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## GENERAL

### What is the Level Up SD Grants Program?

The San Diego Foundation, in partnership with San Diego Unified, seek proposals from nonprofit organizations to reimagine and enhance the 2022 summer school experience with free afternoon enrichment programs for San Diego Unified students enrolled in the 2022-2023 school year.

### How much funding is available?

At this time, approximately \$14 million is available to fund programs.

### How much funding can a nonprofit organization receive?

Grant amounts are expected to range from \$25,000 to \$500,000. A wide range of nonprofit community organizations will be considered, including high-capacity organizations with existing, scalable programs, organizations with new program models and grassroots nonprofit organizations.

### How can a nonprofit organization apply?

Begin by reading the guidelines [here](#). Then proceed to the online application in the new [My TSDF portal](#) to create a profile and start your application. You can find instructions on how to create a profile and where to find the application [here](#). No other format for submitting your application will be accepted.

### When is the application deadline?

The deadline to submit is February 25, 2022, by 12:00 p.m. (PST)

### Can organizations partner to submit?

Yes, nonprofit organizations can partner with other nonprofits to propose programs for funding. There can only be one lead applicant for any collaboration. The organization that receives the funds and signs the grant agreement with The San Diego Foundation is the lead applicant and all correspondence related to the grant will be conducted with the lead applicant. The lead applicant is then responsible for correspondence and distribution of grant funds to its partner organizations. An organization can only apply as the lead applicant once but can be a partner/collaborator on more than one application.

## ELIGIBILITY

### What organizations are eligible to apply for funding?

Applicants will meet the following criteria:

- Be a nonprofit community organization with 501(c)(3) public charity status in good standing, located in San Diego County [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. 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 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 using this [template](#).
- Capacity to fully execute the proposed program by August 26, 2022, programs on elementary or middle school sites must end by July 22, 2022, programs on high school sites must end by July 29, 2022.
- Ability to provide services at no-cost to San Diego Unified students

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

### Which students can participate in funded programs and count towards funding?

Only students of San Diego Unified district-managed schools with valid student ID, enrolled as a K-12 student in academic year 2022/2023 are eligible to participate as a Level Up SD funded participants and register through the registration portal. Note, graduated seniors are not eligible to participate in funded programs.

### Are charter schools/students eligible for funding or to participate?

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 other districts and charter schools that are authorized by San Diego Unified are not eligible for Level Up SD funded program seats.

**Can we serve students from other districts in our program?**

Yes, however, if awarded, Level Up SD grant funds may only go towards costs associated with making available seats for San Diego Unified students. These costs will be reflected in the budget you prepare as part of your application. Funds may not go towards program related expenses for students that are not San Diego Unified district schools.

**What is the San Diego Unified Summer Experience?**

Summer Experience is San Diego Unified's re-envisioned summer school experience for 2022. Programming will be offered in the mornings at [specific school sites](#) from June 21 to July 29. While not mandatory, organizations interested in applying for funding are encouraged to consider the ways your program can connect to a Summer Experience school site to provide a seamless day-long experience.

**PROGRAM DESIGN****How will proposals be assessed?**

Proposals will be assessed by internal and external representatives with considerable experience in the design and delivery of youth development and education-related programming, equity-oriented program design, program evaluation and implementation. Reference section IV, item D of the grant guidelines, found at [www.sdfoundation.org/levelup](http://www.sdfoundation.org/levelup) to review the criteria to be assessed.

**Does my program have to be an in-person model?**

In-person program design is strongly encouraged. Virtual programs will only be considered for funding in very unique cases where the virtual component addresses the needs of students who may have limited ability to attend an in-person program.

**What program focus will be considered for funding?**

A wide variety of programs will be considered for funding. Reference section II and III of the grant guidelines found at [www.sdfoundation.org/levelup](http://www.sdfoundation.org/levelup)

**Can my program run in the mornings or be an all-day program?**

Organizations are encouraged to consider how their program may connect to San Diego Unified's Summer Experience morning lessons, running June 21 to July 29, to provide a seamless day-long experience for students. The Summer Experience will not run in the month of August, but community-based programs may continue through August 26 (programs on school sites are not permitted after July 22 for Elementary and Middle School sites, and after July 29 on High School sites). You may submit a program that is either morning or all-day in June and/or July but half-day afternoon programs providing a seamless experience in June and July, and full day programs in August will be favored in the review process.

**Will bell times be the same across all school sites?**

No, they will differ across the schools. Bell times will be confirmed in March. As applications are due on February 25<sup>th</sup>, we suggest submitting your application with an anticipated start time of 12:30, allowing for the first 30 mins to be a supervised lunch. Do, however, provide exact time blocks according to the duration of your program. For example, if looking to host a program for 2 hours, signal a start time of 12:30 p.m. and end time of 3:00 p.m. Summer learning liaisons will assist in coordinating bell times and programs once bell times are confirmed.

**Is a student required to attend morning instruction in order to participate in afternoon enrichment?**

No, it is not required to attend the morning lessons in order to participate in the enrichment programs.

**Are maximum contact hours per student or maximum number of students served preferred?**

Applicants are invited to consider and present the program model that is best suited to their mission, expertise, capacity, and desired outcomes.

**Are there a certain number of hours or days a program is required to run?**

There is no set requirement, but providing consistency for students is a priority, whether that is 2-3 hours a day for a week, or weekly meetings over 2-3 weeks.

**Can weekend programming be considered for this funding program?**

Yes, programs may be scheduled for weekends.

**How do we budget for and plan to run our program on a school site?**

Not all San Diego Unified schools will host Summer Experience programming. Grant applicants can find a current list of schools that will offer Summer Experience instructional program in the morning [here](#). Only school sites listed within can be reserved for offering afternoon enrichment programs. Facility rental is a permissible expense and can be included in the budget you submit as part of your proposal to the Level Up SD grant program. San Diego Unified classrooms for Level Up SD programs can be reserved at the negotiated rate of \$13.61/hour. All requests must go through Facilitron, San Diego Unified's central online portal for reserving school sites, paying for your reservation and generating your organization's permit for being on a school site. In Facilitron, you will also upload your certificate of insurance and specify the type of space you will need at the school site. e.g., storage space, certain classrooms, etc. Organizations are highly advised to create a profile in Facilitron and familiarize themselves with the portal in advance of submitting your application. <https://www.facilitron.com/sdusd92103>

#### **Do you have a preferred method for transportation of students?**

Organizations are encouraged to propose the transportation arrangements that best suit program needs. San Diego Unified may have requirements for bus transportation and more details will be provided as soon as we are able to confirm these. If you have existing transportation capacities, you may include transportation costs as part of your budget. If you do not have existing transportation arrangements, and transportation services would allow you to significantly increase the number of students you serve, please include this in your application under the "Transportation" question.

#### **Can students be transported out of the county?**

Travel as a program feature is at the organization's discretion. Expenses related to travel outside of the county are not permissible expenses.

#### **How/when can we reach out to schools about hosting programs on their school site?**

Grant applicants should avoid contacting school sites with questions regarding summer programs. Coordination with school sites will happen through San Diego Unified's Extended Learning Office and The San Diego Foundation. Applicants should indicate your preferred school site in your application and Foundation and District staff will work to accommodate you. If your organization is awarded, we will provide you instructions on when communicating with a school site is advisable.

#### **What if a school principal has indicated we can use their school site beyond July 29, 2022?**

Per the district's guidance, all school sites are completely off limits for programming beyond July 29, 2022. Contact [summerlearning@sdfoundation.org](mailto:summerlearning@sdfoundation.org) to discuss your site needs for programs in August.

#### **If partnering with other organizations, do partners need to be in place before submitting?**

Yes, it is highly recommended to have your partners in place and the details of your partnership clearly defined and articulated in your proposal so that reviewers can appropriately assess and score your program.

#### **Will San Diego Unified's insurance cover this programming?**

Applicants must provide proof of their own insurance. If hosting on a school site facility, San Diego Unified 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. If not hosting on a school site, awarded organizations are expected to carry \$1 million of coverage as a minimum. The San Diego Foundation must always be named as an additional insured.

#### **Are we restricted to using the designated schools for pick up and drop off?**

Organizations are encouraged to consider the ways their programs can connect and integrate directly with the Summer Experience morning sites including for pick-up and drop-off, but this is not a requirement.

## **MARKETING AND REGISTRATION**

#### **How will students register for this program?**

The San Diego Foundation is working with a new technology partner to create a text-based registration system, including a universal waiver, which will promote program offerings to all students and especially those students who are identified as priority students. Awarded nonprofits will also receive a link to their program page in order to share with San Diego Unified students within their community, or to sign-up students at their organization's site or at marketing events. The registration window will open in April and close in late May.

#### **How will parents and students learn about this opportunity?**

San Diego Unified will market and promote the opportunity to families directly. Nonprofit organizations are also encouraged to promote these programs through their own channels and outreach strategies. **Please note** only registrations confirmed through the registration portal for Level Up SD, will qualify as students who are eligible for a spot funded through Level Up SD.

**Is it possible for schools to sign students up for a program or is the parent responsible?**

Parents/guardians are responsible for signing-up their children and providing the appropriate permission for their child's participation.

**Can the San Diego Unified registration portal collect necessary program waivers?**

The registration portal will include an integrated universal waiver and consent form. Organizations may follow up with registered students and families to secure additional forms as needed.

**Can students sign up for more than one program?**

With this new registration system, students may only sign up for one program offering at a time.

**Will the registration form be available in other languages?**

Yes, the registration will be available in San Diego Unified's official languages.

**GRANT APPLICATION****What is the difference between a program and sections?**

In the application found at [MY TSDF](#), a program is defined as the focus, curriculum and age group of students served: Swim Camp for 4<sup>th</sup>-6<sup>th</sup> graders. Organizations can offer one program or up to five unique programs.

A section is defined as the schedule and location of the program: June 13-17 from 2:00 p.m. to 5:00 p.m. at Henry High School. Each program page has four possible sections, if additional sections are needed, other program pages can be used.

For example, the Swim Camp for 4<sup>th</sup>-6<sup>th</sup> graders (*program 1*) can be offered July 11-15 at Henry HS (*section 1*), July 18-22 at Crawford HS (*section 2*), and July 25-29 at Clairemont HS (*section 3*) = one program, three sections/schedules.

**How do two or more organizations that are collaborating on a program submit a grant request?**

Submit one application when multiple organizations are partnering to propose a program. There should be one lead applicant who will receive and sign the grant agreement with The San Diego Foundation, they will also receive funding and handle communication across partner organizations and the reporting at the end of the grant period.

**I can't seem to access the application. Do I need to be approved to access?**

Yes, organizations will have to register and wait for their profile to be enabled, unless a profile was created for Level Up SD Spring 2022. TSDF staff will monitor the portal every day and aim to approve applicants within 2 business days.

**BUDGET AND FINANCIALS****What are allowable budget expenses?**

Grant funds may be used to support staff salaries, supplies, facility needs, temporary technology needs of staff or participants, personal protective equipment, general operating costs (indirect), or any other program costs or needs tied to the effective delivery of programs for students in summer 2022.

**Can the budget include indirect costs?**

Yes, your budget may include indirect costs (sometimes referred to as overhead or general operating costs). These are generally items that cannot be directly attributed to the project or program for which you are requesting funding but are necessary for the organization to operate. These may include facility rent, utilities, general office supplies, salaries for executives, accounting and legal expenses, insurance, and human resources and payroll costs.

**Is there a cap on indirect cost rate?**

No, there are no minimum or maximums on the indirect rate (administrative/general operating cost). We encourage applicants to submit a budget that reflects reasonable costs that allows the organization to deliver the program effectively **while achieving an optimal cost-per-student ratio**.

**Is there a required template for the budget?**

Applicants must use the budget template provided in the [application](#). Not using this template may cause your application to be held back in the review process delaying your funding determination. Your budget should clearly define the costs associated with the following categories: Personnel

costs (salaried and hourly), facilities costs, food, transportation, instructional costs, stipends, indirect/administrative, other costs tied to the effective delivery of the program and details for each of the line items in the “Notes” column.

#### **Are stipends/paid internships an allowable expense?**

Nonprofits are encouraged to submit a budget reflecting reasonable costs tied to the effective delivery of programs for students in summer 2022. Include stipends or costs related to paid internships if this cost is critical to your program model and impact. Elaborate on this point in the budget narrative section.

#### **Why do the guidelines state that ‘scholarships’ will not be funded?**

This note refers to financial aid awards for post-secondary education. This type of scholarship is not a permissible expense in this program.

#### **Can awarded organizations charge San Diego Unified student participants a fee or deposit?**

A goal of this program is to reduce the barriers communities, in particular low-income and underserved communities, face securing enriching summertime experiences for children. Fees/deposits are not permissible expenses. Programs will be able to have a waitlist and can over-enroll to take into account attrition.

#### **When can we charge expenses to the grant (i.e., for program design or staff training?)**

The grant period will be from April 1, 2022, to September 31, 2022.

#### **Can costs for screening requirements be included in the program budget?**

Yes.

#### **What does per student cost mean?**

You can calculate the total cost-per-student by dividing the total program budget by the number of San Diego Level Up students you intend to create hold/reserve seats. For example, if your program budget and grant amount request is \$50,000 and you intend to hold and reserve spots in your program for 100 students,  $\$50,000/100 = \$500$  cost-per-student.

#### **Is there a maximum, or preferred, cost-per-student that TSDF is looking for?**

No, organizations should define the cost-per-student in alignment with the program offering. We do not have set minimums or maximums for cost-per-student. We will assess the type of program you propose against the total amount of funds that you request.

#### **Can some of the budget be used to provide travel for out-of-state partners?**

Out-of-state travel is not an allowable budget expense. We encourage applicants to work with local partners.

#### **If you are working with a fiscal sponsor, do you upload the fiscal sponsors financials? Is that optional?**

If you are submitting an application for an organization that is fiscally sponsored by another organization, submit your organization’s (the sponsored organization) operational and program budget and audited/unaudited financials. If the sponsored organization does not have audited/unaudited financial statements, submit the audited/unaudited statements of the fiscal sponsor.

#### **If you do not have audit financials, can you submit another financial document?**

Audited financials are preferred where possible. However, if not available to you, please submit any financial documentation that will help us understand the financial structure of your organization.

#### **Must funding solely benefit San Diego Unified students?**

Funds awarded from this grant may only go towards costs associated with creating and/or reserving spots for San Diego Unified students. These costs will be reflected in the budget you prepare as part of your application. Your organization may offer programming for students from other districts. However, funding from Level Up SD grant program can only be utilized for supporting San Diego Unified enrolled students. San Diego Unified students registered and counting toward the Level Up SD grant must register through the registration portal for Level Up SD.

#### **What is a certificate of insurance?**

A certificate of insurance (COI) is a document that you provide to a third party to show that your organization has insurance. The COI details the type and amount of insurance coverage and the dates and limits of coverage. See above for coverage minimums. Awarded organizations will be asked to add The San Diego Foundation as an additional insured.

## **AWARDING AND REPORTING**

**Who is reviewing our proposal?**

Reviewers include internal and external reviewers with experience in curriculum and instructional design, youth development, nonprofit program design and evaluation and equity-oriented program design and delivery.

**How much and when will awarded organizations receive their grant?**

Grant amounts are determined based on applicants' budget that reflects the number of spots the organization plans to reserve/offer San Diego Unified students. In some cases, The San Diego Foundation will award an amount that is less than the amount requested. If you have questions about the amount determined for your grant, contact your TSDF liaison. Awarded organizations will be announced on March 21, 2022. Upon announcement, awarded organizations will receive a grant agreement to be signed and returned to The San Diego Foundation. Once the grant agreement is executed, in most cases The San Diego Foundation will furnish the grant in one payment.

**What happens to awarded remaining grant funds that are unused after summer program ends?**

Unused funds must be returned to The San Diego Foundation. If your organization anticipates unused funds, communicate this as soon as possible to The San Diego Foundation liaison so that we may identify a way to ensure funds are used to serve students this summer.

**What kind of reporting will be required?**

Awarded organizations will be required to submit attendance sheets to San Diego Unified using this [template](#). In addition, awarded organizations will submit one final report by October 7, 2022, sharing overall outcomes and impact of the program. The organization will also submit a financial report detailing expenses. Organizations are required to keep receipts and all backup documents related to expenses on file and make these available if requested.

**What legal requirements is my organization required to meet?**

Section IV item E. "Screening Requirements" in the grant guidelines available at [www.sdfoundation.org/levelup](http://www.sdfoundation.org/levelup) offers specific and vital information on requirements and other considerations for receiving funding.

**Is there an income eligibility requirement that agencies verify?**

While income verification is not a requirement, organizations are encouraged to design programs that outreach to and serve students: 1. with little to no access to summer enrichment (typically students from 50% or less AMI or 50 to 80% AMI); 2. and those student populations most academically impacted by COVID-19.

**What happens if San Diego sees another COVID surge and returns to a high tier?**

TSDF is monitoring San Diego County guidance closely. At this time, we anticipate that summer programs will proceed as planned. Should anything change, The San Diego Foundation will proactively communicate and consult with awarded organizations about alternatives should another surge arise.

**When will organizations know what will be required for data to track and report at the end of the grant period?**

The grant agreement will provide a reporting template.