



Request For Proposal Package

Funding Entity: Montana GEAR UP
Zach Hawkins, Director

Program Title & Description: 2015 Academic Enrichment Summer Program

Timeline: December 29, 2014 RFP issued
February 13, 2015 Deadline for submission of proposals
February 27, 2015 Tentative notification of funding

Proposals must be received by **no later than Friday, February 13, 2015**. Late, incomplete, or unsigned proposals will not be considered. A return email receipt will be sent to acknowledge delivery of proposals.

Eligibility: Proposals may be submitted by any accredited Montana public or private 2- or 4-year degree-granting institution or educational service provider. Please note:

- An eligible entity may submit more than one proposal.
- Collaboration among institutions and community partners such as research laboratories, museums, science facilities, or industry is encouraged.
- A single applicant may submit a proposal that includes program activities at different geographical sites.
- Proposals need to include multiple GEAR UP schools (see Appendix B) rather than written specifically for the students of only one GEAR UP school.

Application Process: Please direct all inquiries regarding Academic Enrichment Summer Program proposals in writing to Katie Meier kmeier@montana.edu. This RFP package is available at: <http://mus.edu/gearup/camps.asp>

To apply for a grant,

- (a) transmit an electronic copy of the proposal components (section F), along with the budget form (Appendix C) to kmeier@montana.edu, and
- (b) mail the cover page with original signatures (Appendix A) to:

Katie Meier, College Access Manager
Montana GEAR UP
PO Box 203201
Helena, MT 59620-3201

A. Program Overview

Montana GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is issuing a request for proposals (RFP) to fund geographically distributed academic enrichment summer programs during the summer of 2015 for Montana GEAR UP students entering grades 7 through 12 in fall 2015.

GEAR UP Academic Enrichment Summer Programs must provide students with:

- (1) Learning opportunities which are both stimulating and age-appropriate in one or more of the following academic content areas: language arts/writing, social studies, mathematics, or science;
- (2) Opportunities to advance their knowledge of or skills set through one or more of the following learning contexts: technology, environment, the arts, career awareness, or Native American culture, and
- (3) Experiences which develop their understanding of and their confidence with all four components of the college-bound process: academic, financial, emotional and social.

B. Background Information

Montana GEAR UP received a seven-year, \$28 million discretionary federal grant from the U.S. Department of Education in September 2011 to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Montana GEAR UP believes that postsecondary education is possible for all Montana students, regardless of economic background. Montana GEAR UP supports schools, students, and their families to increase students' college and career readiness through academic preparedness, postsecondary planning, and financial aid knowledge so that they may succeed in their education beyond high school. Montana GEAR UP works with 18 middle schools and their receiving high schools from around the state to improve high school graduation and college enrollment rates. Thirteen of these schools are located on or bordering Montana's seven American Indian reservations (see Appendix B).

Montana GEAR UP is administered by the Office of the Commissioner of Higher Education (OCHE). More information about the national GEAR UP program is available on the U.S. Department of Education website at www.ed.gov/programs/gearup, and for information about the Montana GEAR UP program visit mus.edu/gearup.

C. Awards and Funding Distribution

Awards will be made to those geographically diverse programs that best (a) address the three program overview strands; (b) provide maximum student supervision and security, and (c) meet the purposes of the federal grant.

Award Amounts:

- The amount of funding awarded for each summer program will be based on factors such as length of program, location, number of students served, types of activities offered, etc.
- Funds may be requested for such items as salaries and benefits for key personnel, wages and benefits for support personnel, student lodging and meals, program materials and supplies, student transportation to and from the campus, and field trips.
- Summer programs must be provided without cost to student and/or parents.

Matching Funds:

- Montana GEAR UP regulations require a **50% match** of every dollar spent in federal funds. This match must be in non-federal funds, which can be in-kind contributions, salary, volunteer time, equipment usage, materials, and cash.
- Match is required for the minimum **total** of the grant funds received, not on a per category basis.
- Intended matching funds must be identified in proposal budget (see Appendix C).

Additional Information:

- Grantees who partner with other entities to provide services must maintain both programmatic and fiscal administrative responsibility.
- Information gathered from previous grants received, site-visits, program evaluations, and reporting requirements may be considered when making awards for this year.
- Grantees must submit final fiscal and program reports by determined deadlines.

D. Priorities, Structures, and Guidelines

Montana GEAR UP expects to fund a minimum of 8 geographically and thematically diverse summer programs which have been developed specifically in response to this RFP. However, existing programs which meet the Program Overview strands/Proposal goals and wish to create additional space to accommodate GEAR UP students may submit a modified proposal by contacting Katie Meier, College Access Manager.

New or existing programs must meet the following requirements and priorities.

1. Each proposal should plan to serve a minimum of 20 GEAR UP students.
2. Programs must be held between June 1 and August 1, 2015.
3. Transportation is a major obstacle for GEAR UP students accessing summer programming opportunities, and proposals MUST include how this barrier will be addressed for program participants. Providing transportation from regional pick-up sites is acceptable. Students transported by the college must be chaperoned by program staff at all times during travel to/from the program location. If this is a barrier to providing a camp, transportation options can options can be discussed with Montana GEAR UP state staff.
4. A college campus-based experience must include academic, social, recreational, and living experiences typically available at college and university campuses. (Residential experiences are preferred, but consideration will be given to proposals structured as day programs for regional participation.)
5. Programs may include visits to other Montana learning sites such as research laboratories, museums, science facilities, etc.
6. Montana GEAR UP will coordinate the student marketing, registration, and notification process for the programs.

E. Administrative Requirements for GEAR UP Academic Enrichment Summer Programs

Applicants must:

1. Have liability insurance with combined single limits for bodily injury, personal injury and property damage of \$500,000 per occurrence and \$1,000,000 aggregate to cover injury or damage as may be caused by any act, omission, or negligence of the applicant or its officers, agents, representatives or subcontractors;
2. Have workers compensation insurance that complies with the provisions of the Montana Workers' Compensation Act while performing work for the State of Montana in accordance with sections §§ 39-71-401, 39-71-405, and 39-71-417;
3. Have written policies addressing student attendance, management, and discipline; staff and chaperone qualification; cell phone/electronic device use; drug and alcohol use; parental involvement, and safety (including child abuse reporting);
4. Provide any additional program information to the State GEAR UP office by requested deadline to ensure inclusion in the 2015 GEAR UP Summer Program marketing material;
5. Provide program specific information (i.e., conduct form, medical release, tentative program schedule, etc.) to the Montana GEAR UP state office by requested deadline for distribution with

student placement letters;

6. Hire staff with appropriate academic expertise to ensure program success. Staff may be recruited from institutions of higher education, including pre-service teachers, K-12 school districts, or the private sector. Background checks on program staff is the responsibility of the applicant;
7. Provide final schedule at least 5 business days before the program begins;
8. Have each student attending the program complete an on-line evaluation survey provided by Montana GEAR UP;
9. Submit the following documents (which will be emailed to you upon program approval) within 30 days after the conclusion of the summer program.
 - Final Program report
 - Final Fiscal close-out report documenting expenditures and match

Failure to submit these reports within 30 days upon program completion can result in financial penalties.

F. Components of the Proposal

15 points Abstract of Proposal (one page limit)

Provide a one-page abstract that briefly describes the project including the thematic focus of the program, name of the institution(s) involved, target number of student participants, primary activities, contributing partners, and proposed outcomes.

70 points Program Narrative (seven page limit)

Topics that should be explained or described within the narrative include:

- A. The thematic focus of the program and the manner in which the academic content, learning context, and college access components will be addressed. (20 points)
- B. The administrative plan for conducting the program, including proposed dates, a tentative daily schedule, number of participants, plans for student transportation to and from program, and plans for safety and supervision of students. Describe the qualifications of the program director and other key staff implementing the program, including education and/or work experience. (25 points)
- C. The ability of the recipient to support the proposal both programmatically and fiscally. Show demonstrated effectiveness to serve the populations addressed. (10 points)
- D. Plan for the evaluation of the program's effectiveness, including outcomes of the program. (10 points)
- E. Plan for engaging program participants throughout the school year. (5 points)

15 points Budget Request

Budget Form – (Appendix C)

- In the first column, indicate the amount of funding you are seeking from Montana GEAR UP for each category. GEAR UP funding is not allowed in some categories indicated by shaded grey boxes.
- In the second column, provide narrative to describe and adequately justify each budget amount being requested. Include details (calculations) on how each amount was determined.
- In the third column, indicate the anticipated amount for matching funds (in-kind contributions, salary, volunteer time, rent, utilities, cash, etc.) that you will contribute in

the appropriate category.

- Please note that matching funds are required for 50% of the total grant amount but do not need to be reflected in each requested category. For example, if \$1,000 is requested in the “consumable supplies” category, you are NOT required to match exactly \$500 of consumable supplies.
- In the fourth column, provide an explanation of the matching contribution.
- Up to eight (8) percent of GEAR UP funds being requested may be claimed as Indirect Costs. Montana GEAR UP requires documentation of the recipient’s approved restricted indirect cost rate.

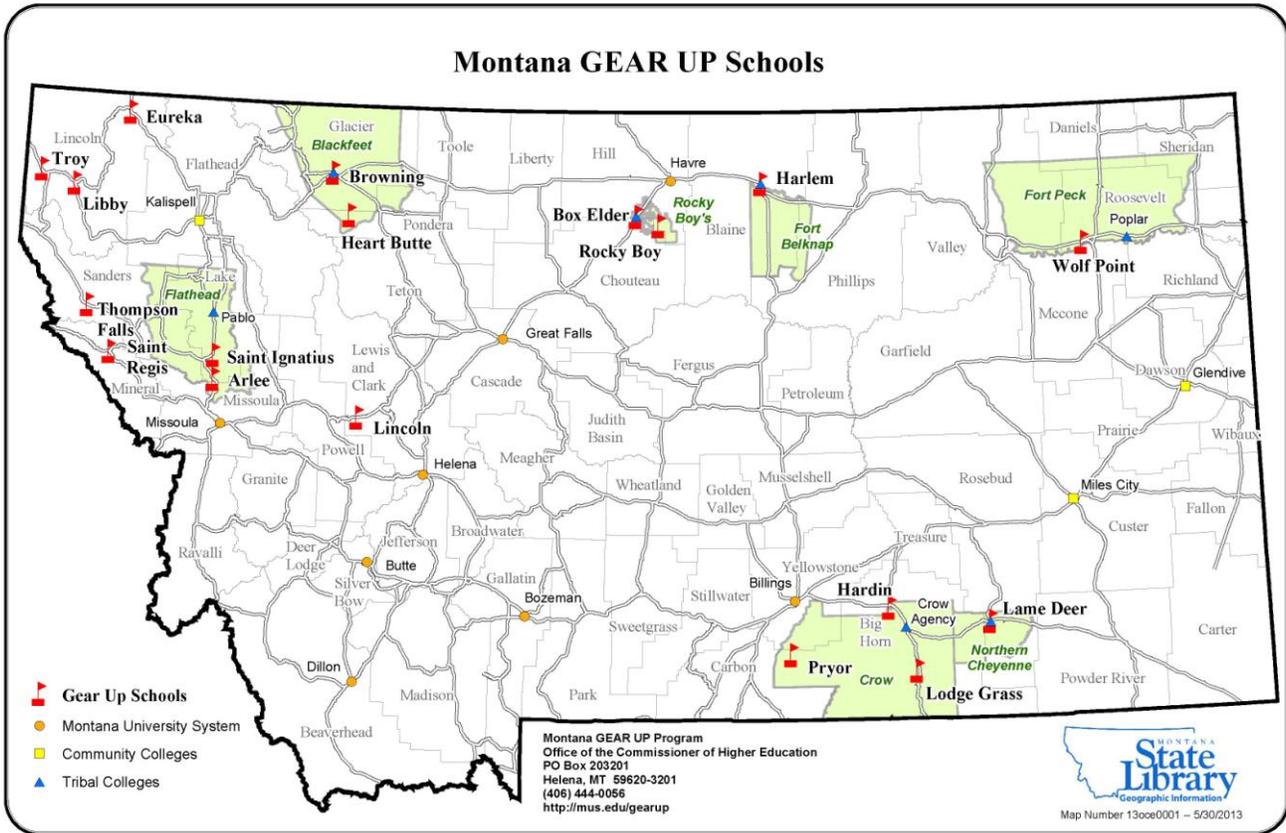
100 points **Total Maximum Points**

Appendix A – Cover Page
Montana GEAR UP
2015 Academic Enrichment Summer Program

1. Name of Applicant:		
2. Address of Applicant (Include Dept./Unit, Street Address/P.O. Box Number, City, State, Zip Code):		
3. Proposed Summer Program Name:		
4. Proposed Program Dates:	5. Total GEAR UP Funds Requested:	6. Total Matching Funds Anticipated:
Program Director		
Name (print):		Title (print):
Office Phone Number:		Cell/Other Phone Number:
Email:		
Authorized Fiscal Agent		
Name (print):		Title (print):
Office Phone Number:		Cell/Other Phone Number:
Email:		
<p>By signing and submitting this proposal, the signatories are certifying that (1) the institution and the proposed program are in compliance with all applicable Federal and State laws and regulations; and (2) that GEAR UP funds will be used to supplement, not supplant existing funds.</p> <p>Program Director: _____ Date: _____</p> <p>Authorized Fiscal Agent: _____ Date: _____</p>		

Appendix B

Montana GEAR UP Schools



The following schools are serving incoming 7th-11th grade students for 2015 summer programming: Eureka, Troy, Libby, and Thompson Falls. The rest of the schools are serving incoming 7th -12th grade students.



Appendix C – Proposed Budget

Montana GEAR UP 2014 Academic Enrichment Summer Program

Proposed Budget	Requested GEAR UP Funds	Provide narrative to describe and justify each amount requested. Include details/calculations on how each amount was determined.	Anticipated Match Funds	Provide explanation for anticipated matching funds. Match is required for the minimum total of grant funds received, not on a per category basis.
PERSONNEL SERVICES				
Salaries				
Hourly Wages				
Employee Benefits				
Total Personnel Services:				
OPERATING EXPENSES				
Contracted - Instructors				
Contracted - Chaperones				
Volunteer Services (match only)				
Consumable Supplies				
Equipment Usage (match only)				
Printing				
Postage and Mailing				
Telephone				
Travel				
Rent				
Utilities (match only)				

Student Lodging (dorm)				
Student Meals				
Other (Specify)				
Other (Specify)				
Total Operating Expenses:				
TOTALS				
Total Personnel Services				
Total Operating Expenses				
Indirect Costs (= < 8% of the TOTAL GEAR UP funds requested)				
Total Requested & Matched:				