



## **Request for Applications**

### **Early College and Career Awareness Initiative**

Direct Programing for Students and Families in the Middle Grades

#### **Background**

Through the College Access Challenge Grant (CACG), the Office of the State Superintendent of Education (OSSE) seeks to implement programs that directly serve students in grades 6-8 and their families around topics of college and career exposure and high school readiness. In fall 2013, OSSE conducted a needs assessment of thirty (30) DC Public Schools and District public charter schools serving students in the middle grades. The results of the needs assessment will direct the scope of the Early College and Career Awareness Initiative, which will begin in spring 2014.

The below middle schools and programs are eligible for this grant opportunity.

#### **High School Readiness and Family Engagement**

##### Target Schools:

Whittier Education Campus

- Parent/family engagement for the middle school population around topics of college readiness, financial literacy, and preparation for high school, including the high school application and choice process.
- Successful applicants will demonstrate familiarity with the target school and/or the local community, as well as the high school application process in Washington, DC.

##### Grant Information:

This mini-grant will cover the period of January 6, 2014 through September 30, 2014. This grant is a one-time funding opportunity and should not exceed \$30,000 per program.

#### **Career Exposure Programs for Middle School Students**

##### Potential Target Schools:

McKinley Education Campus

Brightwood Education Campus

- Programing offered to target group of students in grades 6-8 that makes the connection between academic classroom work and a variety of career paths.
- Including the chance for students to visit workplaces and/or participate in job shadowing opportunities.
- Activities should make explicit the connection of postsecondary education to careers.





Grant Information:

This mini-grant will cover the period of January 6, 2014 through September 30, 2014. This grant is a one-time funding opportunity and should not exceed \$30,000 per program and per school.

**Career Exposure Curriculum for Middle School Students**

- OSSE seeks development of a series of one-hour lessons with activities for Advisory teachers, counselors, or other school-based staff to deliver to students in grades 6-8 around career exposure, career guidance, financial literacy, and how postsecondary education connects to careers. Curriculum should consist of a minimum of five (5) lessons at each grade level, for a total of fifteen (15) units.
- Curriculum should reflect educational and career choices in the Washington, DC area and be appropriate for students in the middle school grades.
- This resource will be available to any DCPS or District public charter school interested in utilizing the curriculum.

Grant Information:

This mini-grant will cover a period of January 6, 2014-September 30, 2014. Applicants are requested to submit a budget based on their anticipated expenses for developing this resource. This grant is a one-time funding opportunity.

**Applying for Funding**

Eligible organizations must meet the following criteria:

- Prior experience with the high school application process, college access and readiness services, and/or career guidance for youth;
- Willingness to work with all students and families identified by school leadership; and
- Be a 501(c)(3) organization based in Washington, DC and operating for at least two (2) years.

If interested in applying, please submit the below information via email to Chloe Woodward-Magrane at [chloe.woodward-magrane@dc.gov](mailto:chloe.woodward-magrane@dc.gov). To be considered, applications must be received by 4:00PM on December 18, 2013.

Application:

- Cover letter providing general background on organization and specific contact information for individuals working on this project;
- One page document outlining how your organization meets the eligibility requirements, which school your organization is interested in serving (if applicable), specific information on the program you propose to provide, and what experience your organization has in serving this particular school or population; and
- One-page budget with narrative.





## Reporting Requirements

Selected applicants providing direct services to students are required to comply with all OSSE reporting requirements, including but not limited to:

- Weekly update on participant attendance;
- Meeting with project contact bi-weekly either by phone or in person to discuss status of project;
- Monthly site visits; and
- Final report at the end of the project detailing total participants served, student contact information (for tracking purposes), high school application and matriculation (if applicable), and academic progress during program participation.

## Agency Contact

For all inquiries related to this RFA, please contact:

Chloe Woodward-Magrane  
Postsecondary and Career Education  
Office of the State Superintendent of Education (OSSE)  
810 First Street, NE  
3<sup>rd</sup> Floor  
Washington, DC 20002  
(202) 481-3949  
Email: [chloe.woodward-magrane@dc.gov](mailto:chloe.woodward-magrane@dc.gov)

Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OSSE to make an award.

OSSE reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

