

2023 Level Up SD Summer Grant Guidelines



I. Grant Program Description

Level Up SD Summer 2023 is another exciting opportunity for local nonprofit providers to partner with San Diego Foundation (SDF) and San Diego Unified School District to offer summer programming to San Diego Unified students that accelerates learning and nurtures the social and emotional well-being of students.

Approximately \$10 million is available to support Level Up SD Summer 2023 programming through this grant opportunity. Funding is intended to support programs for Universal Transitional Kindergarten (UTK) to eighth-grade students but will prioritize proposals that serve UTK to sixth grade. San Diego Unified will also offer high school programming under Level Up SD Summer 2023 through a separate process. Organizations interested in partnering with San Diego Unified to host programs for grades 9-12 are urged to contact Sara Guinn at sguinn@sandi.net for more information.

II. The Funding Opportunity

Grant amounts may range from \$50,000 to \$500,000 and fund an array of program types that offer not only enrichment activities, but also a strong academic component. Program foci would include, but are not limited to:

- Academic tutoring (e.g., literacy, math, etc.)
- Outdoor nature experiences
- Performing arts and musical theater programs
- Reading and writing experiences
- Skills and career exploration
- Sports and fitness programs
- STEM- (science, technology, engineering and math) and science, technology, engineering, arts and math (STEAM)-related experiences
- Visual and media arts programs

III. How To Apply

For Level Up SD Summer 2023, the application is a two-step process.

Step 1: First, starting in December, interested organizations are asked to submit a “Letter of Interest.” This is a brief pre-application in which applicants will introduce their organization, program concept and the estimated amount of funding they intend to request. A budget is not needed at this time. Interested applicants will introduce their proposed program in the form of a student/parent-facing program listing.

Applicants must submit a Letter of Interest to be considered for an invitation to submit a full application.

Letter of Interests may only be submitted via this [brief online survey](#). No other format will be accepted. The Letter of Interest is due by noon on Tuesday, Jan. 10, 2023.

Step 2: Second, in mid-January, SDF will review Letter of Interest submissions and select organizations to move to the second step in the process. Selected organizations will be invited to submit a full application by early February. The full proposal will ask for greater detail on your organization's expertise and capacity, the design and implementation of the program, a detailed balanced budget, specifics on staff qualifications and experience, submission of your certificate of insurance and other items.

Assistance to Interested Nonprofit Organizations

A prerecorded "grantseekers forum" webinar, including an overview of the request for proposals and Letter of Interest application form, is be available [here](#). Interested organizations are highly encouraged to view this [webinar recording](#) before submitting your LOI.

San Diego Foundation will also host office hours for organizations that have general application questions prior to LOI submission. Organizations interested in scheduling office hours may book a 15-minute [meeting here](#). Slots will be available from 9 a.m. to 2 p.m. on December 28, 29, and January 3, 2023.

IV. Eligibility

Applicants **MUST** meet the following criteria and conditions to submit an application and qualify for review.

- Nonprofit organization with 501(c)(3) public charity status in good standing.
- Located in San Diego County with existing track record serving San Diego County.
- 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 San Diego Foundation so long as the applicant is located in San Diego County and serving 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 an implementation partner of more than one awarded proposal but may only serve as the lead applicant for one proposal. Only lead applicants will receive the grant and be responsible for correspondence with, and reporting to, San Diego Foundation. All other coordination and communication should occur directly between the lead applicant and their program partners.

Please note, an organization currently executing an expanded learning program, with support from any other SDF grant program that meets these same eligibility requirements, may apply for funding, but must show how these funds would be leveraged and may receive a lower prioritization.

V. Program Requirements

Once again, Level Up SD Summer 2023 will offer students teacher-led morning instruction (from 8 a.m. - 1 p.m., June 20 to July 21, 2023, including a lunch period), followed by enrichment opportunities led by nonprofit community-based organizations on and off school sites. To be eligible for funding, program offerings must meet the following design requirements without exception.

a. Offered during pre-determined sessions

The program/s proposed must conform to any of the following time and date sessions.

- Session 1 (onsite) 5-week, 6/20-7/21, 1:00 p.m. – 5:00 p.m.
- Session 2 (offsite) 5-week, 6/20-7/21, 8:00 a.m. – 5:00 p.m.
- Session 3 (offsite) 1-week, 7/24-7/28, 8:00 a.m. – 5:00 p.m.
- Session 4 (offsite) 1-week, 7/31-8/4, 8:00 a.m. – 5:00 p.m.
- Session 5 (offsite) 1-week, 8/7-8/11, 8:00 a.m. – 5:00 p.m.
- Session 6 (offsite) 1-week, 8/14-8/18, 8:00 a.m. – 5:00 p.m.

Applicants are encouraged to combine sessions 3 – 6 to offer maximum program time to individual students (i.e., 2, 3 or 4-week program offerings).

As a standalone, or in combination with morning instruction offered by San Diego Unified, funded programs will offer enrolled students nine hours of programming per day minimally.

b. Designed for UTK-8

Funding will provide programming at no cost for San Diego Unified students attending district-managed schools from universal transitional kindergarten (UTK) through eighth grade. Eligible enrollment is determined by the grade the student is enrolled in for Spring 2023 and represents a continuation of academic and enrichment activities. All eligible students should be registered to attend a district-managed school within San Diego Unified and must have an assigned student ID number. Charter schools associated with San Diego Unified are not considered district-managed schools and are not eligible.

c. Meet a minimum student to staff ratio, and staff requirements

For UTK-K grade levels, one qualified instructor is required for every 10 students (1:10). UTK includes students registered with San Diego Unified who will be turning 4 years old by Sept. 1, 2023. For programs serving students in the first through eighth grades, one qualified instructor is required for every 20 students (1:20). Note, these ratios are not a ceiling. Successful applicants will propose programs that reflect staffing ratios that meet these minimums and are appropriate for the unique attributes and needs of their program.

In addition to minimum student/staff ratios, please note important staffing conditions outlined in the following section on organizational requirements. Staff interacting with students must possess current background checks and TB testing prior to working with students.

d. Include a meaningful academic component

Proposed programs will be assessed on the quality of their design including an obligatory academic component focused on literacy, math or science. This can include tutoring, homework assistance, or a variety of activities that incorporate reading, math or science knowledge and/or skills building.

VI. Program Objectives and Feature Criteria

Level Up SD increases the availability of expanded learning opportunities, including educational supports and enrichment and recreational activities, at no cost to students who will be enrolled in San Diego Unified for the 2023-2024 academic year. San Diego Unified's unduplicated student population will have priority access to Level Up SD programs. This includes students who are on free and reduced-price meal plans, English language learners and foster care students.

Data shows that high-quality summer learning programs accelerate learning, help minimize the opportunity gap for students who face challenges throughout the school year and nurture a sense of community and belonging among students. This is especially true for those student groups most deeply impacted by COVID-19, including students who are low-income and those from underrepresented communities.

This grant opportunity seeks to fund a variety of creative programs that provide an extraordinary opportunity for enrichment and wellbeing while promoting learning and academic recovery. Eligible, funded programs will meet all the program requirements defined above in section V. In addition, successful applications will present programs that reflect one or many of the following features:

- Culturally affirming spaces of learning for students of diverse backgrounds and lived experience including students from Black, indigenous, and people of color (BIPOC) communities, immigrant or refugee communities, and/or students identifying as a member of the LGBTQ+ community.
- Programming in languages other than English.
- Programming that designs for neurodivergence and different learning styles.
- Intentional design for tending to student's social-emotional well-being.
- Fostering the renewal and cultivation of supportive peer relationships.
- Exposing young people to diverse mentors, role models and career pathways.
- Integrating near-peer models in design.
- Celebrating talent and providing opportunities for creative youth development.
- Programming geared to military families.
- Activating our region's vibrant communities and natural resources as sites of discovery and learning.
- Increasing engagement from students' caregivers and/or community to support well-being and academic preparedness.

Specifically, proposals will be assessed on the following criteria:

- Background and organizational track record of serving youth, in particular unique student populations such as: low-income students, English language learners, students in the foster care system, racially and ethnically diverse student populations, students with disabilities, students experiencing homelessness and/or students from the LGBTQ+ community.
- Unique and dynamic program designs that reflect any of the features listed above, connect to core curriculum and provide extraordinary experiences for students.
- Thoughtful and complete workplan to implement program.
- Detailed, thorough and balanced budget (see Use of Funds section below for more).
- Staff qualifications and expertise in designing and implementing enrichment programs for youth. Minimal staff qualifications for those providing direct services to students per the district policy is:
 - High school diploma or the equivalent, and
 - Two years of college (48 units), or
 - A. A. degree (or higher), or
 - Pass a local assessment of knowledge and skills in assisting in instruction.
- Extent to which organization leadership and staff reflect the lived experience of students and communities served.
- Organizational capacity to carry out administrative and reporting obligations associated with a Level Up SD program grant.

VII. Use of Funds and Budgeting

Grant funds may be used for staff salaries, supplies, 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.

Budgets that are balanced across categories will be scored higher. Organizations are encouraged to indicate any in-kind donations or match that may be utilized to provide the proposed services. In other words, reflect the entire budget required, to serve the number of students proposed, and where the portion of the budget would be covered by these grant funds, if awarded.

If your organization has needs regarding transportation, food, or access to park facilities, please include estimates for these costs in your application. SDF will work with San Diego Unified to identify district resources that can be leveraged to offset costs. This may result in a reduction of the total amount awarded commensurate with the value of District resources secured.

VIII. Organizational and Operational Requirements

All awarded organizations must meet minimum operational standards to provide programming to San Diego Unified students. If you do not currently meet these requirements but are interested in increasing your capacity to meet them, include this in your full proposal so we can explore ways SDF and San Diego

Unified may be able to assist your organization in building this capacity. Funded organizations will meet the following operational standards without exception:

TB Testing: Organization guarantees all personnel, performing services to programs offered to San Diego Unified students as part of Level Up SD, 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 the employee was examined and found to be free from active tuberculosis, as defined in Education Code Section 49406.

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 for 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).

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.

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 San Diego Unified determined tool for tracking student attendance throughout your 2023 program. SDF will not collect Personal Identifiable Information (PII) for any student.

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.

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.

Student Registration and Rosters: All Level UP SD programs will run registration via InPlay, the vendor chosen to run the universal registration system by San Diego Unified. This system directly markets program opportunities to Unified's student population based on program fit and generates student rosters that nonprofits will access at a given time to manage and add/drop students and fulfill attendance reporting. Student registration outside of this universal system is not permitted. Students served but not registered within this universal platform will not count towards the student headcount for your award.

IX. Timeline and Dates

Dates	Milestones
December 28 and 29, 2022 and January 4, 2023	SDF will host Office Hours for application questions
January 10, 2023 - 12:00 p.m.	Letter of Interest due
January 16, 2023	Full proposal invitations sent
February 8, 2023 - 12:00 p.m.	Final deadline to apply
Early March	Summer 2023 funding announcements
Late March	Student registration opens
June 20, 2023	Awarded nonprofit community-based programs may begin programs
July 21, 2023	Programs held on San Diego Unified school sites must end
August 25, 2023	Off-school site summer programs must end
September 29, 2023	Final reports due to San Diego Foundation