

Expanded Learning Opportunities Provision Frequently Asked Questions



Glossary of Acronyms

Site Director- Employee of Coordinating Lead Agency

ELO – Expanded Learning Opportunities

District Contract – TPS Contract of Understanding

SEL – Social Emotional Learning

TPS – Tacoma Public Schools

GTCF – Greater Tacoma Community Foundation

PD – Professional Development

Scope of Work

The Tacoma Whole Child partnership is a community-wide effort to ensure every child is healthy, safe, engaged, supported and challenged. Greater Tacoma Community Foundation, Tacoma Public Schools, and numerous community partners are working together to expand this partnership by providing aligned, equitable, high quality, social, emotional, and academic development opportunities to students in and out of school.

Grant Guidelines

Greater Tacoma Community Foundation and Tacoma Public Schools are seeking 501(c)(3) Non-Profit or LLC organizations interested in providing school-based Expanded Learning opportunities to students in 12 Tacoma Elementary Schools for the 2019/20 school year. Funds are available to help support this work.

Successful applicants will be able to demonstrate their ability to provide high quality programming:

- 2-3 days a week
- Participate in at least three out of five sessions
- At 1 or more school site(s)
- Programming between 3:15pm-5:45pm
- Participate in a professional learning cohort

Grant Application

The grant application can be found at this link: <http://www.grantinterface.com/sl/PfxCII>

If you applied last year, you will be able to use your same username and password to login and apply again. If this is your first time applying you will need to create a new account.

Grant Timeline

- Application Deadline: August 7th, 11:59pm
- Application Review: August 8-14
- Notification to Organization and finalizing Master Calendar: August 15-20nd
- Provider Orientation and Onboarding- August 21-September 13th
- Funding Period: August 30th
- Fall Expanded Learning Opportunities Programming begins: September 23

How do I fill out the program plan template in the application?

This program plan template is for applicants to share a sample of their program plan. It may be completed either for the first session only, or as an annual plan. Please include a learning objective and activity for each day. Below is a sample:

Session	Week	Objective	Logistics (space, materials, etc.)	Activity
Sample	I	Introduce children to the different musical instruments played in a band	Equipment: Musical Instruments (guitar, bass, drums, tambourine etc.) Location: music room or cafeteria	Warm-up (5m)-lead students in daily dance moves Demonstration (30m)-for each instrument, have students share what they know about the instrument, allow each student to touch/play the instrument, and play a clip of a musician playing the instrument.

Whether you complete a program plan for the first session or the entire year, please be aware that all successful applicants will continue to develop, revise, and refine program plans throughout the remaining sessions. If your program is only once a week, please fill out only one day per week. It is okay to have blank sections.

Please note that while failure to complete the template might affect your eligibility, the content of what is in your plans will not.

What will ELO providers receive?

Access to:

- Funds to support programming
- A physical space in the building

- Students with opportunities to schedule time to recruit
- Centralized onboarding
- Professional development
- Program data

Who can I contact if I have questions about the application process?

Application content Issues: Jason Hamman, jhamman@gtcf.org

ELO Programing questions: Fahren Johnson, fjohnson@gtcf.org or 253-383-5622

Fahren will be available to answer any program questions during the following office hours:

- Monday, July 29th 3-5pm
- Wednesday, July 31st 1-3pm
- Thursday, Aug 1st 2-4pm
- Tuesday, Aug 6th 2pm-4pm

GENERAL

At which schools will programming take place?

- Sheridan
- Lister
- Birney
- Fawcett
- Reed
- Edison
- Blix
- Boze
- Larchmont
- DeLong
- Whitman
- Manitou Park

When are the 2019-20 sessions?

Session 1: Sep 23 – Nov 8	7 weeks
Session 2: Nov 12- Dec 20	6 weeks
Session 3: Jan 13- Feb 28	7 weeks
Session 4: Mar 9- April 24	7 weeks
Session 5: May 4- June 12	6 weeks

What days and times will ELO programming take place?

Programming days vary by school:

Birney, Lister, Fawcett, Reed, Edison, Sheridan:
Tuesday, Wednesday, Thursday (3 days per week)
Afternoon: 3:15- 5:45pm

Larchmont, Boze, Delong, Whitman, Manitou Park, Blix:
Monday consistently, second day varies by school (2 days per week)
Afternoon 3:15- 5:45pm

How many students do you expect to serve in these 12 schools with ELO programming?

The goal is to serve 15% of the student body in each of the 12 schools.

How many students will my program be expected to serve?

Minimum students served per session is eight and maximum is based off a 1:15 adult: student ratio. You can expect a consistent participation of the same students for each session.

How were the 12 school sites selected?

The schools were selected by TPS based on a range of variables, including student need, location, and existing partnerships.

What about community-based programs that are not based at a school site? Why in-school only?

There are many great programs in our region. We are starting in school sites with the hope of building broader community partnerships in the future. There are additional resources available through [Tacoma Creates](#).

How many hours of training will be required during the year? What is mandatory vs optional?

Due to the requirements of a research project related to this work, the amount of training required will vary among school sites. Phase 1 school providers will be asked to participate in at least 25 hours of training for the school year. Phase 2 school providers will have access to a centralized support team who will provide specific information about training requirements at these school sites.

If a provider is only in school for one 7-week session, what are the minimum hours of training they will participate in?

We recognize the unique needs of certain types of ELO programming (e.g. guest artists). We are in the process of determining the right level training in order to fulfill TPS requirements and allow for a wide array of providers to participate. Stay tuned for the training schedule for the upcoming year.

Does our ELO program have to follow school curriculum?

No, but we do require providers to provide a program plan, either by session or annually, which will allow the Site Director an opportunity to help programs align with SEL and academic standards.

What happens when we complete the application?

After you have applied, you will receive a confirmation email that we have received your application. Please see the Grant Timeline above for more specific information.

How do we work with you to recruit students and families to participate in our program?

As a benefit of participation, the Site Director can set up opportunities for you to recruit for your program during classroom visits, lunchtime or school/community events. The Centralized team will also ensure your program is shared through other school-wide communication channels.

What does a typical ELO program afternoon look like?

Site Directors will make sure that the following occurs:

- 3:30 bell rings, students transition to snack
- Open check in / warm welcome with kids
- Providing specific CQI onsite support to providers during program time
- Back into cafeteria for dinner
- Parent Pick Up

If we can do programming throughout the year, should we say the entire year in the application?

Yes.

How will students decide which ELO programs they want to attend? Will they self-select? Will they be required to stay in same program the duration of the programming block?

Our goal is to design a system that is fluid enough to meet the needs of provider predictability and student choice.

Is the timing of when programming occurs flexible?

Programming Days and Times are set as follows:

Birney, Lister, Fawcett, Reed, Edison, Sheridan

Tuesday, Wednesday, Thursday (3 days per week)

Afternoon: 3:15- 5:45pm

Larchmont, Boze, Delong, Whitman, Manitou Park, Blix

Monday consistently, second day varies by school

Afternoon 3:15- 5:45pm

PROGRAM CONTENT & STAFF

What are age limits for provider staff?

High school students 16-18 years of age can be volunteers. They would be required to complete a youth volunteer packet with parent signature and have a designated supervisor at the school site.

Background checks are required for adult volunteers in schools.

COSTS & CAPACITY BUILDING

The application has a question that asks about the cost per child per hour. Why?

A cost per hour will assist with cost modeling across the spectrum and provide a frame of reference for future funding asks.

Will families participating in site-based ELO opportunities pay a fee?

The goal for this pilot is to provide cost-free ELO programming for students. We will be learning and examining all types of cost models to grow and sustain programming.

My organization offers programming for a fee in addition to the programming we would offer through this partnership. If a student decides to pay for my programming outside of the ELO partnership, will it affect my grant application?

No. Many ELO organizations offer their programming in multiple venues for a fee or on a sliding scale. We expect your business to continue as usual.

If my organization has been paid by TPS or Tacoma Creates, can my organization still apply?

You are welcome to apply for funding.

Are there any opportunities for organizations to have access to grant writers?

There are great community resources out there to support organizational capacity including:

- [Puget Sound Grantwriters Association](#)
- 501 [Commons](#)
- [Shunpike](#)

Participation at one of these 12 sites will also offer capacity building that includes the opportunity to plug into a peer learning network. Additionally, participation will allow your organization access to your own continuous learning data which could be potentially shared in a grant application.

What happens for small but growing organizations? Do we reapply each time we want or are able to expand to other schools?

There is currently one grant cycle. However, we welcome learning about your program at any time.

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