



New Haven Tutoring Initiative (NHTI) Tutoring Grant Opportunity Fall 2023

Grant Applications due Wednesday, September 13th, 2023 by 4:00pm EST

I. Grant Overview:

The City of New Haven funded the New Haven Tutoring Initiative to help New Haven Public School students in kindergarten-5th grade improve their literacy and math skills. The goal of the NHTI is to assist after-school youth agencies in New Haven to have the resources and support they need to provide impactful afterschool tutoring experiences that will help children build those skills. As the coordinating organization for the New Haven Tutoring Initiative (NHTI), United Way of Greater New Haven (UWGNH) is releasing the first NHTI grant opportunity for after-school youth agencies to apply for funding support during the Fall 2023 academic semester. All funded grantees will receive coaching and program support from either New Haven Reads as the lead literacy organization or New Haven Counts as the lead math organization.

II. Program Models and Grant Options:

There are two different grants that are based on two different program models – the “Tutoring Model” which provides structured 1:1 tutoring and the “Infusion Model” that provides less structured, large group tutoring activities. An agency can only apply for one grant for the Fall semester and can only apply for either a literacy or math tutoring program. This is the application for the Tutoring Model. Please click [HERE](#) if you want to apply for the Infusion Model.

Tutoring Model:

The ***Tutoring Model*** requires that programs provide structured 1:1 tutoring (or for more experienced programs, it can be small group tutoring) for a minimum of 2 days/week for an hour each day. Tutoring may be provided by staff and/or with the help of volunteers. Students must take assessment tests to determine their skill levels at the beginning of the program (to determine placement) and at the end of the program (to measure growth). New Haven Reads and New Haven Counts will work closely with Tutoring

Model partners to train staff and volunteers, match volunteers, set up assessments, conduct weekly coaching visits, and provide significant coaching support.

This grant is intended for youth agencies that already offer after-school academic activities (e.g., tutoring, homework help, etc.), have staff who run these activities, and have the capacity to set up the required systems and assessments required for this type of intensive tutoring. This grant is for programs that want to uplevel their capacity and grow the number of students they serve.

There will be a limited number of new Tutoring Model grants awarded in order to ensure high-quality coaching and support from New Haven Reads and New Haven Counts. Grant applications require a proposed budget, but New Haven Reads and New Haven Counts will review and work with newly awarded Tutoring partners to finalize budgets. The maximum grant award is \$20,000, funding awards will be competitive, and awards could be made for a portion of the total funding request.

III. Future NHTI Grant Opportunities:

Programs that receive grants for Fall 2023 will be eligible to re-apply for future semesters and summers. If a youth organization considering this opportunity isn't ready to apply this Fall, the next NHTI grant opportunities will be posted in November 2023 for the Spring Semester (January-June) 2024 tutoring programs, and in March 2024 for Summer 2024 tutoring programs.

IV. Eligible Grant Applicants:

To be eligible, all Tutoring Model grant applicants must:

- Be a tax-exempt agency operating in New Haven:
 - Not-for-profit organization with 501(c)(3) status
 - Government agency
 - School or academic institution
 - Faith-based organization
 - Have a documented fiscal sponsorship
- Have provided youth programming for a minimum of at least 2 years.
- Serve New Haven students who attend New Haven Public Schools in kindergarten through grade 5.
- Provide in person after-school programming.
- Have a Non-Discrimination Policy.
- Serve young people and families who are included in the [ALICE and below](#) population (e.g., lower-income households).
- Prioritization will be given to programs that have demonstrated the ability to successfully engage underserved communities such as but not limited to,

communities of color, low-income families, immigrant families, female-headed and/or single-parent households, and families who have children with disabilities.

V. Program Requirements:

All eligible Tutoring Model grant applicants must commit to:

- Provide after school literacy or math tutoring activities (October-December) that serve students kindergarten-5th grade.
- Provide in-person tutoring.
- Utilize the New Haven Reads or New Haven Counts research-based curriculum model (or a literacy or math tutoring curriculum approved by NHR/NHC) with fidelity.
- Provide 1:1 or small group tutoring (no more than 4 kids with similar level skills in a group) for a consistent group of students.
- Provide tutoring activities a minimum of 2 days/week and 1 hour each day.
- Keep records for each participating student on attendance, number of books read, assessment data, and other metrics TBD.
- Conduct pre- and post-assessment tests for each participating student and coordinate sharing results with the NHTI.
- Obtain permission from parents for their student's participation in the NHTI and to acknowledge that their child's data will be confidentially stored in a secure database.
- Complete background checks for all staff, interns, and volunteers who work with the students in this program.
- Offer programming to a consistent group of students over a minimum of 8 weeks this Fall.

VI. Data and Outcomes Requirements:

All eligible Tutoring Model grant applicants seeking funding must demonstrate their ability and willingness to:

- Have New Haven Reads or New Haven Counts observe their program, support data collection, and receive coaching and feedback.
- Track participant demographics (neighborhood/ward of students, age/grade, gender, race and ethnicity, and socio-economic status of the family).
- Track attendance.
- Conduct pre/post student performance measures.
- Describe how they measure program impact.
- Share program outcomes at the end of the semester.

VII. Timeline:

Grant Announcement	Friday, Aug. 25 th , 2023
Grant Information Session	Thursday, Aug. 31 st , 2023 4:00pm-5:00pm
Grant Application “Office Hours” Support	Thursday, Sept. 7 th , 2023 4:00pm-5:00pm
Grant Application Deadline	Wednesday, Sept. 13 th , 2023 by 4:00pm
Notification of Awards	Wednesday, Sept. 27 th , 2023
Grant Period	*October 1 st – December 31 st , 2023

*The grant period can begin September 1st, 2023 for current NHTI partners.

Submit grant application questions via email to Aly Fox at afox@uwgnh.org

VIII. Application Submission:

- **All Tutoring Model grant applications must go through the online application portal [HERE](#).**

IX. Terms and Conditions:

Once selected, grantees will be required to complete the following to receive funding:

- Send a signed MOU agreement, provide a Certificate of Insurance (with specific areas of coverage that will be shared once awarded), Non-Discrimination Policy, 501(c)3 or Fiscal Sponsor documentation, and a W-9.
- Identify designated staff to lead and support the tutoring program – which includes attending required trainings from New Haven Reads/New Haven Counts.
- Regularly attend monthly NHTI coalition meetings to share challenges, lessons learned and successes.
- Host weekly site visits with New Haven Reads/New Haven Counts literacy and math instructors during your fall semester programming.
- Conduct pre- and post- literacy and math assessments of all participating students.
- Complete a program report with participant demographics and program impact details at the end of the grant period.
- Complete a financial expense report at the end of the grant period.
- Send organizational representation to NHTI community and media events.

X. Grant Application Questions:

Tutoring Focus Selection:

- Please select the type of tutoring program you are applying for: literacy tutoring or math tutoring (checkbox)

Organization Information:

- Agency Name
- Contact First & Last Name
- Job Title
- E-mail Address
- Phone Number
- Organization Address for primary place of business
- Executive Director Name
- Executive Director Email
- Please select the option that describes your agency: 501(c)3 / Fiscal Sponsor (Awardees will be required to provide their IRS determination letter or a letter from their fiscal sponsor)
- Do you have a non-discrimination policy? (Awardees will be required to submit a copy of their Board approved non-discrimination policy) Y/N
- How many years have you been providing youth programming in New Haven? (Number only)
- What New Haven neighborhoods does your program primarily serve?
- Please complete and upload the staff demographics and students served demographics templates provided at the end of the application. (Y Checkbox)
- Please tell us more about your current after-school programming (do you have a focus activity, who do you serve, what are your program goals, etc.)
- Please tell us why you are applying for this NHTI grant.

Program Design

- Please provide the start and end dates for your Fall after-school program (between October – December 2023).
- When does the program operate (days of the week and hours per day)?
- When will the tutoring activities take place (days of the week and hours per day)?
- Where will your tutoring programming take place? (Program Site Address, please list all site addresses where tutoring will take place)
- How many (unique) students will your overall program serve? (October – December)(Number Only)
- How many (unique) students will your tutoring program consistently serve over the fall semester? (October – December) (Number Only)
- What grade(s) of students will your tutoring program serve? (October – December) (Checkbox for all that apply K, 1st, 2nd, 3rd, 4th, 5th)
- How many full-time paid staff members will be engaged with the tutoring program specifically? (Number Only)

- How many part-time paid staff members will be engaged with the tutoring program specifically? (Number Only)
- Do you currently utilize volunteers to help run your after-school programming? (Checkbox Yes/No)
- How many volunteers will be engaged with the tutoring program specifically? (Number Only)
- What will be your program staff/volunteer to student ratio for the tutoring program? (enter as #staff/#volunteers:#students)
- Do you need assistance recruiting volunteers? (Yes/No/Maybe)
- Do you already have a system you use for conducting background checks for staff, volunteers, and interns? (Checkbox Yes/No)
- If yes, what background check system do you use?

Program Technology & Outcomes

- Will you be using the New Haven Reads literacy tutoring curriculum or the New Haven Counts math tutoring curriculum? (Yes/No)
- If “No,” what is the tutoring curriculum/model you will be using? (New Haven Reads/New Haven Counts will need to review and approve your tutoring curriculum, assessments, etc.)
- Do you already have appropriate books for the students as part of the literacy or math tutoring program?
- Do you need to purchase additional books for the literacy or math tutoring program?
- What technology do you use for your tutoring program? (Chromebooks, laptops, phones, etc.)
- Will you need to purchase additional technology to support the program? If so, what technology do you need and how many?
- Do you already have access to Lexia licenses (literacy) or NWEA (math)?
- Do you already track and measure program and/or tutoring outcomes in any way? If so, what outcomes do you measure and how do you measure them?
- Is there anything else you'd like us to know about your plans for a literacy or math tutoring program?

Program Budget & Use of Funds

- How much is your organization's annual budget? (Number Only)
- How much is your proposed Fall tutoring program budget? (Number Only)
- What amount of funding are you requesting to support your tutoring program? (Number Only)

- Describe how you would use these funds to support your tutoring program budget.
- Are your tutoring programs offered free of charge, or is there a fee to participate in the program? (Checkbox – Free, Participation Fee)
- If there is a fee, what is the cost and is there a sliding scale or are there any scholarships offered?
- Please use the budget template provided to provide a high-level breakdown of proposed costs (e.g., \$5,000 for staffing, \$2,000 for supplies, etc.) for your funding request. (Y checkbox)
- If you only received partial funding from this grant request, would you still be able to offer this tutoring program?

Supporting Documentation

Use the included excel spreadsheet to complete each of the three separate tabs to provide: 1) your staff demographics; 2) your estimated students served demographics; and 3) and proposed budget. There is a sample budget included to review as an example.

XI. Grant Application Evaluation Criteria:

Applications that are submitted by the deadline will be evaluated by a diverse committee of UWGNH staff, New Haven Reads staff, New Haven Counts staff, City of New Haven staff, and community members. Answers will be reviewed and evaluated based on the strength of an applicant's:

- Program Design & Community Served
- Organizational Staffing Capacity
- Willingness & Ability to Track Program Demographics & Measure Program Outcomes
- Proposed Program Use of Funds

Additional calls may be scheduled with an organization to better understand their application.

For any questions about the grant application, please contact Aly Fox at afox@uwgnh.org.

This project is being supported, in whole or in part, by Federal Award Identification Number SLFRP3212 awarded to the City of New Haven by the U.S. Department of the Treasury.