Building Opportunities for Out-of-School Time (BOOST) Grants
Application Guidance
August 11, 2021

This document is meant to provide guidance to applicants regarding the questions asked in the application. Be sure to review this document, the Frequently Asked Questions document and the RFP to gain a complete understanding of the BOOST Grants. Additionally, applicants are invited to join the Applicant Workshop on Monday, August 9 in which we will review this information and walk you through the online grant application portal. Participation in the Applicant Workshop is optional. Visit GSAN's [BOOST Grants Program webpage](#) for the recording of the Applicant Workshop, the RFP, and the FAQs document. If you still have questions about the BOOST Grants Program or the application questions after reviewing these resources, please contact GSAN staff at [BOOST@georgiavoices.org](#).

Completing the Online Application
As a reminder, **your program's/organization's response to the application must be [submitted online](#).** Please make sure your organization/program meets the eligibility criteria outlined in the RFP before beginning an application.

Applications must be submitted no later than Thursday, August 19, 2021 at 5 p.m. Applicants may only apply using the online application found [here](#). Incomplete applications and those submitted after 5 p.m. on the deadline will not be considered for funding. Only one application will be accepted from each organization. The only exception will be for a youth development organization that also serves as a fiscal agent for another program/organization.

IMPORTANT: Applicants that do not have an Organizational Profile on [United Way of Greater Atlanta's Grants Portal](#) should begin their applications no later than Tuesday, August 17 as it takes up to 24 hours for the Organizational Profile to be approved and for applicants to receive their username and password for FLUXX, United Way's Grants Portal. Within 24 hours of completing the first step (setting up the Organizational Profile), applicants will receive an email with their username and password and be notified that they may begin the second step of the process, completing the BOOST Grants Application.

TIPS:
- ✓ GSAN encourages applicants to **work on their application answers in a document saved to their local drive or desktop** rather than drafting all answers in the online application. In the event that there are technical challenges, doing so will prevent applicants' work from being lost.
- ✓ Applicants should **use the Google Chrome web-browser** to complete their applications. The online application portal works best with Google Chrome. Learn more about Google Chrome and download the browser [here](#).
- ✓ To edit any of the information in your Organizational Profile, the People section or your BOOST application, click on the **Edit** button found at the top right corner of the browser. As you work on your application, click **Save and Continue** at the bottom of your screen. This allows you to continue working on your application and saves your information as you work. When you are going to step away, click **Save and Close** at the bottom of your screen. This saves the information you have entered and closes that specific screen.
- ✓ You will see a "character count" tracker below any question that has a word limit. For the purposes of this application, one word is calculated at 5 characters.

✓ Click **Submit** only when you have reviewed the information in your application and are ready for GSAN to review your submission. If you click **Submit** and receive an error message at the top of the screen, the system will direct you to the questions that you must still address. If any of the questions you must address do not apply to your request, simply enter N/A.

✓ **IMPORTANT:** If you do not click **Submit**, your application will not be considered. Be sure that you are truly ready to **Submit** before doing so as once you have submitted, you will not be able to make any further edits.

Getting Started

Click here to be directed to the online application. As a reminder, GSAN is partnering with United Way of Greater Atlanta to use their online grant application portal, FLUXX. On the right-hand side of the welcome screen, you will see a link to **Apply for a BOOST Grant**. Once you click on the link you will see a 3-question eligibility quiz. If your organization is eligible to apply following the completion of the eligibility quiz, you will be taken to a page where you can set up your Organizational Profile. If you already have a profile in the portal, you should still go through this process. United Way staff will link your request to start a BOOST application and any updated information you just provided to your existing profile.

Organizational Profile *(Note: not every data point requested in the Organizational Profile is included in this guidance document as much of it is self-explanatory.)*

Search EIN #: *Once you provide your Federal EIN (Employer Identification Number) and click the **Search** link to the right of the cell, the system will gather data from Guidestar to pre-populate your profile. You do not have to use the pre-populated information, but using it requires you to have to enter less information. Note that your EIN is the only number issued to your organization by the federal government. For nonprofit organizations, the EIN is the number on your letter of determination when you obtain 501(c)(3) status.*

Tax ID: *This is the same number as your EIN.*

Agency Type: *Choose either non-profit or government agency. Do not choose community-based organization.*

Primary Contact Information: *Enter the contact information for the primary contact for your BOOST application.*

Annual Expenses / Income: *Enter the information for your organization's **last completed fiscal year**.*

Annual Budget: *Enter the total operating budget, your total planned expenses, for your organization's **current fiscal year**.*

Once you provide all the information in your Organizational Profile, click the Submit Request button and your Profile will be submitted for review. It takes up to 24 hours for the Organizational Profile to be approved and for applicants to receive their username and password for FLUXX, United Way's Grants Portal.

Within 24 hours of completing the first step (setting up the Organizational Profile), applicants will receive an email with their username and password and be notified that they may begin the second step of the process, completing the BOOST Grants Application. You will find your BOOST application under the Requests section on the left side of the page; it will appear as a Draft request.

BOOST Grant Application

General Information
Fiscal Agent: *If your organization is using another nonprofit organization as its fiscal agent, provide the name of the fiscal agent organization along with the contact information for the organization's leader and their mailing address. You will have to coordinate with your fiscal agent on the submission of pre-authorized expense forms as well as reports. GaDOE will make payments on your behalf to your fiscal agent. It will be your responsibility to work with your fiscal agent to receive the funds GaDOE has paid them on your behalf.*

How many years has the afterschool and/or summer learning program been operating? *Enter the total number of years your afterschool and/or summer learning program has been serving the community.*

Are you applying for:
- Summer enrichment grants (programming for youth 5-18 years-old)
- Comprehensive afterschool grants (for those that provide programming during the school year for youth 5-18 years-old)
- Year-round programming grants (summer enrichment + comprehensive afterschool)

Select which type of grant you are applying for. If your organization only provides summer enrichment programming, select that option. If your organization only provides comprehensive afterschool programming, select that option. If your organization provides programming year-round (comprehensive afterschool and summer enrichment), select the year-round option. It is important to select the correct option as that will determine which questions you will see and which ones the system will require you to answer.

Sites & Program Duration
Sites & Site Locations: *Click on the > to expand the section. Once you do that you will see the list of 159 counties in Georgia along with a cell by each one. For each county in which you offer afterschool or summer enrichment programming, enter the number of sites in that county. Do so for all the counties in which you offer these programs or the ones in which you plan to expand to through the BOOST grant.*

Have you entered the number of sites you have in each county above? *Once you have entered the number of sites per county, select yes. This question is here to ensure applicants have expanded the list of counties and provided the required information.*

What percent of your afterschool and/or summer enrichment sites are located in counties with no current programs receiving government funds through 21st Century Community Learning Centers Program or the Afterschool Care Program? Click here for a list of counties with no such programming. *The BOOST Grants program is giving priority to programs that are located in counties with no current programs receiving government funds through 21st Century Community Learning Centers Program or the Afterschool Care Program. The link is provided here for you to verify whether the county/counties in which you have sites have programs funded by 21st CCLC or the Afterschool Care Program.*

The following questions are asked relating to both summer enrichment and afterschool programming. If your organization only provides summer enrichment programming, you will only see the summer enrichment section. If your organization only provides afterschool programming, you will only see the afterschool section. If your organization provides year-round programming, you will see both sections.

Total number of sites: *Enter the total number of sites for your summer enrichment and/or afterschool programming. If you only provide one of the types of programs – summer enrichment or afterschool programming – the system will only ask you to enter the total number of sites for that particular type of program. Programs that*

operate year-round will be required to enter the total number of sites for their afterschool program separately from the total number of sites for their summer program.

Start date AND End date: *Provide the start and end dates for your program. If you operate an afterschool program, your start and end dates will align with the school year calendar. If you operate a summer program, your start and end dates will fall during the summer months. Programs that operate year-round will be required to enter the dates for their afterschool program separately from the dates for their summer program.*

Days per week | Hours per day | Hours of learning acceleration per day | Total weeks per year | Total hours of programming available per year: *In this section, enter how many days per week and hours per day your program operates during summer and/or afterschool months. Also enter the number of learning acceleration hours per day that are offered. Then enter the total number of weeks in the summer/afterschool and the total number of hours for your summer/afterschool programming. Programs that operate year-round will be required to enter the data for their afterschool program separately from the data for their summer program. Note that programs that have longer operating hours will score higher than those that have shorter operating hours. Program that operate more days per week will score higher than those that operate fewer days per week. Details about how this will be scored can be found in the Rubric included in the RFP.*

Youth Served

The following questions are asked of organizations that offer both summer enrichment and afterschool programming. If your organization only provides summer enrichment programming, you will only see the summer enrichment section. If your organization only provides afterschool programming, you will only see the afterschool section. If your organization provides year-round programming, you will see one section for summer enrichment and one section for afterschool programming.

What is the estimated annual number of unduplicated youth served in your afterschool/summer program? *Enter the total number of unduplicated youth you anticipate serving through your summer enrichment/afterschool program given the number you have served in the past.*

Age range grant will serve: *Enter the **number** of unduplicated youth by school age group you anticipate serving through your afterschool/summer enrichment program given the number you have served in the past.*
- Elementary (rising K-5 students) # of children:
- Middle school (rising 6-8 students) # of youth:
- High school (rising 9-12 students) # of youth:

% of youth served who receive free and reduced-price lunch recipients or directly certified: *Enter the % of students served that meet this criteria.*

If free and reduced-price lunch recipients is not collected, please estimate the % of students served based on school districts or individual schools served. *As requested, if your organization does not collect information on free and reduced-price lunch recipient, please enter the estimated % of students your organization serves during the summer months who receive free and reduced-price lunch based on the data available for the school districts or individual schools served.* [Click here](#) *for GaDOE's source for data on free and reduced-price lunch recipients. Select the October 2020 data set from the drop-down menu then select the school district(s) in which your program participants attend school and click "Get Report". You will be able to see the data for all the schools in that district.*
- *"*" by the schools your participants attend indicates Free and Reduced Lunch (FRL) percentage is greater than 95%.*
- *"#" by the schools your participants attend indicates FRL percentage is less than 5%.*
- *"NA" by the schools your participants attend indicates the school does not participate in the FRL program.*

School district(s) served: *Enter the name(s) of the school district(s) your summer/afterschool program serves.*

Demographics of youth served: *Enter the **percent** of youth you anticipate serving through your summer/afterschool program for the different groups/categories indicated based on who your organization has served in the past. Each will have various options. If you do not collect or track this data, enter estimates. You will later be able to explain your estimates.*
- Gender
- Race
- Ethnicity

**Applicants must ensure all demographics equal 100%.

If any demographic data is not collected, please explain. *If you do not collect information on gender, race, and ethnicity, explain why your organization has chosen not to collect the information.*

Program Application
Title of Project/Program: *Enter the name of your program or project.*

Grant Purpose (a two-sentence explanation of the grant project): *Provide a brief explanation of your program or project. For example: To provide year-round comprehensive programming to students ages 5-14 in Bartow County.*

All applicants must use grant funds to address at least 1 of the 3 BOOST purposes. Which purpose(s) will your program be addressing? *Select which purpose(s) of those outlined below your program will address. Click on your selection(s) one at a time OR hold down the Control key (CTRL) and click on each of the purposes and then click on the > arrow. Once you see your selection(s) in the box on the right, you will know your selection has been saved. As you determine which option(s) to choose, ensure that the program – as described later in the application in your narrative answers – aligns with the purpose(s) you choose here.*
1. Expanding access to serve more youth, with an emphasis on children who were most impacted by the pandemic.
2. Reducing barriers, such as transportation and enrollment costs, to ensure access for all.
3. Increasing programmatic quality and expanding or enhancing supports/services offered.

All applicants must offer learning acceleration, as well as programming in at least 2 other critical content/service areas. Which content/service areas will your program be offering? *As indicated in the eligibility section of the RFP, all applicants must offer learning acceleration programming and at least 2 other critical content/service areas. We recognize some organizations are able to provide all 4 content/service areas while others may not. As you determine which option(s) to choose, ensure that the program – as described later in the application in your narrative answers – aligns with the critical content/service areas you choose here. Click on your selection(s) one at a time OR hold down the Control key (CTRL) and click on each of the purposes and then click on the > arrow.*
- Learning acceleration (required component)
- Enrichment activities, such as the arts, career exploration, and service learning
- Healthy eating & physical activity
- Well-being and connectedness, such as mental health supports, problem solving, and team building

Organization History and Program Design
Briefly describe your agency/organization, its structure, staff, and its history of successful grant management. If this is a new program, describe your structure, staff and proposed fiscal management. (Limit: 1250 characters) *Describe your organization, its structure, staff, and history of successful grant project management. If you have operated afterschool or summer programming in the past, ensure that your history of successful grant project*

management relates to that programming. If the program is new, adequately describe the proposed structure, staff and fiscal/financial management for the program. Through this answer, Application Readers are trying to understand your organization's general track record and your history as it relates to delivering programming to students.

How was the need for this program/project identified? Please describe the population demographics of the primary communities served and how your program design is meeting community needs. (Limit: 1500 characters)
Earlier in the application you provided demographic data on the population served by your program(s). Through this question, explain to the Application Readers how you determined the need for this program/project in the first place. Was it based on data? Did a school district ask you to launch a program? Did the community's residents make a request to your organization? Be sure to describe the children/youth to be served and to make a strong connection between the specific needs of the community to be served and the proposed program. Available resources to support your response can be found at:
- *https://www.georgiainsights.com/*
- *http://datacenter.kidscount.org/data#GA*
- *https://neighborhoodnexus.org/maps-and-data/maps/*
- *https://getgeorgiareading.org/data/find-data/*
- *https://www.unitedwayatlanta.org/child-well-being-map/ (available for greater Atlanta)*

Describe the youth, family, and community outreach methods to support program design and to recruit youth to the program. (Limit: 950 characters) *Describe the general methods your organization uses to solicit input from youth, families and community residents to design your program and how you typically recruit program participants.*

Are measures in place to provide low or no-cost programming for students? ☐ Yes ☐ No
If yes, please describe scholarships awarded to decrease or remove the cost to participate and/or the fees, including a sliding fee schedule, students pay to participate. If some or all youth are able to attend at no or low cost, please note that.
If no, please explain. (Limit: 950 characters)
GSAN and GaDOE understand that cost is at times a barrier to participation. This is why one of the BOOST Grant purposes is to reduce barriers to ensure access for all. Applicant Readers will award higher points to organizations that have measures in place to provide low or no-cost programming. If you provide low or no-cost programming, your answer needs to describe what that looks like – do you offer scholarships that decrease or remove the participation cost? Is there a sliding fee schedule based on family income? Your answer should also indicate what % of your program participants participate while paying a low cost and what % of those served pay nothing to participate. If you do not have any measures in place and all of your students pay the same fee, please explain your organization's decision to operate the program in this manner. If you plan to use BOOST funds to provide low or no-cost programming, explain that here.

Is transportation for youth included? ☐ Yes ☐ No
If yes, please explain.
If no, please explain. (Limit: 625 characters)
GSAN and GaDOE understand that transportation is at times a barrier to participation. This is why one of the BOOST Grant purposes is to reduce barriers to ensure access for all. While providing transportation for program participants is at times necessary for those most in need to be able to participate, it is not always feasible or necessary. If you provide transportation or support for transportation costs, please describe what you are doing to ensure transportation is not a barrier including under what circumstances transportation is provided and by whom. If you do not provide transportation, please explain your organization's decision not to provide transportation or support for transportation. If you plan to use BOOST funds to provide transportation, explain that here.

Are strategies in place to recruit, serve, and/or address specific needs of the following populations. *Select any of the population groups for which your organization has recruitment and service strategies in place.*
- Youth receiving free or reduced price lunch?
- Youth with disabilities and/or special needs?
- Youth experiencing homelessness?
- Youth in foster care?
- English language learners?
- Migratory youth?

Please describe program strategies. (Limit: 1900 characters) *GSAN and GaDOE are aware that the populations identified as the BOOST Grant's target populations were those most adversely impacted by the pandemic in 2020. This is why the BOOST Grant is prioritizing funding for programs that serve these target populations. First you will select which of the 6 target populations your program serves. In the narrative portion of the answer, you should outline your plan for serving the target populations. Be sure to include the various outreach strategies you use. Your plan should be realistic and achievable and should lead you to recruit a full complement of program participants, including additional expanded capacity.*

Programming Overview

Please provide a description of the proposed activities for which you would use these grant funds to meet your identified program purpose(s). How will the program help youth re-engage and connect, support learning and developmental skill building, and meet the immediate needs of youth and families? (Limit: 3000 characters) *As you describe the proposed program/project, refer to the question in the Program Application section in which you selected from the 3 BOOST grant purposes. Your program/project description needs to connect to those purposes and describe how: 1) the grant funding will be used to serve additional children or youth and/or to subsidize enrollment costs, particularly for students most impacted by the pandemic; 2) the grant funding will be used to reduce barriers, such as transportation and enrollment costs, to ensure access for all; and 3) the grant funding will be used to increase programmatic quality and expand or enhance supports/services offered. Additionally, as you describe the various activities, be sure to note alignment with evidence-based strategies for afterschool and summer enrichment programs. The following is a sampling of resources you can consult:*
- *Georgia Afterschool and Youth Development Quality Standards http://georgiaasyd.org/quality-standards/*
- *Evidence-Based Interventions: Summer Learning or Enrichment and Comprehensive Afterschool Programs https://bit.ly/EvidenceBasedAfterschoolandSummer*
- *Planning for Impactful Summer Learning 2021 http://bit.ly/SummerImpactPlan*
- *Help Kids Recover Evidence-Based Strategies https://www.helpkidsrecover.org/evidence-based-strategies/*

Which of the following components do you plan to provide as part of your programming? Please select all components that your program will offer.
- Learning acceleration: literacy/reading skills
- Learning acceleration: academic remediation/credit recovery
- Learning acceleration: STEM
- Learning acceleration: college readiness
- Learning acceleration: job/career readiness
- Enrichment activities: visual and performing arts
- Enrichment activities: crafts
- Enrichment activities: career exploration
- Enrichment activities: financial literacy
- Healthy eating and physical activity: sports/recreation

- Health eating and physical activity: nutrition education
- Well-being and connectedness: mental health supports
- Well-being and connectedness: problem solving
- Well-being and connectedness: team building
- Well-being and connectedness: mentoring
- Well-being and connectedness: Social-Emotional Learning
- Well-being and connectedness: civic engagement
- Well-being and connectedness: community service and service learning
- Well-being and connectedness: family & parents activities

Select as many of the components that your program will offer. GSAN is aware that this list is not all-inclusive. In your narrative answers, feel free to expand upon your choices and/or describe other program components not captured by the choices offered.

Please provide a brief description of the proposed activities to help youth accelerate learning. (Limit: 1900 characters) *Learning acceleration is a required critical content/service area given the learning losses that students experienced in 2020 and 2021 due to the pandemic. In the space provided, describe the learning acceleration component of your programming. Note any evidence-based strategies you are implementing to help youth accelerate learning. Feel free to describe how you will staff the learning acceleration component: will you use certified teachers or hire tutors? Does your program have a strong relationship with the school(s) your students attend that can support the learning component? If you have students who have different learning needs, how will you address those and adequately support those students?*

Please provide a brief description of the proposed activities to help youth explore new interests, build social and emotional skills, connect with peers, and build positive relationships with caring adults. (Limit: 1900 characters) *This question provides you with the opportunity to describe the proposed program activities that relate to enrichment and well-being and connectedness, two of the other critical content/service areas. Use the space to describe the programming in these areas that you selected in the question above. Note any evidence-based strategies you are implementing to help youth explore new interests, build social and emotional skills, connect with peers, and build positive relationships with caring adults. Feel free to describe how you will staff these program components: will you hire (contract or staff) individuals with specific expertise in the arts, college awareness, career readiness, counseling, etc.? Will you partner with other organizations that have this expertise in house? Are field trips an important aspect of programming? How will you accommodate students with different needs (physical, social, emotional, health, etc.)?*

Please provide a description of the program environment, including how it differs from and is complementary to the school day, provides a positive, supportive climate for all youth, and promotes whole child well-being, development, and connectedness. (Limit: 625 characters) *Applicant Readers need to visualize the space you will use for your program. Be sure to describe it well, including how the space is appropriate for the ages of children and youth being served, sufficient in size, and different than school-day classroom.*

Please provide a description of the opportunities for physical activity and access to outdoors provided. (Limit: 625 characters) *This question provides you with the opportunity to describe the proposed program activities that relate to physical activity, one of the five critical content/service areas. Additionally, we are interested in learning about what equipment including playgrounds students will have access to outdoors. Describe the physical activity programming, noting any evidence-based strategies you are implementing. Feel free to describe how you will staff these program components: will you hire (contract or staff) individuals with specific expertise in different sports or other types of physical activity? Will you partner with other organizations that have this expertise in house? How will you accommodate students with different needs (physical, social, emotional, health, etc.)? Be sure to allocate enough space to adequately describe your outdoor space.*

Does your program participate in federal meal programs, such as the Child and Adult Care Food Program (CACFP) and Summer Meals Program? ☐ Yes ☐ No

If yes, which meals are provided? Afterschool Snack, Afterschool Supper, Summer Breakfast, Summer Lunch, Summer Supper, Summer Snack

GSAN and GaDOE are interested in learning about which programs across the state of Georgia participate in federal meal programs. This information is requested purely for data collection purposes and will not be scored. Click on your selection(s) one at a time OR hold down the Control key (CTRL) and click on each of the options and then click on the > arrow. Once you see your selection(s) in the box on the right, you will know your selection has been saved.

Will nutrition, including snacks and meals, be provided to youth? ☐ Yes ☐ No

If yes, please describe which meals and what will be provided.

If no, please explain. (Limit: 625 characters)

This question provides you with the opportunity to describe what kind of nutrition your program will provide students. We recognize this may be duplicating information you provided in the previous question, but not all programs participate in federal meal programs. Be sure that in the space provided you detail the different types of foods offered to students during snacks and meals. Also include information about the meal schedule. We recognize it is not always feasible or possible to provide nutrition, including snacks and meals, to students. If your organization does not provide nutrition to students, please explain why you have decided not to do so.

Staffing & Partnerships

Describe your staffing for this program. If you are adding staff, how will they be selected? What qualifications are required? (Limit: 1250 characters) *This is your opportunity to outline how you will staff your program. Be sure to describe your current staffing structure. If you are adding staff, your answer should outline how new staff will be chosen and what qualifications will be required. In describing your current or future staffing structure, include information about how employees who have contact with children will be supervised and supported.*

Will certified teachers be used to support learning acceleration? ☐ Yes ☐ No

If yes, please explain.

If no, please describe your plan for staffing the program. (Limit: 625 characters)

Many programs choose to use certified teachers to support learning acceleration. While this is not required, applicants that have appropriately certified and/or trained staff in place to address learning acceleration component of programming will likely score higher. If your program does not use certified teachers to support learning acceleration, explain why your organization has chosen not to use certified teachers and how you will staff this component of your programming to ensure your participating students experience learning gains through program participation.

Describe the training and supports that will be provided for staff. (Limit: 1250 characters) *Training and professional development are important to keep staff current on best practices and evidence-based strategies for working with youth and their families. Use this space to describe what professional development opportunities and supports staff receive. If your organization does not offer professional development opportunities and supports for staff, explain why your organization has made this decision and how you ensure your staff stay abreast of current practices and strategies.*

We encourage collaborating with schools and developing strong school-community partnerships. Please provide a description of how your organization partners with schools to identify and meet youth needs and/or how you will develop and strengthen school partnerships. (Limit: 1250 characters) *When schools and community organizations work together to support learning, everyone benefits. Partnerships can serve to strengthen, support, and even*

transform individual partners, resulting in improved program quality and many other benefits. Use this space to provide a detailed description of how you partner with schools to strengthen student learning. Be sure to outline how you actively strengthen the partnership with your partnering school(s).

Please list any partner organizations that are working with you and identify what support they will provide. (Limit: 1250 characters) *When organizations working in a community partner with each other, the results are often an enhancement in programming, greater community impact and more efficient use of resources. Use this space to provide a detailed description of other partners you work with, including their respective roles and responsibilities.*

Outcomes & Evaluation

For organizations providing **summer enrichment** programming, please list and describe three distinct specific and measurable intended programmatic outcomes. One outcome must be related to learning acceleration; the other two may be related to any area of programming.

- Learning outcome:
- Learning/programmatic outcome:
- Learning/programmatic outcome:

*Using the SMART outcome framework, identify three distinct intended programmatic outcomes for your summer enrichment program. The SMART system enables individuals or organizations to create a solid plan with concrete and measurable goals. SMART outcomes are **S**pecific, **M**easurable, **A**ttainable/**A**chievable, **R**elevant, and **T**imely:*

- ***Specific**: Goals should be written in the most simplistic manner possible, honing in on one specific outcome. Why? Experts believe that the clearer you are about your goal, the more motivated you will become to achieve it. For example, "Enroll 10 new students into the program by May" is more propelling than "increase student participation."*
- ***Measurable**: Goals need to be measurable in such a way that tangible evidence can be presented along the way. Attaching a target outcome to your goal will help track progress. In the example above, specifying the exact number of students you aim to enroll helps you measure progress and stay on track. The target can also be displayed in your office or program space to motivate you and program staff to stay focused on the desired results.*
- ***Achievable:** It's great to dream big and aim for the stars. However, be mindful that the goal you set isn't beyond reach. When setting a goal for your program, consider whether you have the budget, resources, staff, space, etc. available to support that goal. Setting unrealistic goals can delay your success or ultimately lead to failure.*
- ***Relevant:** Be sure that your goal aligns with your program's missions and values. Does this goal further your program's mission? Does it address an existing need in the community? Will accomplishing your goal benefit the students in your program? Whatever your goal, make sure it makes sense with the broader program goals.*
- ***Time-bound:** Goals should be linked to a timeframe that creates a practical sense of urgency, creating a healthy tension that will propel you forward. By setting a time frame, you can also outline tasks that need to be done and when in order to meet the target date.*

Your outcome statements should focus on the time period for the first year of the grant: June – July 2022. When you report at the end of year 1 and year 2, you will have the opportunity to set new outcomes for the coming years (2022-2023 and 2023-2024). Of your three outcomes, one must be related to learning acceleration while the other two may relate to any of the critical content/service areas.

For organizations providing afterschool programming during the academic year, please list and describe three distinct specific and measurable 1-year intended programmatic outcomes. One outcome must be related to learning acceleration; the other two may be related to any area of programming.

- Learning outcome:
- Learning/programmatic outcome:
- Learning/programmatic outcome:

Using the SMART outcome framework, identify three distinct intended programmatic outcomes for your afterschool program. If you are not familiar with SMART outcomes, please see above to learn more. Your outcome statements should focus on the time period for the first year of the grant: October 2021 through May 2022. When you report at the end of year 1 and year 2, you will have the opportunity to set new outcomes for the coming 12 months (2022-2023 and 2023-2024). Of your three outcomes, one must be related to learning acceleration while the other two may relate to any of the critical content/service areas.

Describe how you will evaluate the effectiveness of your program activities in helping children and youth to re-engage, connect, and learn; meet the immediate needs of families; and measure impact in the funding priorities you have identified. (Limit: 1900 characters) *Now that you have outlined your outcomes for the first year of the grant, provide an outline for how you plan to measure the effectiveness of your program activities in meeting the needs of children, youth and families. Be sure to consider and provide information about how you will measure the impact of the funding priorities you identified earlier in the application if those aren't reflected as clearly in your outcomes.*

Documents
Several documents are required attachments that must be uploaded for your application to be submitted and complete and several are optional:

Required
- [BOOST Grant Budget Projection Planning worksheet](#): *Complete the budget projection planning worksheet to represent the first year of your grant period. Under each category, provide an explanation of costs with the detail and accuracy needed to provide a clear picture of how the grant funds will be spent. Follow the instructions provided in the template (look at the first tab in the worksheet). Be sure to complete all columns and ensure that the total expenses are equal to your total year 1 request. Your budget narrative (column B, Description of Expenditures) needs to provide adequate detail about how the grant funding, related to cost categories, would be spent.*
- Last completed audit or last fiscal year internal year-end balance sheet and year-end budget with year-end actuals
- [GaDOE American Rescue Plan Act (ESSER) 2021-2024 Program Assurances for Subgrantees](#) form *Any organization that receives a BOOST grant will be a GaDOE subgrantee.*
- [GaDOE Conflict of Interest and Disclosure Policy](#) form

Optional
- Sample schedules of comprehensive afterschool and/or summer enrichment program day *Applicants may choose to provide sample schedules of their programming days if they are easily accessible. This is not a required attachment, it is optional.*
- Memorandum of Agreements with community partners if activities involve other entities *If your organization has MOAs with community partners, please upload them in this section of the application. This is not a required attachment, it is optional.*

Budget
For the current fiscal year, what is the total budget for the summer enrichment program?
For the current fiscal year, what is the total budget for the afterschool program?
Enter the total budget (expenses) for your summer enrichment and/or afterschool program for the current fiscal year.

Indicate how much funding you are requesting per year after consulting the Funding Matrix found in section XIII of this RFP.

The Funding Matrix included in the BOOST Grants RFP outlines how much funding organizations are eligible to apply for. As is noted in the Funding Matrix, determinations on grant size for each grantee will be based on:

- *Whether organizations offer afterschool OR summer enrichment programming only vs. those that provide programming year-round: organizations that provide year-round programming are eligible for 2x the amount of funding than those that only provide afterschool OR summer enrichment programming.*
- *The number of youth served: the amount organizations are eligible to apply for increases as the number of youth served increases.*
- *The percent of youth served who receive free or reduced-price lunch: there are three tiers of funding based on the percent of youth served who receive free or reduced-price lunch. Refer to GaDOE's database if your organization does not track this information.*
  - *Organizations where less than 40% of students receive free or reduced-price lunch are eligible to apply for the amount noted in the tables below*
  - *Organizations where 40%-70% of students served receive free and reduced-price lunch are eligible for an additional 12.5% of funding on top of the amount in that first column*
  - *Organization where more than 70% of students served receive free and reduced-price lunch are eligible for an additional 25% of funding on top of the amount in that first column*

IMPORTANT: **The amounts listed in the table are amounts that organizations may apply for per year for each of the three years.**

Be sure to identify where your organization falls in the table for the type of grant you are applying for (Community or Statewide) and to base the amount you request on your need and your anticipated programmatic expansion, if applicable. GSAN and GaDOE anticipate awarding organizations the same dollar amount for each of the 3 years of the grants.

Community Grants

Number of UNDUPLICATED Students Served Annually	Afterschool OR Summer enrichment				Year-round programming*		
	Less than 40% of students receive free & reduced-price lunch	40%-70% of students receive free & reduced-price lunch	More than 70% of students receive free & reduced-price lunch		Less than 40% of students receive free & reduced-price lunch	40%-70% of students receive free & reduced-price lunch	More than 70% of students receive free & reduced-price lunch
Less than 25	$7,500	$8,500	$9,500		$15,000	$17,000	$19,000
26 – 50	$11,000	$13,000	$14,000		$23,000	$25,000	$28,000
51 – 100	$23,000	$25,000	$28,000		$45,000	$51,000	$56,000
101 – 250	$48,000	$53,000	$59,000		$95,000	$107,000	$119,000
251 – 500	$95,000	$107,000	$119,000		$190,000	$214,000	$238,000
501 – 1,000	$190,000	$214,000	$238,000		$380,000	$428,000	$475,000
More than 1,000	$225,000	$250,000	$275,000		$450,000	$500,000	$550,000

NOTE: When completing the budget worksheet, organizations applying for funding for year-round programming should divide the funds equally between afterschool and summer enrichment programming.

Statewide Grants

Number of UNDUPLICATED Students Served Annually	Less than 40% of students receive free & reduced-price lunch	40%-70% of students receive free & reduced-price lunch	More than 70% of students receive free & reduced-price lunch
Less than 5,000	$1,000,000	$1,125,000	$1,250,000
5,000 – 15,000	$2,000,000	$2,250,000	$2,500,000
15,000 – 25,000	$3,000,000	$3,375,000	$3,750,000
More than 25,000	$4,000,000	$4,500,000	$5,000,000

Note that the total your organization is eligible to apply for based on the table in the Funding Matrix is for one year only. That means that if your organization provides year-round programming to 300 students and that you qualify for the increased funding amount as 90% of your students participate in the free and reduced-price lunch, your organization can request up to $238,000 per year for each of the 3 years. That would make the total you're eligible to apply for $714,000. As you determine how much to request, ensure that your funding ask is justified given the number of youth to be served and the anticipated results and benefits of your programming.

Describe other sources of funding that support your afterschool and summer enrichment programming, including participant fees, other government grants, foundation grants, in-kind services, or fundraising efforts. Please give readers an understanding of the percent of funding comes from the various sources. (Limit: 1250 characters) *BOOST Grants will last three years, through July 2024 for organizations providing summer enrichment programs. GSAN and GaDOE are interested in learning other sources of funding your organization has that can support programming during the grant period and beyond.*

Statewide Organizations
This section is only required of the organizations applying for a Statewide Grant. If your organization did not receive an invitation to apply for a Statewide Grant, there is no need for you to answer these questions.

How will you determine funding allocation across program sites and ensure emphasis on serving youth most impacted by the pandemic? (Limit: 1500 characters) *Organizations that receive Statewide Grants will need to allocate funding across program sites throughout the state (where they are located). Use this space to outline the process for determining funding allocations across the state, including identifying youth most impacted by the pandemic.*

How will you ensure sub-grantees are meeting the purpose(s) of grants? (Limit: 1500 characters) *Organizations that receive Statewide Grants will need to ensure their sub-grantees are meeting the purpose(s) of the grants. Use this space to describe the process for ensuring sub-grantees are meeting the purpose(s) of grants. Will they submit reports to you on a regular basis? Will you conduct site visits to assess their programming? Do you have a staff member whose role directly relates to sub-grantees?*

How will you collect data and compile reporting from all sub-grantees? (Limit: 1500 characters) *Organizations that receive Statewide Grants will need to collect data from their sub-grantees in order to report to GSAN and GaDOE. Use this space to outline the process for collecting data and compiling reporting information from your sub-grantees. Do you already have a system in place that you can expand? Or is this new for your organization? Do you have a staff member already in place?*

Describe your organization's need for the funds and how funding would not be duplicative with other funding the organization has been granted and is utilizing/accessing. (Limit: 1500 characters) *Recently some organizations have gained access to financial resources for purposes similar to those of the BOOST Grants. Clarify for Application Readers the need for BOOST Grant funds and be sure to include information that demonstrates BOOST funds will not be duplicative of funding you have already been granted.*