

I. GRANT PROGRAM DESCRIPTION

Based on the achievements of Level Up SD in Summer 2021, The San Diego Foundation and San Diego Unified have renewed our partnership to provide summer enrichment programming to San Diego Unified students with grants to nonprofit organizations. Level Up SD is a reimagined summer school experience, offering extraordinary academic and enrichment programming, district-wide to San Diego Unified students.¹

Enrichment activities will respond to the needs of students most impacted by the COVID-19 crisis. They will accelerate student learning and support the development of student's well-being, knowledge, and skills through the summer while promoting a sense of hope, belonging and anticipation for the coming academic year.

II. THE FUNDING OPPORTUNITY

Approximately \$14 million is available to support Summer 2022 programming. Nonprofit community-based organizations, district-managed schools and municipalities are eligible for funding for enrichment programs beginning June 20, 2022, and completed by August 26, 2022.² Resources are made possible through the Expanded Learning Opportunities Grant funded by the state of California.

Grant amounts may **range from** \$25,000 to \$500,000. A wide variety of nonprofit community organizations will be considered including high-capacity organizations with scalable programs, smaller and grassroots nonprofit organizations with new program models, and organizations with a track record of service in communities most impacted by the COVID-19 crisis. Grant awards shall be used to create an array of program types available for District students including, but not limited to:

- A. Academic tutoring (e.g., literacy, math, etc.)
- B. Exposure to career pathways and paid internships
- C. Outdoor nature experiences
- D. Performing arts and musical theatre programs
- E. Reading and writing experiences
- F. Sports and fitness programs
- G. STEM and STEAM related experiences
- H. Visual and media arts programs

1. Level Up SD funded program is open only to San Diego Unified students, with a valid San Diego Unified student ID number who are enrolled in K-12 in academic year 2022/2023. Students of charter schools authorized by San Diego Unified are not eligible for Level Up SD programs and cannot count against funded student spots.

2. Note the end dates for programs based on the site as outlined in Section 5 of this document. If hosting on an elementary or middle school site, programs must end by July 22, 2022. For high school sites, programs must end by July 29, 2022. Programs hosted off school sites may continue through August 19, 2022.

III. GOAL AND OBJECTIVES

Level Up SD increases the availability of expanded learning including educational supports and enrichment and recreational activities, at no cost to students who will be enrolled in San Diego Unified for the 2022-2023 academic year.

High-quality summer learning programs with continuous program structure can accelerate learning, help minimize the gap for students who face challenges throughout the school year and nurture a sense of community and belonging among students. While schools in our region have largely returned to in-person instruction, the disruption of school time and youth-serving programs had a deep and enduring impact on students. The COVID-19 pandemic continues to disrupt many aspects of students' lives, impacting their learning and social-emotional well-being. All of this creates an increased need for responsive summertime learning environments. These summertime programs have proven to accelerate learning and address the social-emotional and academic needs of youth while providing a safe learning environment - especially for students most deeply impacted by COVID-19, from low-income households, and from racialized communities.

This grant opportunity seeks to fund a variety of creative programs that prioritize the following strategies:

- Provide effective academic support (specifically in English, reading, and math) that also blends enrichment and fun.
- Provide a camp-like experience through daily, continued programming for a recommended minimum of three hours per day over a 2 to 3 week-experience, or 1-week experience a student can repeat.
- Prepare students for success in their post-secondary education and future career pathways.
- Provide culturally affirming spaces for students of diverse backgrounds.
- Provide programming in languages other than English.
- Provide opportunities for social-emotional learning and well-being for students.
- Foster the renewal and cultivation of supportive peer relationships.
- Expose young people to diverse mentors, role models and career pathways.
- Celebrate talent and provide opportunities for creative youth development.
- Offer opportunities to engage in sports and other physical activities.
- Activate our region's vibrant communities and natural resources as sites of discovery and learning.
- Increase engagement from students' caregivers and/or community to support well-being and academic preparedness.

IV. HOW TO APPLY

Organizations are asked to complete an [online application](#). The deadline to submit your online application is Friday, February 25 at 12 p.m. (PST). [Click here](#) for detailed instructions on how to set up your user account to access the application. A video tutorial is also available [here](#). You are encouraged to send questions to summerlearning@sdfoundation.org.

The final deadline to submit will be by 12:00 p.m., February 25, 2022.

a. Assistance to Interested Nonprofit Organizations

Organizations interested in applying participated an optional Grant Seekers Forum. [Access the recording here](#). You are also encouraged to send any questions to summerlearning@sdfoundation.org.

b. About the Grant Opportunity

Grant funds may be used for staff salaries, supplies, facility rentals, temporary technology needs of staff or participants, transportation, food, personal protective equipment, general operating costs and any other program cost or need, tied to effectively delivering the activities proposed.

If your organization has needs around transportation, food, or access to park facilities that can increase your ability to host more students, please include estimates for these costs in your application. The San Diego Foundation team will work with the San Diego Unified team to identify District resources that can be leveraged and offset costs. This may result in a reduction of the total amount awarded commensurate with the value of District resources secured.

The intent of the grant program is to increase the **number of reserved spots** available at no cost to San Diego Unified students who have been most impacted by the COVID-19 crisis. Nonprofit community organizations can apply for funding to support either of the following:

- **Half-day Program:** A program that connects seamlessly to a morning summer learning school site, whether it is hosted on a school site or provides transportation of students from the school site to the organization's location.
- **Full-day Program:** A program that provides an all-day experience for students.
- **Combination Program:** A program that uses both half-day and full-day programming for this experience.

c. Eligibility - Applicants **MUST** meet the following criteria and conditions:

- Be a nonprofit organization with 501(c)(3) public charity status in good standing, located in San Diego County³ [OR] a post-secondary institution located in San Diego County [OR] municipality in San Diego County [OR] 501(c)(3) organizations that support school activities.
- Ability to electronically collect, track and relay data back to San Diego Unified based on the registration and daily attendance of San Diego Unified students with student IDs on a weekly basis using [this template](#).
- Capacity to fully execute the proposed program by August 26, 2022 (please be mindful of the end dates specified below for programs taking place on San Diego Unified school sites).

3. A 501(c)(3) public charity may serve as a fiscal sponsor for another applicant to administer the grant and provide regular financial reporting to The San Diego Foundation so long as the applicant is located in San Diego County.

- Ability to provide services at no cost to San Diego Unified students.

This grant opportunity will not fund endowments, existing obligations/debt, scholarships defined here as financial aid for post-secondary studies, singular events, such as one-time workshops, or projects that promote religious or political doctrines.

Organizations may be part of more than one proposal but may only serve as lead applicant for one proposal. Only lead applicants will receive the grant and be responsible for correspondence with, and reporting to, The San Diego Foundation. All other coordination and communication should occur between the lead applicant and their program partners.

d. Proposals will be assessed on the following criteria:

- Background and organizational track record of serving youth with an emphasis on organizations that reflect and serve the experience and needs of underrepresented communities.
- Proposed methodology and work plan that connects to core curriculum and provides extraordinary experiences for students.
- Detailed, thorough and reasonable budget.
- Strong staff qualifications in designing and implementing enrichment programs for youth. Staff that is reflective of the students served.
- Clear and achievable goals and objectives that align with the strategies listed above.
- Complete health and safety protocols, including staff-to-student ratios.
- Experience forging collaboration with schools and teachers for continuous curriculum.

Programs prioritized for funding will reflect:

- A robust, continuous and in-person program design.
- An ability to provide a seamless connection with the District's Summer Experience.
- Program providing a camp-like experience through daily, continued programming for a recommended minimum of three hours per day over a 2 to 3 week-experience, or one-week experience a student can repeat.
- Culturally relevant and affirming spaces of learning.
- An ability to offer programming in a language other than English, in particular Spanish.
- Provide access and equitable programs for underserved communities and San Diego Unified students, in particular:
 - Students from low-income households, i.e., households of less than 50% Average Median Income (AMI) and between 50% and 80% AMI.
 - Ability to adapt current programming or launch new types of programs to serve unique student populations such as: English language learners, students with disabilities, students experiencing homelessness, students from the LGBTQ+ community, and students receiving child welfare assistance or supports, including foster care or family strengthening services.

e. Proposals will be assessed on the following criteria:

- 1. Seamless Connection to San Diego Unified Summer Experience:** This grant program is part of San Diego Unified's Summer Experience – the District's effort to reimagine summer school. In addition to funding nonprofit and community-based summer enrichment programs, the SDUSD Summer Experience will provide on school-site lessons in the morning to elementary and secondary school students. While not a requirement, nonprofit organizations applying to this grant program are encouraged to consider ways your proposed program can connect to Summer Experience school sites in order to provide a seamless day-long experience for students. A seamless experience would look like the following:
 - a. Programs hosted on summer school learning sites, that begin immediately after lessons end, and will include supervision for the first 15-20 minutes of programming for students to eat lunch (provided by schools).
 - b. Programs hosted at an off-school site location where buses are coordinated to pick students up after lessons and transport them to your program location.
- 2. Screening Requirements:** All awarded organizations must meet minimum operational standards to provide programming to San Diego Unified students. Grant agreement letters will ask awarded organizations to agree and attest to the following. **If you do not currently meet these requirements but are interested in increasing your capacity to meet them, include this in your written proposal so we can explore ways The San Diego Foundation and San Diego Unified may be able to assist your organization in building this capacity.**
 - a. **TB Testing:** Organization guarantees all personnel performing services to provide enrichment programs to San Diego Unified students as part of this grant program must provide a tuberculosis (TB) certificate of clearance prior to commencing services. Awarded organization ensures that it will not place any person at a school without a valid TB certificate on file showing that the employee was examined and found to be free from active tuberculosis, as defined in Education Code Section 49406.
 - b. **Security Clearance:** Organization guarantees that background checks and security clearance measures have been conducted and a California Department of Justice clearance has been obtained determining that each employee, volunteer and independent contractor (performing services on San Diego Unified campuses or in contact with San Diego Unified students) has not been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite such person's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j).
 - c. **COVID-19 Protocols and Vaccination:** Organization guarantees that all personnel providing enrichment services to San Diego Unified students as part of this agreement be fully vaccinated unless there is a medical or religious exemption. Other required COVID-19 protocols will be communicated.
 - d. **Attendance Records:** San Diego Unified is collecting individual student data on the students who participate in funded expanded learning opportunities for the purpose of ascertaining the reach and impact of these investments. San Diego Unified asks all awarded organizations to use [this template](#) for tracking student attendance throughout your 2022 program. Attendance records are to be submitted with your final report to The San Diego Foundation.
 - e. **Special Accommodations:** San Diego Unified is committed to ensuring all students have access and can experience expanded learning programs supported by this grant program, including students with Individualized Education Plans and those with 504 Plans. Ensuring programs are accessible is also a

legal imperative. Awarded organizations are required to provide accommodations, within their means, to students with special needs and work with San Diego Unified district representatives to secure the supports needed when the accommodation is beyond the awarded organizations' capacity. Awarded organizations will be required to attend a workshop with District representatives to understand their obligations for providing special accommodations.

- f. Signed Addendums with Grant Agreement:** Organizations will be required to sign two addendums along with the grant agreement. The Drug Free Workplace Certification & Noncollusion Declaration. These will be required as part of your executed grant agreement and before the disbursement of first payment.
- g. Summer Registration:** San Diego Unified and The San Diego Foundation are working with a new universal registration system that will streamline the Level Up SD registration process for both families and nonprofit partners. Parents/caregivers will be directed to a single platform and every nonprofit partner will have a registration site on this platform. Nonprofit partners will be required to use a uniform waiver for parents/caregivers to fill out and finalize their registration in one single step.

V. TIMELINE AND DATES

January 2022	Grant guidelines and application released
January 31, 2022	Grant Seekers Forum, 2:00 p.m. PST (optional)
February 25, 2022	Final deadline to apply, submit before noon
March 21, 2022	Summer 2022 funding announcements
March 24, 2022	Required Orientation for all Awarded Organizations, 2:00 p.m. PST
June 20, 2022	Awarded nonprofit community-based programs may begin programs
July 22, 2022	Programs held on SD Unified Elementary and Middle school sites must end
July 29, 2022	Programs held on SD Unified High School sites must end
August 26, 2022	Off-school site summer programs must end
October 7, 2022	Final reports due to The San Diego Foundation

VI. APPLICATION QUESTION PREVIEW

The following is offered to help you prepare your proposal with a list of questions you may be asked on the live application. **Please note: ONLY** applications received through the online portal will be accepted.

1. Eligibility

- Is your organization any of the following:
 - A nonprofit organization with 501(c)(3) public charity status in good standing, located in San Diego County
 - An organization fiscally sponsored by a nonprofit organization with 501(c)(3) public charity status in good standing, located in San Diego County

- A post-secondary institution located in San Diego County
- A municipality in San Diego County
- A nonprofit 501(c)(3) organization that support school activities
Yes/No
- **Applicant acknowledges:** Only San Diego Unified students enrolled in K-12 in academic year 2022/2023 may count towards funding for the program proposed in this application. Students of charter schools authorized by San Diego Unified are not eligible for Level Up SD programs and cannot count against funded student spots if awarded.
Yes/No
- **Is the organization able to fully execute the proposed project by August 26, 2022?***
Yes/No

2. Organization Information

If your organization is fiscally sponsored, you will enter all zeros for the EIN number and enter the EIN of your fiscal sponsor in the fiscal sponsor section.

- **Name of Organization:***
- **EIN Number (no dashes):***
- **Organization Address:** Please input the official address or PO Box associated with the organization (residential addresses are not allowed). If awarded, the grant check will be mailed to the organization's address listed below unless your organization has a fiscal sponsor.
 - Street Address:*
 - Suite Number:
 - City:*
 - State:*
 - Zip Code:*
 - Phone Number:*
- **Primary Contact:** This is the contact person in your organization who is submitting this proposal, can answer questions about the program and serves as a key contact for reporting purposes.
 - First Name:*
 - Last Name:*
 - Email:*
 - Phone Number:*
- **Signatory Contact:** This is the person in your organization who has the legal authority to execute the grant agreement on behalf of your organization, usually the CEO, Executive Director or Board Chair.
 - First Name:*
 - Last Name:*

- Title:*
- Email:*
- Phone Number:*
- **Program Contact:** This is the person who will be responsible for overseeing and managing the program you describe here. If your organization is awarded, this person will receive program updates and communications from The San Diego Foundation. This person will also receive and field direct inquiries about your program from interested parents/guardians.
 - First Name:*
 - Last Name:*
 - Title:*
 - Email:*
 - Phone Number:*
- **Organization Website:***
- **Enter organization's current year total operating expense budget.***
- **Upload Annual Operating Budget:***
- **Fiscal Sponsor Information (if applicable)**
 - Fiscal Sponsor Organization Name:
 - Fiscal Sponsor Organization EIN:
 - Street Address:
 - City:
 - State:
 - Zip Code:
- **Background & History:** State the number of years your organization has been in operation. Describe your organization's background, track record of serving youth and share how you are uniquely positioned to advance the strategies shared in the grant guidelines and how your organization has accomplished relevant or similar work in the past. (Up to 300 words)*
- **Grant Guidelines:** Regarding 'Section e. Other Important Requirements and Consideration' in the grant guidelines document, do you as the applicant affirm that your organization is currently capable of complying with the stated requirements? Grant guidelines link:
YES/NO*
 - If you answered 'No' to the above, state which requirements you are not currently able to comply with and why. (Up to 100 words)
- **San Diego Unified Partnerships:** List any existing program partnerships your organization has with San Diego Unified Schools. (Up to 200 words)*

3. Program Budget

In the table below input your anticipated expenses for personnel, facilities, food and beverage, transportation, program instructional costs, equipment, marketing and administrative/indirect costs. In the line items labeled 'Other,' indicate any unique budget line items not included in those above. Use the 'Notes' column to specify the units and cost/units reflected in the cost for that line item.

Reminder: Save your entries by clicking the "Save" button at the bottom of the page.

- **Requested Amount:***

Expense Category	Notes	Proposed Budget
Personnel Total:		
Salaried/Permanent Personnel		*
Hourly/Seasonal Personnel		*
Facilities		*
Food & Beverage		*
Transportation		*
Program Instructional Costs		*
Equipment		*
Marketing		*
Administrative/Overhead (Indirect Costs)		*
Other:		
Other:		
Other:		
Other:		
	Totals:	

- **Budget Narrative:** Describe and provide as much specific detail as possible to help us understand how funding will be used. For example, instead of only stating '\$20,000 will be used for staff salaries,' indicate how many staff and the total full-time equivalent and roles that will be supported. A better way of describing personnel line would be '\$20,000 will pay for 1 full-time program manager for 8 weeks, 4 camp counselors for six weeks and 10% of our program assistant's time.' As another example, instead of only stating '\$3,000 will be used for instructional costs,' state how many kits or payments will be made to any other groups. A better way of stating program costs would be '\$1,000 will be used to purchase 100 science kits, \$1,000 will pay for field trips for 100 participants and \$1,000 for fees to bring an organization to deliver a special presentation. (Up to 200 words)*'

- **Insurance:** Upload organization's Certificate of Insurance (example page).*

Note: If awarded The San Diego Foundation will need to be added as a Certificate Holder. If hosting on a school site facility, San Diego Unified School District will also need to be added as a Certificate Holder and requires minimum general liability insurance limits of \$2 million per occurrence and \$4 million general aggregate.

4. Program

Provide below all of the specific details relevant to one single program. If your organization has another program to propose select 'Yes' at the end of this page to add a new proposed program.

The Brief Description is a helpful guide to determine how many program pages to fill out. For example, your organization has a 4-week half-day experience and a 5-week all-day weekend experience, these would have two different descriptions to fully explain the program to families, so you would fill out two program pages in this application.

(There will be an additional 4 program pages if there is more than one program to propose in this grant)

- **Program Name:***
- **Brief Description:** Provide a brief description of the program you are proposing. Describe the program's format for delivery, target student population or school community served, and what makes it unique. The description you provide will be used for marketing purposes; write it for a general audience. (Maximum 150 words)*
- **Type of Program:***
 - Half-day
 - Full-day
 - Combination
 - Other
- **Primary Focus:** Identify the primary focus area of your summer program.*
 - Academic tutoring
 - Exposure to career pathways and paid internships
 - Outdoor nature experiences
 - Performing arts and musical theater programs
 - Reading and writing experiences
 - Sports and fitness programs
 - STEM and STEAM related experiences
 - Visual and media arts programs
- **Secondary Focus:** Identify the primary focus area of your summer program.
 - Academic tutoring

- Exposure to career pathways and paid internships
 - Outdoor nature experiences
 - Performing arts and musical theater programs
 - Reading and writing experiences
 - Sports and fitness programs
 - STEM and STEAM related experiences
 - Visual and media arts programs
 - Other
- **Proposed Curriculum:** Describe the curriculum and activities the program will deliver, specifically in relation to the goal of the grant, as stated in the grant guidelines. (Up to 200 words)*
 - **Anticipated Outcomes:** Please summarize your expected outcomes in bulleted form in 3-5 SMART objectives: Specific, Measurable, Achievable, Relevant and Time-Bound. (Up to 250 words)*
 - **Staff Qualifications and Structure:** Provide the names and titles of key individuals in the organization that will be involved in executing the program. Describe their experience and specific expertise and credentials in serving youth. Describe how your staff reflect, represent, and connect to the lived experience of the students you serve presently or intend to serve as part of this grant. Specify the roles and responsibilities each person will have in this project. (Up to 300 words)*
 - **Student-to-staff ratio:** Enter the maximum number of students for every 1 staff member (e.g., if your student-to-staff ratios '12:1' enter '12')*
 - **Target Student Population:** Select the unique student populations this program is designed to serve. Please be specific in your response and avoid a blanket selection of all populations if possible. Use the 'Other' section if none of these population descriptions apply.*
 - Asian Pacific Islander
 - Black
 - Disconnected Youth
 - English Language Learners
 - Foster Youth
 - Homeless/Housing Insecure
 - Immigrants and Refugees
 - Indigenous
 - Justice-Involved Youth
 - Latinx
 - LGBTQ+
 - Low-Income
 - Students with disabilities

- Students with individualized education plans and 504 plans
- Underrepresented racial and ethnic communities
- Other:
- **Target student population narrative:** Use this section to further describe how your program is designed to serve the intended student population. (Up to 200 words)*
- **Minimum grade level:** Select the youngest grade level this program will serve.*
 - Kindergarten
 - 1st
 - 2nd
 - 3rd
 - 4th
 - 5th
 - 6th
 - 7th
 - 8th
 - 9th
 - 10th
 - 11th
 - 12th
- **Maximum grade level:** Select the oldest grade level this program will serve.*
 - Kindergarten
 - 1st
 - 2nd
 - 3rd
 - 4th
 - 5th
 - 6th
 - 7th
 - 8th
 - 9th
 - 10th
 - 11th
 - 12th

- **COVID-19 Safety:** Describe how this program has adapted to address COVID-19 concerns and how it would adapt if new concerns arose. (Up to 150 words)
- **Food:** If your organization has needs around food that could increase your ability to host more students by using SD Unified resources, please articulate those needs here with as much specifics as possible.
- **Accessibility:** Describe your past experience and/or current capacity for ensuring this program can provide access to students with disabilities, students who have a 504 or Individualized Education Plan, students with an Individual Student Health Plan, students requiring Deaf and Hard and Hearing (D/HH) services, or home language translation for multilingual learners? If your program has limited to no experience or capacity to provide accessibility to these student groups, describe your needs or gaps to expand access. (Up to 200 words)
- **Diversity, Equity, Inclusion:** Identify specific activities your program provides that foster diversity, equity, inclusion, and culturally affirming spaces of learning. (Up to 200 words)
- **Collaborations:** Describe any collaborations with other nonprofit organizations to execute your proposed program. (Up to 200 words)

Section 1

Each program may offer several sections. For example, your organization's reading program may be offered over the course of 2 sections or more. 'Section 1' may take place from June 20 to July 8 on and have a total student capacity of 15 students. 'Section 2' may take place from July 11 to July 30 and have a total student capacity of 25.

Fill out the specific, date, times and student count details for each unique section of this program below. If you offer this program in more than 4 sections, continue to the next program and indicate in the first question that the following sections are for the same type of program.

- **Student Count:** How many unique, non-duplicated students will this section serve?*
- **Total Contact Hours per Student:** How many total contact hours will this section offer each unique, non-duplicated student?*
- **Start Date:** Dates should fall between: 6/20/22-8/26/22*
If hosting on a San Diego Unified school site, programs will need to finish by: 7/22/22 on Elementary and Middle Schools and 7/29/22 on High Schools. Programs hosted on non-school sites can finish as late as 8/26/22
- **End Date:** Dates should fall between: 6/20/22-8/26/22*
If hosting on a San Diego Unified school site, programs will need to finish by 7/22/22 on Elementary and Middle Schools and 7/29/22 on High Schools. Programs hosted on non-school sites can finish as late as 8/26/22
- **Days Per Week:***
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday

- **Start Time:** If looking to host the program on a school site, bell times will be released in February. Please provide the best time estimate, and a time block that reflects the hours this program will provide students.*
- **End Time:** If looking to host the program on a school site, bell times will be released in February. Please provide the best time estimate, and a time block that reflects the hours this program will provide students.*
- **Location:** What is the intended or preferred location for your program?*
- **Off-School site location:**
 - » **Off-School Site Location:** Type in the name and address of the off-school site location where this program will be held.
- **Open to school site, but need to be matched**
 - » **Need Match:** If you would like to be on a San Diego Unified school site but need to be matched, provide additional information that can help us match your program to the best school site. For example, if there is a particular area of the city, neighborhood or a school cluster you would like to be placed at, indicate that here
 - » **Facility Rental:** If you indicated that you would like to host your program at a San Diego Unified school site, specify the type of rental you will need for this section. For example: Two classrooms, auditorium, field, etc. Insert text box
- **San Diego Unified School Site Location:**
 - » **If you know the school sites you where you would prefer to offer your program, indicate your first and second choice from the dropdown menus below.** Please note, we will do everything possible to accommodate your request, but may recommend or assign you to another school site based on need.
 - » **First choice school site**
 - » **Alternate School Site**
 - » **Facility Rental:** If you indicated that you would like to host your program at a San Diego Unified school site, specify the type of rental you will need for this section. For example: Two classrooms, auditorium, field, etc.
- **Transportation:** Will this section need transportation resources to get students to section location, or for field trip use? Note: SD Unified may be able to provide resources for transportation, but will need details to determine this. Provide as much information as possible: pick-up and drop off location, field trip days, times, etc.
- **Section Narrative:** If the section you are proposing needs further explanation or does not follow a regular schedule, please provide further details. (Up to 100 words)

There will be an additional 3 sections to fill out program schedules and another 4 Program Pages with the same questions. All additional section and program pages will be optional.