <li>• At least one partnership with a community based organization to assist in the implementation of the Semester of Service;</li> <li>• A service project and learning objectives related to healthy schools and communities.</li> </ul> <p>Applicants are strongly encouraged to work closely with their coordinated school health team and/or health education and PE teachers. Priority will be given to projects that address the 21<sup>st</sup> century skills outlined in the new Colorado Comprehensive Health Education Standards.</p>

<p><b>Allowable Use of Funds</b></p>	<p>Funds may be used for:</p> <ul style="list-style-type: none"> <li>• Salary or Stipends to Adult Facilitators/ Teachers/ Administrators;</li> <li>• Travel related to grant work;</li> <li>• Travel to attend the February Training and June presentation at the Healthy Schools Leadership Retreat.</li> <li>• Support of youth council activities (grantees may not provide stipends, allowances, or other financial support to program participants except as reimbursement for reasonable out-of-pocket expenses directly related to program participation);</li> <li>• Marketing/ promotion;</li> <li>• Volunteer recognitions; and</li> <li>• Professional development.</li> </ul> <p>Funds may <i>not</i> be used for:</p> <ul style="list-style-type: none"> <li>• Equipment (defined as tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, including accessories, attachments, and modifications) and no more than 10% of grant funds may be used to purchase equipment in accordance with the approved budget;</li> <li>• Consultant pay in excess of \$600/day;</li> <li>• Indirect costs in excess of 5%; and</li> <li>• Support of prohibited activities (e.g., political campaigns, etc.).</li> </ul>
<p><b>Duration of Grant</b></p>	<p>Funds must be expended by September 30, 2011. There will be no carryover of funds.</p>
<p><b>Evaluation &amp; Reporting</b></p>	<p>Colorado’s Learn and Serve America sub-grants must:</p> <ul style="list-style-type: none"> <li>• Complete a pre/ post survey for student participants and their adult facilitators (<a href="http://www.cde.state.co.us/servicelearning/research.htm">http://www.cde.state.co.us/servicelearning/research.htm</a>).</li> <li>• Participate in the completion of the Learn and Serve System Information Exchange (LASSIE), an online information collection system. For more information about LASSIE please reference the following website: <a href="http://lsareports.org/publicreportsinfo.aspx">[http://lsareports.org/publicreportsinfo.aspx]</a>.</li> <li>• Complete an annual financial report by October 30, 2011.</li> </ul>
<p><b>Technical Assistance</b></p>	<p>A phone conference will be held on Friday, December 10, 2010 at 3:00 p.m. to discuss any application questions. For information or to be part of this conference, please email: Gumina_p@cde.state.co.us</p> <p>The Youth in the Spotlight for Health Launch will be held on January 8, 2011. This event will provided the opportunity for participants to gain a greater understanding of:</p> <ul style="list-style-type: none"> <li>• Positive Youth Development principles</li> <li>• The Service-Learning six step process</li> <li>• School Health and the Youth Risk Behavior Survey (YRBS)</li> </ul> <p>It will also be an opportunity to utilize YRBS data and develop a plan to address a community or school need over the course of the spring semester utilize the</p>

	<p>Semester of Service model. To register for this event go to the following link: <a href="http://www.cde.state.co.us/scripts/YouthSpotlightForHealthReg10/registration.asp">http://www.cde.state.co.us/scripts/YouthSpotlightForHealthReg10/registration.asp</a>. For additional technical assistance resources, please visit: <a href="http://www.cde.state.co.us/servicelearning/grantops.htm">http://www.cde.state.co.us/servicelearning/grantops.htm</a> to access the “Semester of Service Strategy Guide.”</p>
<b>Review Process</b>	<p>Applications will be reviewed by CDE staff to ensure they contain all required components. Note: This is a competitive process – <u>applicants must score at least 36 of the total 53 points possible to be approved for funding</u>. There is no guarantee that submitting a proposal will result in funding or funding at the requested level. Applicants will be notified of award by January 24, 2011.</p>

## Submission Process and Deadline

The **original plus 4 copies** must be received at CDE by Friday, January 14, 2011 at 4:00 pm. In addition to the 5 hard copies, **an electronic copy of the proposal and electronic budget must be submitted to: [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us)**. Please e-mail all required pieces of the narrative as one document with the Excel budget workbook. Faxes will not be accepted. Incomplete or late proposals will not be considered. Application materials and budget are available for download on the CDE Website at: <http://www.cde.state.co.us/servicelearning/grantops.htm>.

Proposals will be due **by 4 p.m. on Friday, January 14, 2011** to:

**Nicole Dake**  
**Colorado Department of Education**  
**Competitive Grants and Awards**  
**1560 Broadway, Suite 1450**  
**Denver, CO 80202**

**&**

Submit an electronic copy of the narrative and electronic budget to:  
**[CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us)**

### APPLICATION FORMAT

- The total narrative (Parts II – IV) of the application cannot exceed 5 pages.
- All pages must be standard letter size, 8-1/2” x 11” using 12-point font and single-spaced.
- Use 1-inch margins.
- Number all pages.
- The signature page must include original signatures of the lead organization/fiscal agent.
- Staple the pages of the original and each copy of the proposal. Please do not use paperclips, rubber bands, binders or report covers.

## **REQUIRED ELEMENTS**

The format outlined below **must be followed** in order to assure consistent application of the evaluation criteria. **See evaluation rubric for specific selection criteria needed in Parts II – IV (pages 10 – 12).**

- |                  |   |
|------------------|---|
| <b>Part I:</b>   | <b>Proposal Introduction (not scored)</b><br>Cover Page<br>Executive Summary <i>(no more than 1 page)</i> |
| <b>Part II:</b>  | <b>Needs and Demographics</b>   |
| <b>Part III:</b> | <b>Program Description</b>  |
| <b>Part IV:</b>  | <b>Electronic Budget</b> <i>(not included in 5 page limit)</i>  |

## Budget Instructions and Budget Form

Complete the proposed budget and budget narrative at: <http://www.cde.state.co.us/servicelearning/grantops.htm>. When the applications have been reviewed, final grant amounts will be determined and a more detailed budget may be required. The final budget will comply with the application review comments and the proposed budget. Please remember that no grant funds can be obligated or spent until a final budget has been received and approved by CDE. Once funded, sites will receive an award letter and Request for Funds forms. Examples of the types of expenses that may be included in each object category are listed below for guidance only. Your budget narrative should provide enough detail so that the appropriate object category can be confirmed.

**Support Program.** Support service programs are those activities which facilitate and enhance instruction. Support services include school-based and general administrative functions and centralized operations for the benefit of students, instructional staff, other staff, and the community.

**(100) Salaries** - Amounts paid for personal services for both permanent and temporary employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the school district/agency/organization.

**(200) Employee Benefits** - Amounts paid on behalf of employees; generally those amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, never the less are part of the cost of personal services. Workers' compensation premiums should not be charged here, but rather to object (0500 other purchased services).

**(300) Purchased Professional and Technical Services** – Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of auditors, consultants, teachers, etc.

**(500) Other Purchased Services** – Amounts paid for services rendered by organizations or personnel not on the payroll of the district (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**(600) Supplies** – Amounts paid for items that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Items that do not contribute to a district's fixed assets, as evaluated by the district's fixed assets policy, may be coded as supply items, or may be coded as Non-Capital Equipment. Items that contribute to a district's fixed assets must be coded as equipment. All computers must be entered as equipment. Include all supplies, food, books and periodicals, and electronic media materials here.

**(800) Other Expenses** – Amounts paid for goods and services not otherwise classified above. Some expenditures may cross object category lines. For example, professional development and evaluation may include salaries, purchased services (printing) and supplies/materials. The budget narrative should identify these elements so that a total cost of the activity can be determined.

**Indirect Costs** – Indirect costs are those elements of costs necessary in the provision of a service which are of such nature that they cannot be readily or accurately identified with the specific service.

**School Districts Only:** School districts may budget indirect costs only if they are designated as the fiscal agent. The indirect cost rate used varies by district. Your district budget office should provide this rate to you, or you may access it by going to CDE's web page and linking to School Finance.

**Youth in the Spotlight for Health  
Semester of Service Grants  
2011**

<b>PART I: COVER PAGE</b> <i>(Complete and attach as the first page of proposal)</i>	
<b>Name of School and District:</b>	
Mailing Address:	
<b>Principal:</b>	
Telephone:	E-mail:
<b>Signature:</b>	
<b>Superintendent:</b>	
Telephone:	E-mail:
<b>Program Contact:</b>	
Mailing Address:	
Telephone:	E-mail:
<b>Signature:</b>	
<b>Fiscal Contact:</b>	
Telephone:	E-mail:
<b>Signature:</b>	
<b>Community Partner(s):</b>	
Telephone:	Email:
<b>Region:</b> <i>Indicate the region(s) this proposal will directly impact</i>	
<input type="checkbox"/> Metro <input type="checkbox"/> Pikes Peak <input type="checkbox"/> North Central <input type="checkbox"/> Northwest <input type="checkbox"/> West Central <input type="checkbox"/> Southwest <input type="checkbox"/> Southeast <input type="checkbox"/> Northeast	
<b>Amount Requested:</b> <i>Indicate the amount of funding you are requesting.</i>	
\$	

**Please note:** If grant is approved, funding will not awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

## Youth in the Spotlight for Health Semester of Service Grants Evaluation Rubric

<b>Part I:</b>	<b>Proposal Introduction</b>	No Points
<b>Part II:</b>	Needs and Demographics	/17
<b>Part III:</b>	Program Description	/31
<b>Part IV:</b>	Budget Narrative and Electronic Budget Form	/5
	<b>Total</b>	<b>/53</b>

**GENERAL COMMENTS:** *Please indicate support for scoring by including overall strengths and weaknesses. These comments are used on feedback forms to applicants.*

**Strengths:**

- 
- 

**Weaknesses:**

- 
- 

**Required Changes:**

- 
- 

**Recommendation:**

<b>Funded</b> _____
---------------------

<b>Not Funded</b> _____
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# Request for Proposal Selection Criteria & Evaluation Rubric

## Part I: Proposal Introduction

**No Points**

- ✓ **Cover Page**  
Complete the attached cover page as the first page of the proposal.
- ✓ **Executive Summary**  
Provide a brief description (no more than 1 page) of the proposed grant project. This summary does not count toward the 5-page narrative page limit.
- ✓ **Table of Contents**  
Place a table of contents after the Program Abstract.

## Parts II - IV: Narrative

**53 Points**

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for funding, it must receive at least 36 of the total 53 possible points and all required parts must be addressed. An application that receives a score of 0 on any required parts within the narrative will not be funded.

<b>Part II: Needs and Demographics</b>	<b>Inadequate (information not provided)</b>	<b>Minimal (requires additional clarification)</b>	<b>Good (clear and complete)</b>	<b>Excellent (concise and thoroughly developed)</b>
a) Provide specific needs of students and community targeted by the proposal and how the needs were identified.	0	3	5	7
b) Provide the name of the school as well as a description of the school where the program will be implemented.	0	1	2	3
c) Provide specific learning objectives being met through the semester of service.	0	3	5	7
<b>Reviewer Comments:</b>				
<b>TOTAL POINTS</b>				<b>__/17</b>

<b>Part III: Program Description</b> The purpose of this grant is to provide support for the implementation of high school level, semester long, school-based programs that combine learning and community service. The intent is to build healthier communities through service, youth voice and youth and adult partnerships.	<b>Inadequate</b> (information not provided)	<b>Minimal</b> (requires additional clarification)	<b>Good</b> (clear and complete)	<b>Excellent</b> (concise and thoroughly developed)
a) Explain your strategy for Youth Council participation and leadership,	0	3	5	7
b) Explain your strategy for partnership with at least one community based organization, foundation, non-profit or for-profit business.	0	1	3	5
c) Describe how your Semester of Service project will promote the understanding of diversity and mutual respect among all participants.	0	1	3	5
d) Describe the duration and Intensity of Service-Learning, including specific concentrated blocks of time over the course of the semester. Please include a timeline for the spring semester that includes when service-learning will be occurring.	0	3	5	7
e) Please use the attached Semester of Service planning tool (See Attachment A) to outline your strategies for each of the six-steps of service-learning.	0	3	5	7
<b>Reviewer Comments:</b>  				
<b>TOTAL POINTS</b>				<b>__/31</b>

<b>Part IV: Electronic Budget</b>	<b>Inadequate</b> (information not provided)	<b>Minimal</b> (requires additional clarification)	<b>Good</b> (clear and complete)	<b>Excellent</b> (concise and thoroughly developed)
Provide an electronic budget (located at: <a href="http://www.cde.state.co.us/servicelearning/grantops.htm">http://www.cde.state.co.us/servicelearning/grantops.htm</a> ) in compliance with CDE's standard fiscal rules including a budget narrative that contains the following criteria:				
<ul style="list-style-type: none"> <li>• Line item explanations of expenses and matching funds are provided;</li> <li>• Strong connections between expenditures and proposed activities; and</li> <li>• Travel budget to attend February training and June presentation at the Healthy Schools Leadership Retreat.</li> </ul> <p>Please Note: Funds may not be used for items or services that could be obtained through donations or other means.</p>	0	1	3	5
<b>Reviewer Comments:</b>				
<b>TOTAL POINTS</b>				___/5

### What is Service-Learning and How is it Implemented?

Service-learning is a teaching strategy that intentionally combines service activities with learning objectives. Service-learning is accomplished by combining a service activity with structured opportunities for self-reflection, self-discovery, and the acquisition and comprehension of specific content knowledge.

The common stages for project planning and implementation of service-learning include the following *IPARDC* components.

Investigation	Planning & Preparation	Action	Reflection	Demonstration/ Celebration
Teachers and students investigate the community problems they might potentially address; investigation typically involves some sort of research and mapping activity.	Teachers, students and community members plan the learning and service activities, and address the administrative issues needed for a successful project.	The “heart” of the project: engaging in the meaningful service experience that will help students develop important knowledge, skills, and attitudes, and will benefit the community.	Activities help students understand the service-learning experience and to think about its meaning and connection to them, their society and what they have learned in school.	The final experience occurs when students document evidence of their learning, celebrate the results of the service project and recognize student accomplishments in a public way.

Please use the attached tool to briefly list the project description, learning goals and the community need you hope to address. Then complete the outline of your service-learning project using the IPARDC components in the table

**Tracking Your Progress Throughout Your Semester of Service:  
HOW AM I SERVING?**



Project Description \_\_\_\_\_ Date \_\_\_\_\_  
 Student Name \_\_\_\_\_

**Learning Goals:** We are actively learning about \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Community Need:** We are addressing the following community need \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Investigation Evidence of the need(s) we are addressing (baseline data)	Preparation and Planning Our service goals, and how we will accomplish them:	Action Service(s) that we provided:	Reflection How the community changed because of what we did.	Demonstration/ Celebration How we showed that we met the community need we identified: