



Review of Letters of Interest in After-School Funding

Portland Children's Levy (PCL) staff will review submissions of Letters of Interest from applicants to determine the following:

1. Cover sheet and Letter of Interest is complete (all requested information supplied).
2. Applicant organizations had at least \$150,000 in revenues in the last closed fiscal year.
3. Total request for PCL funding is not more than 30% of applicant's revenues in the last closed fiscal year.
4. Applicant requests at least \$50,000 per year from PCL.
5. Award 1.5 points if applicant's program provides culturally specific services, and 1.5 points if the majority of children served reside or go to school in East Portland as defined on Cover Sheet.

If the Letter of Interest meets all of the requirements specified above, PCL staff will send the Letter of Interest to the volunteer review committee for review and scoring. Volunteer reviewers will use the criteria described on Page 2 to score Letters of Interest.

PCL staff will provide scores on Letters of Interest, funding recommendations and rationale to all applicants in advance of the May 22, 2017 Allocation Committee meeting. The Allocation Committee will decide which applicants to invite to submit a full application for after-school funding at the May 22, 2017 meeting.

Portland Children's Levy: Scoring Criteria for Letters of Interest in After-School Funding

Question 1: Program Description (10 points)

- Provides requested information on program. (7 points)
 - Identifies population served (including race/ethnicity);
 - Identifies geographic location of services (school sites if offering services at schools)
 - Describes program services and activities so that you can understand what this program will do
 - Makes clear that at least some program services are offered in the after-school hours
- Provides Information that demonstrates the proposed services meet requirements of strategy selected. (3 points)
 - Academic Support
 - At least 60 hours of services offered per year
 - Services connected to school, school staff
 - Services connected with parents/caregivers
 - Proposed services include academic supports such as tutoring, coaching, educational advocacy, homework support and/or supplemental academic classes
 - Enrichment
 - Activities, projects or fields trips that support broadening and deepening knowledge and skills

Question 2: Reduce Disparities or Provides Opportunities to Underserved Populations (10 points)

- Populations to be served identified in Question 1 are historically underserved or experience disproportionately poorer outcomes in well-being or academic success e.g. children experiencing poverty, African-American, Latino, Native American, Asian, Pacific Islander, immigrant/refugee, disabled or receiving special education services. (5 points)
- Persuasively shows how proposed programming will help reduce disparities in access to after-school opportunities for an underserved population, and/or in outcomes for children. (5 points)

Question 3: Program Objectives/Outcomes (10 points)

- Clearly states 2-3 program objectives and at least one outcome. (3 points)
- Explains how objectives and outcome(s) align with program activities. (4 points)
- Convinces you that outcomes are measureable and realistic. (3 points)

Question 4: Organization Mission and Program Fit (10 points)

- Organizational mission stated and is clear that proposed program fits within the mission. (3 points)
- Applicant states how long organization and program have each been operating. (2 points)
- Applicant lists number of staff employed by organization and proposed program. (2 points)
- Convinces you that the organization is likely to have the capacity to operate the proposed program based on size and length of time in operation of the organization and/or program. (3 points)

Question 5: Diversity, Equity and Inclusion (DEI) (10 points)

- Adequately and understandably describes how DEI relates to organizational mission and programming. (3 points)
- Provides strong example of how organization has prioritized DEI. (3 points)
- Convinces you that organization has a strong commitment to DEI and is working to advance social justice within the organization and in the community. (4 points)