



## TACOMA CREATES – REQUEST FOR PROPOSALS

### 2019 Pilot Project: After-School Education Programs

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#### INTRODUCTION

Tacoma Creates is seeking 501(c)(3) non-profit organizations in Tacoma that have the existing capacity to develop and deliver high quality education programs in arts, culture, heritage or science during after-school hours, also known as Expanded Learning Opportunities (ELO). Programming will begin Fall term, starting on September 23, 2019.

The purpose of this pilot is to increase Tacoma Public Schools' students' access to arts, culture, heritage, and science programs. We are using this Request for Proposals (RFP) to support programming for Fall 2019 sessions, with the intent to continue successful programs through the rest of the 2019-2020 school year. Interested organizations must be willing and able to work within pre-defined parameters of the schedules and requirements, as explained below, for our three ELO partners: the Greater Tacoma Community Foundation, Metro Parks Tacoma, and the YMCA.

#### BACKGROUND

Tacoma Creates is a voter-approved initiative to increase access to arts, culture, heritage, and science experiences throughout Tacoma by reducing barriers to access and expanding offerings, particularly for underserved youth.

The Public School Cultural Access Program component of Tacoma Creates is charged with increasing access to arts, culture, heritage and science offerings for Tacoma Public School students. *The early focus on ELO programs is in response to Tacoma Public Schools' priorities, and alignment with the Whole Child Initiative and development of the Whole Child Access Pass.*

#### TIMELINE

- **Proposal Deadline: Sunday, August 4<sup>th</sup>, 11:59pm.**
- Proposal Review: August 5-14
- Notification to Organizations and finalizing class options: August 15-20
- Organizations and ELO Partners work together on onboarding and preparations for Fall sessions: August 21-September 20
- Fall ELO Programs begin: September 23
- Funding Period: September 1 – December 31, 2019

## GOALS and INTENTIONS

The goals of the Tacoma Creates Public School Cultural Access Program include:

- Increase access to learning opportunities for all Tacoma Public Schools students, with a priority focus on schools with highest levels of need
- Support an accessible system of opportunities that are convenient and viable for children and families
- Develop partnerships and systems that allow cultural organizations to plug into existing extra-curricular program structures at school sites
- Expand cultural learning programs that are relevant for young people, and appreciated by parents/families for their convenience as well as their quality
- Align with the goals of the Tacoma Public Schools [Whole Child Initiative](#), especially around Social Emotional Learning and Signature Whole Child Practices
- Align with the goals of [Tacoma 2025](#), with an emphasis on Education and Equity
- Support and expand the field of professional arts, culture, heritage, and science educators through professional learning programs and professional wages
- Reduce barriers and streamline systems to support how non-profit organizations can participate in the ELO space. We are working with our partners to coordinate:
  - Class scheduling and registration processes
  - Orientation and onboarding for educators
  - Student transportation
  - Background checks, insurance requirements, and contracting

These systemic improvements will increase participation by students and their families and strengthen the pipeline for youth and their families to access cultural resources outside of school.

For the purposes of this pilot and the timeline constraints, we are seeking organizations with strong, existing education programs.

## ELIGIBILITY

In order to submit a proposal for this pilot project, organizations must complete the Tacoma Creates Pre-Application Survey. Organizations who have not yet completed the Pre-Application Survey can do so here: <https://tacomaarts.submittable.com/submit>

Those that meet the Organizational Eligibility requirements (listed below) will be sent an invitation to respond to this RFP.

### Organizational Eligibility

- ☐ Organizations must be located in the City of Tacoma: the organization's business address and majority of operations must take place in Tacoma.
- ☐ Organizations must have a primary purpose to advance and preserve arts, culture, heritage, or science activities, and directly provide programming and experiences to the general public.
- ☐ Organizations must have a two-year track record of providing public programming in Tacoma.
- ☐ Organizations must have 501(c)(3) status, OR, they may have a fiscal sponsor that is a 501(c)(3) organization

*Fiscal sponsors must have a primary purpose advance and preserve arts, culture, heritage, or science activities, and directly provide programming and experiences to the general public. For the purposes of this pilot project, the fiscal sponsor is not required to be located in Tacoma, but must be in Washington State.*

Excluded from eligibility is any agency of the state or any of its political subdivisions; any municipal corporation; any organization that raises funds for redistribution to multiple cultural organizations; and any radio or television broadcasting network or station, cable communications system, internet-based communications venture or service, newspaper, or magazine.

### Education Program Eligibility

- ☐ Organizations must have prior experience overseeing after-school programming for students in grades K-8.
- ☐ Organizations must hire or contract with educators who have both subject matter expertise and extra-curricular teaching experience.

## **REVIEW PROCESS**

Proposals will be reviewed by a panel comprised of members of the public with expertise in cultural education programs and expanded learning programs. Panelists will be considering organizational and educator capacity and alignment with Tacoma Creates goals for this project:

- Educator capacity
  - Proposed educators should have at least one full year of lead teaching experience in extra-curricular settings, teaching the same/similar age groups and the same/similar content as the classes proposed for this project.
  - Proposed educators should have experience teaching after-school programs at public school or community center locations

- Organizational capacity
  - Organizations should have experience developing and delivering after-school programs located outside of their own facility, ideally at a public school or community center location
  - Organizations should demonstrate capacity to develop a 14-session class with age-appropriate learning goals.
- Subject area alignment
  - For the purposes of this pilot project, Tacoma Creates will use [Washington State learning standards](#) as a guide for how organizations' proposed programs align with the categories of arts, culture, heritage, and science. Please contact Tacoma Creates [staff](#) if you need support in this area.

Tacoma Creates staff will work with ELO Partners to determine which classes will fit best at which locations, considering a balance of different types of programs for different age groups.

Eligible organizations that successfully meet criteria for this pilot project will work directly with the ELO Partner organization on program implementation.

Funded organizations will be required to carry insurance and comply with background checks as required by Tacoma Public Schools.

Pilot program participation will be supported by Tacoma Creates, and free to the participants.

## **ELO OPPORTUNITIES – DATES, TIMES, AND LOCATIONS**

Tacoma Creates will be supporting organizations to work with three ELO Partners, in order to test system delivery models and to explore organizational assets and needs in this area. Organizations approved to participate in this pilot project will work directly with and through the ELO Partners, and will be responsible to them for program delivery.

### **Elementary Schools**

#### **ELO Partners**

**Greater Tacoma Community Foundation** (GTCF) is heading into the 2<sup>nd</sup> year of a 3-year program in partnership with the Wallace Foundation that is focused on Social Emotional Learning.

**Metro Parks Tacoma** (MPT) is building a comprehensive after-school program at 10 schools this year, building on the existing elementary sports program and adding a variety of clubs and activities.

#### **Fall Session Dates:**

Session 1: September 23 – November 8 (no classes October 11, 16-18)

Session 2: November 12 – December 20 (no classes November 11, 27-29, Dec 2)

### Times:

Educators will be scheduled to be onsite from 3:00 or 3:30pm until 5:30 or 6:00pm.

Instructional time will be 4:00pm to 5:15 or 5:30pm; Non-instructional time before and after classes will include room set-up and clean up as well as student check-in and supervision during transition and snack/meal times.

### Days:

MPT Sites: Classes will meet twice a week; all will meet Monday/Wednesday or Tuesday/Thursday.

GTCT Sites: Classes will meet twice a week; all will meet on Mondays and the second day of the week may vary by location.

### Grade Levels:

Can be K-5 all together, or narrower grade bands: K-1, 2-3, or 4-5.

### Schools:

In partnership with the Greater Tacoma Community Foundation, the schools that may be included in this pilot project are:

- Blix
- Boze
- Delong
- Larchmont
- Manitou Park
- Whitman

In partnership with Metro Parks Tacoma, the schools that may be included in this pilot project are:

- Arlington
- Franklin
- Geiger
- Jefferson
- Lyon
- McCarver
- Northeast Tacoma
- Roosevelt
- Skyline
- Stafford

### Additional Information:

GTCT and MPT will have additional steps to confirm and support participation, including additional application and/or onboarding processes.

## **MIDDLE SCHOOLS**

### ELO Partner

The **YMCA of Pierce and Kitsap Counties** (YMCA) offers a successful after-school program at middle schools, which includes supervised academic work time as well as a variety of enrichment opportunities.

### Fall Session Dates:

Classes start the week of September 30; sessions are generally seven weeks; final calendar to be confirmed by early August.

Times:

Educators will be scheduled to be onsite from 2:00/2:15 until 5:00pm. Educators may propose two back-to-back one-hour classes, e.g. 2:45-3:45 and 3:45-4:45, or one 90-minute class within that same time frame. Non-instructional time before and after classes will include room set-up and clean up as well as student check-in and supervision during transition and snack times.

Days:

Classes will meet twice a week, usually Monday/Wednesday or Tuesday/Thursday.

Grade Levels:

Grades 6-8

Schools:

The schools that may be included in this pilot project are:

- Baker
- First Creek
- Giadrone
- Stewart
- Truman

Additional Information:

The YMCA will have additional steps to confirm and support participation, including additional application and/or onboarding processes.

**PARTNERSHIP ROLES and FUNDING**

Tacoma Creates will provide:

- Identification of organizations ready to provide ELO services
- Connections with ELO Partners
- Training and convening opportunities for the cohort of organizations participating in this ELO pilot program
- Funding to support the work. Organizations will propose budgets that may include the following expenses:
  - Instructional time, at a recommended rate of \$15-35/hour\*
  - Non-instructional time, for meetings and trainings, at a recommended rate of \$15-20/hour\*
  - Class supplies, materials, local travel for employees traveling to school sites
  - Organizational fee to cover planning, supervision, insurance, and related organizational support; general overhead should not exceed 20%.

*\*A note about rates of pay for educators: The suggested rates of pay may vary based on a number of factors, including the experience level of the instructor, the organization's current rates of pay, and whether the instructor is being paid by the organization as an independent contractor or as an employee. The organization may determine what is appropriate for their*

*program, with the understanding that it is Tacoma Creates' intention to support professional instruction at an appropriate level, and that instructors are paid to attend required meetings and trainings.*

The ELO Partner will provide:

- Coordination and scheduling of space at TPS locations
- Onsite Coordinator
- Coordination of student supervision and snacks
- Student registration management
- Marketing and communications, with participation by organization and instructors
- Required orientation and onboarding, and ongoing professional learning support
- Tracking of ELO program enrollment, attendance, and other student data

Tacoma Public Schools will provide:

- Facilities, and related custodial support
- Relationships with the ELO Partners to facilitate system coordination
- Other services to support ELO programs may vary by location and age group

The Non-Profit Organization will provide:

- A qualified educator who meets all professional obligations of the partnership, which will include high quality instruction as well as supervision of students before/after classes
- Organizational support and oversight, as appropriate
- Participation in marketing and communications efforts
- All necessary insurance and background check documentation
- A substitute instructor in the event of primary instructor absence
- All materials to support classroom activities and student learning

**PLEASE NOTE:**

*This pilot program is just one element of Tacoma Creates' approach to supporting access to cultural education programs for young people, and the education focus is just one aspect of the whole Tacoma Creates program. The early focus on ELO programs is in response to Tacoma Public Schools' priorities, and alignment with the Whole Child Initiative. There will be additional funding opportunities announced in the coming months. Participating in this ELO pilot does not preclude or limit participation in other funding opportunities.*

This pilot project is an evolving endeavor; all information in this RFP is subject to change.

**QUESTIONS:**

If you have any questions about this RFP or the proposal process, please contact:

Lisa Jaret, Tacoma Creates Program Coordinator: [ljaret@cityoftacoma.org](mailto:ljaret@cityoftacoma.org)