

How Districts Can Support Summer Discovery

Are you ready for the BEST SUMMER EVER?!

Your support of school participation in Summer Discovery will guarantee that so many children in southeast Michigan will experience just that – the best summer ever! The flexibility of school-led programming means an exciting and tailored summer program for students, but that is not without an additional layer of support from District leadership and staff. As district leadership, you play a critical role in the success of each individual school's Summer Discovery program. Please use this guide to help you plan how you can best support your schools.



APPLICATION COMPLETION

Schools should download the application questions and budget template as their first step. These documents are where schools should draft out all responses. The online application submission process should be copying and pasting the application questions from the template into the online form. The application questions and budget templates are tools to facilitate dialogue between districts and schools



WHERE TO DIRECT QUESTIONS

Every school will have a dedicated program officer from the Building Impact team. This is the person who will support your schools through the application process. They can answer eligibility questions, budget questions, etc. The same program officer will follow your school through the grant process, should you be awarded. Program officers are here to help!



DOCUMENTATION

Districts will need to provide a Letter of Support for each school application, and a district level signature on individual school grant agreements. In addition to these documents, each application will require the documentation outlined under required documentation. Letters of support are intended to show district support of the full application. Please note, **districts will need to support schools with collecting all the appropriate documentation.**

If schools are partnering with a Community Based Organization (CBO), there are additional documents needed.



STEPS TO ENSURE SUCCESS

We encourage districts leaders to meet with their schools and communicate directly with them at the start of the process. Confirm interest from schools and share a timeline and process for providing district required information.



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CONTRACTING

Schools will apply individually and complete individual end of program reports. However, grant agreements will be with the legal entity. Districts will have the opportunity to review the contract template at the time of award. Collaboration will be important throughout each step of the process!



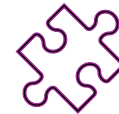
PROCUREMENT PROCESSES

We encourage you to develop a procedure that will ensure that procurement processes are easy to activate quickly and in line with district guidelines. Be sure to share any district level procurement processes and contract policies with any school intending to apply to this opportunity.



BUDGET

We recognize that many of the budget components for the Summer Discovery program are determined at the district level, and that successful applications will require your direct support and attention. To aid in your process development for completing this budget at a school level, begin by reviewing the [Summer Discovery Budget Template](#). The Budget Instruction tab from the budget template is also included for quick reference. To prepare individual schools in your district to apply, we encourage you to begin to set your own instructions and develop processes that will allow for projecting budget for line items typically controlled at central office. For schools districts requiring LOAs to determine components of the budget, we encourage you to do your best guess by the deadline. You can adjust your budgeted numbers based off of final agreements and enrollment numbers after your grants are awarded.



BUDGET AMENDMENTS

Beyond the initial application, budget amendments will be allowed as needed only during the final enrollment projection adjustment stage, following award announcements, due **May 15, 2024**. When submitting final reporting, budget line items may vary at a maximum of 10% over the contracted line-item amount. For this reason, it is important that you are as accurate as possible with budget projections.



Key Dates



Application

Application Open:

January 30, 2024

Early Submission Deadline:

February 20, 2024

Final Application Deadline:

March 1, 2024

Adjusted Enrollment & CBO Details:

May 15, 2024



Decision

Final Approvals Announced By:

March 22, 2024

Grant Agreements Sent:

June 3, 2024

First Payment:

June 21, 2024*

**(70% of total award)*



Reporting

Final Report Due:

August 30, 2024

Final Payment:

October 11, 2024**

** Final payment will be contingent upon meeting attendance-related criteria, review & approval of final expenditure report, final spend reported, meeting all grant reporting requirements, and meeting all of the grant criteria.

Application - Required Documentation

- 2 most recent years IRS Form 990
- IRS Determination Letter (CBOs) or Equivalent (School Entities)
- 2 most recent audits
- Most recent statement of financial position
- Most Recent Income Statement
- List of current officers and board members
- List of Current Leadership Team
- Top 5 Philanthropic Donors and Amounts from 2022 to Present
- W-9
- **DISTRICT OR CENTRAL OFFICE approved budget, aligned with district policies.**
- Letter of Support from School District or Charter Management Organization
- CBO Commitment Documentation (MOU, Contract)



Budget Categories

Summer Discovery Budget Categories

Description	Definition
Personnel	Personnel salary for any of the individual personnel working on the program. This includes temporary services for the personnel positions but not temporary services for consultants (those costs should be entered in the "Contracts/Consulting" line below). Expenditures should be based upon full time headcount (therefore if someone is working 25% on this program, the expenditure would represent 25% of their salary for the duration of the program). Ensure this budget line covers a student to teacher ratio of no more than 25:1.
Fringe Benefits	Fringe Benefits in relation to any of the individuals included in the Budget Line Item Personnel. This includes mandatory employer payments as well as expenditures for non-mandatory benefits offered employees. Use the fringe benefit rate applicable to your organization, however, this is typically between 25% - 33%.
Contracts / Consulting	Contracts given to individuals or companies that can be for professional or temporary consulting services or contracts of other nature. Contracts/Agreements related to enrichment services please use the enrichment services line below.
Advertising / Media / Communications	Advertising / Media including informational brochures, television, radio and/or internet campaigns. We encourage applicants to use current advertising infrastructure, however, please consider costs related to other direct outreach for this program.
Supplies	Non-curricular supplies & materials to support education and enrichment. NOTE: Gift cards for attendance incentives are not allowable expenses.
Curricular Materials	For Lavinia RISE, this will include materials such as student books and math manipulatives. See Budget Summary tab and FAQ for more information. For independent curriculum, this can include any purchased curriculum or personnel hours to prepare a high-quality curriculum. Any other relevant materials that relate to curriculum can be accounted for in this section.
Equipment	Purchase or rental of furniture and fixtures, computer hardware and software, printers, photocopy machines, scanners etc.
Enrichment Services	Contracts/Agreements directly related to enrichment services.
Transportation	Operational costs associated with transporting students to and from the program and/or field trips or other enrichment activities. Please consider your unique transportation costs and number of days transportation is needed.
Other Direct Operating Costs	Program related expenses that are not included in any other Line Item above.
Indirect Costs	Not directly related to the program, but still necessary for the overall operations. They are usually the general and administrative amounts or facility related costs. Should not amount to more than 15% of total grant amount.

Budget Instructions

Summer Discovery Budget Instructions

The purpose of this document is to calculate your maximum grant request and plan for how the grant funding will be spent to operate your Summer Discovery program. The content reflects what you need to prepare your application. While this exact document is not a part of the application, the information within the worksheet will need to be entered, thereby making completion useful in preparing your application.

Budget Instructions (PLEASE REVIEW CAREFULLY)

1. Make a copy of this workbook.
2. Please consult with your District/CMO to ensure estimates and allocations to the category expenses are accurate and in alignment with district policy.
3. Review the Description and Definition of allowable expenditures on this tab, "Budget Instructions."
4. Complete the "Budget Calculator" to determine how much grant funding you are qualified to receive (Maximum Grant Request). This is the grant amount you can apply for, which you will need to break down further into Expense Categories on the "Budget Summary" tab.
5. Complete the "Budget Summary" tab. Enter values and text only in the boxes that are highlighted yellow. You should use up to the full Maximum Grant Request amount.
6. When ready to complete your application, use this document to facilitate entry of budget information. Copy and paste your completed responses here into your official application.
7. Reminder: Costs allocated under this funding award may not be covered by other federal, state, county, foundation, philanthropic support or program income.
8. Reminder: Applicants should verify they have proper coverage of all appropriate line items to ensure quality program implementation.