Summer Solutions

Simple Solutions for Community Summer Grant Program Applications For Summer Youth Programs in Oregon 2022
Contents

Introduction ................................................................. 1
Challenges ................................................................. 1
  Not Meeting Grant Requirements ................................. 2
  Insurance Requirements & Abuse Prevention Policies .... 2
  Staff Has No Time to Plan Summer Programs ............ 4
  Need Qualified Staff ................................................ 5
  Training Staff .......................................................... 6
  Need Space .............................................................. 6
  Need to Improve Access for Students We Want to Serve 7
  Need Ideas for Quality Programs & Best Practices ...... 8
  Need Special Materials or Capital Expenditures ........ 8
  Scheduling Options that Work ................................. 9
  Transportation ......................................................... 10
  Providing Food ........................................................ 10
  Outreach & Recruiting Participants .......................... 11
  Getting Kids to Attend / Show-up Regularly ............ 12
Conclusion ................................................................. 12
Introduction

The Oregon legislature appropriated $50 million in 2022 for community-based organizations (nonprofit 501(c)(3) organizations, tribal governments, public agencies including libraries and parks and recreation departments, churches, and colleges located in Oregon that provide community-based programming) across the state. Organizations may apply for funds through Community Summer Grants administered by the Oregon Association of Education Service Districts (OAESD).

The focus of the grant is to prioritize students experiencing disabilities and other student communities who have been historically underserved. However, OregonASK has heard from a number of our partners who are wondering if they can overcome the challenges in qualifying for the grant in order to provide summer learning experiences for the target populations in a meaningful way. This document is a direct response to support the amazing people and organizations working to overcome challenges in order to access funding they need to provide summer experiences for as many youth as possible.

Make sure you have already read the RFP and the Community Summer Grant Program website for more information on grant application requirements and eligible uses of funds. You may also reference the Community Summer Grant Program FAQ or contact someone at OAESD directly using their webpage.

For questions regarding information in this document, you may contact Bethany Thramer or Monica McQueen.

Challenges

Following are some of the main challenges community organizations are facing when applying for grant funding, or even when thinking about whether to apply or provide summer programming at all. You will find several possible solutions to each challenge below - feel free to send us more ideas if you have them!
Not Meeting Grant Requirements

Need a Sponsoring Organization (or “we are not eligible because we are a for-profit business or a non-profit that is “too small”)

For-profit businesses and organizations are not eligible to apply for the Community Based grants (view the RFP and details on this site). Eligible organizations include: public agencies, nonprofit 501(c)(3) organizations, tribal governments, schools or school districts (partnering with community organizations), and colleges located in Oregon that provide community-based programming. Some such organizations may feel they are “too small” (not enough staff or space) or don’t meet the insurance requirements. A fiscal sponsor can help with pass-through funds for more than one organization, but insurance requirements (see below) must still be met.

Businesses such as dance schools, martial arts dojos, art supply stores, music schools and others, or small non-profit organizations may partner as a subcontractor to provide staff, space or programming under the “sponsorship” of an eligible organization (like a school, non-profit, public library or college). Businesses that would like to use grant funds to provide programming should contact one of their local eligible organizations and propose writing (or helping to write) a joint grant application with the eligible organization as the provider or grantee.

Insurance Requirements & Abuse Prevention Policies

Information about insurance requirements may be found on the Request for Proposals. If you are planning to partner with a qualifying organization to subcontract, you may need to make sure insurance coverage includes contracted providers. Although you do not need to secure insurance prior to applying, proof of insurance will be required for all grantees before final approval.

On June 8th, 2022, OAESD released information that several Oregon insurance providers were willing to work with programs to expedite insurance requirements this June. Please note, not all programs will automatically be able to meet the necessary grant requirements.

On June 8th, 2022, OAESD released information that several Oregon insurance providers were willing to work with programs to expedite insurance requirements this June. Please note, not all programs will automatically be able to meet the necessary grant requirements. While these insurance providers are willing to work with programs on an expedited timeline, there may be additional requirements (such as abuse policy or oversight plan) that may be requested.

If you have not yet found adequate insurance, we encourage you to reach out to one of the providers listed HERE to inquire about what steps would be necessary for your program to meet the threshold of insurance.

Don’t forget, you do not need to have the insurance through a single source or one single policy. You may patchwork policies together to meet the requirements.
However, before purchasing any additional policies, make sure you are able to meet all the requirements.

If you believe you will still not qualify but are interested in joining a larger organization, please reach out to Bethany Thramer at OregonASK, and we might be able to find you the right connection.

A few resources for writing Abuse Prevention policies to that may be helpful, from reliable sources:

» CDC – [Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures](#)

» [Protecting against allegations of child abuse](#) - recommendations for programs

» [YMCA Sample Child Abuse Policy and Procedures](#)

» [Sample Abuse and Misconduct Prevention Policy](#)

» [Prevention of Abuse - Best Practices & Recommendations for Policies](#)

» [Abuse Prevention, Sample Policy](#) (New York)

» “Risk Continuum,” University of Washington’s Office for Youth Programs Development and Support.

» “Key Principles in Youth Protection: Considerations and Action Steps,” [Nonprofit Risk Management Center](#)

» Crisis Plan - [Managing Allegations of Abuse](#) (written for international schools but relevant to other organizations)
Staff Has No Time to Plan Summer Programs

Many staff would be happy to put in some extra time planning, organizing, supervising, or providing data and reports on summer programs if it means more kids are able to access great opportunities. Help demonstrate the ‘extra’ work is worth it by considering adding a stipend and/or completion bonus or other workday incentives for their time (these costs can be included in the grant application).

If you meet the grant criteria but don’t think you have the time to plan and organize programs, consider finding a partner organization or subcontractors to divvy up the planning and programs. These partners might include:

» For-profit organizations / businesses (dance studios, martial arts schools, tennis, golf or swim clubs, art stores, etc.)

» Non-profit organizations (nature conservation, youth education, arts organizations, STEM providers, theater companies, music organizations, and other organizations providing services to youth)

» Churches

» Retired educators

Don’t forget, compensation or bonuses for time spent planning, hiring, training and preparing for programming are allowable expenses that can be reimbursed within the grant window (April 4 - Oct 15).
**Need Qualified Staff**

» **Use Existing Staff**
  » If your organization already has qualified staff who may not want more hours during the summer, be flexible with scheduling and job duties. Many existing staff would be happy to work for at least part of the summer and you may be able to schedule effective programs around their needs.
  » Staff may be more willing to step up if they are offered additional incentives to supervise summer programs, which can be written into the grant application.
  » Offer free spots for children of staff to attend programs or offer a trade with partner organizations to access other opportunities at reduced cost.

» **Americorps / VISTA Volunteers**
  » Consider reaching out to existing programs and former participants

» **Retired Educators** - reach out to your network or contact the [Oregon Retired Educators Association](#) to ask about how they might help.
  » Summer is a short-term and definitive commitment that allows retired educators to stay connected and share their own interests with youth.
  » Consider partnering retired educators with young staff and encourage them to team up in sharing responsibilities, leading activities, and managing behavior so they can help one another grow together.

» **High School Students**
  » Recruit high school students to support existing staff while they build skills and partner them with experienced staff to reduce behavior concerns.
  » [Sample job description](#) (see more examples below)
  » [Hiring youth under 18](#) (BOLI link)

» **College Students**
  » You can target students majoring in youth development or education, but don't forget those in a field like fitness, the sciences or history that can share their interest in a new way.

Find **examples of summer staff job descriptions** on the [Wallace Foundation website](#), on [Monster.com](#) (for a Camp Counselor position), or with [OMSI](#) (for a Summer Class Assistant).

In addition, if potential staff are concerned about health or other safety risks, grant funds may be used for materials, equipment, PPE (Personal Protective Equipment like masks), training, and other items necessary to meet OHA guidelines to ensure staff, participants, and families' safety needs are met.
Training Staff

Grant funds may be used to pay for staff training/professional development.

If you need help training summer staff in classroom / group behavior management, social emotional learning skills, engaged learning techniques, health and safety protocol, etc. there are many resources available. You may also consider a live training or asynchronous module option.

» OregonASK Online offers asynchronous opportunities and access to dozens of ready to go trainings you can include in the cost of in your proposal.

» Inclusion Base Camp: A 6-part series starting July 12th that will help you and your staff build a more inclusive environment this summer and beyond.

» You 4 Youth is an online resource designed for 21st Century Community Learning Centers with professional development opportunities. You do not need to be in a 21 CCLC program to create an account.

» ODE Summer Learning Resources

Need Space

Perhaps your organization does not have enough physical space to meet the demands of your community or to accommodate multiple groups of students. Again, recruiting partners works well to bring multiple providers or opportunities together to make access, transportation and cost sharing more possible. You can write the cost of renting or reserving spaces into your grant application.

Think about asking to borrow or rent out one of these summer learning spaces:

» Public schools (indoors or outdoors) and School libraries
» Public libraries
» Parks (go through your Parks & Rec department)
» Churches (many have both indoor and outdoor spaces good for large groups)
» Public buildings / Public property
» Community gardens
» Universities & Community Colleges
» Businesses (Art schools, martial arts dojos, dance & yoga studios, climbing gyms, etc.)
Need to Improve Access for Students We Want to Serve

To increase access for low-income students, the grant application can include funds to provide full or partial **scholarships** for your paid camps or programs, or to provide **stipends** and **incentives** for students.

For **physical accessibility** concerns, you may apply for funds to make improvements to existing structures that will directly connect to serving any of the designated underserved groups (like adding a wheelchair ramp), hire more staff assistants, or purchase other accessibility equipment.

If you are worried about or have already found that your organization can not recruit enough participants because of your location, or if you have a target population in a specific location, think about offering your programs where the kids are (and also see the Transportation section, below, for getting kids to where you are). Make sure you partner with location to ensure community representatives are part of planning. Check with your insurer to be sure your insurance policy covers the location you would like to use before confirming that location.

**Locations** might include:

» On a farm (with migrant workers’ children) or nearby rural location
» In public housing or transitional housing properties
» At a local neighborhood park
» In local businesses or community centers
» In co-housing or apartment communities
» In community gardens
» In a church
» At a culture-specific center
Need Ideas for Quality Programs & Best Practices

There are many resources for summer camps and summer program models (also see “Scheduling Options that Work” below), best practices and activities, including the following:

» ODE Summer Learning Resources
  » Summer Best Practices Guide
  » Summer Best Practices Guide Toolkit

» ODE resources for Healthy and Safe Learning this Summer

» 100 Ideas for Summer Camp Themes

» STEM in Summer Activity Guide

» National Summer Learning Association Resources & Knowledge Center

» STEM Next Summer Ideas

» LDE Summer Programs Guidance

Need Special Materials or Capital Expenditures

Organizations can include materials that need to be purchased for summer learning activities in the grant application. These can include things such as art supplies, STEM, maker or robotics kits, 3D printers, tablets, books, materials for take-home kits, filmmaking equipment, musical instruments, etc. You may propose to send materials home with students at the end of the camp as an “attendance incentive” or reward.

Capital projects for buildings are not an allowable expense (new construction, large maintenance or renovation projects). However, improvements that can be made to existing structures that will directly connect to serving any of the designated underserved groups are allowable expenses (adding a wheelchair ramp, for example).
If you are feeling that week-long camps are not going to work for you or for your target student population, don’t forget that there are as many ideas for scheduling as there are for themes and activities. If you have time to survey your target families, they might help you decide on the best scheduling options.

During the summer, many families may prefer morning or afternoon only options for about a week at a time. But in some locations, families with working parents will be happy to have all-day, every-day options for most weeks of the summer, and other locations might do well to provide once-a-week or one-hour-per-day options. More in-depth programs like theater productions could be multi-week commitments. Some examples of scheduling options include:

» 8 to 5 every day
» Mornings only (including lunch on site or to take home)
» Afternoons only (including lunch only or also send home snack)
» One full day per week
» Weekly activities lasting only one or two hours each week
» One-time workshops or events
» Multi-week or month-long programs
» Weekend or evening programming for families (parents or caregivers can attend with children)
Transportation

Grant funds can also be used to provide transportation to and from program sites. Some ideas include:

» Check with the local schools to see if you can coordinate bus transportation with them, using common routes, pick-up and drop-off times.

» Reserve a school bus from the local school bus company.

» In a small community, staff may walk to different locations to pick up and drop off groups of students at group meeting points.

» Rent or lease a van (purchasing is not an allowable expense). You only need a commercial driver’s license (CDL) for operation of vehicles weighing 26,001 lbs. or more, vehicles carrying 16 passengers or more including the driver, or vehicles used to transport hazardous materials. Double check the insurance requirements with your insurance agent before making this choice.

» Ask families in advance if they would like to be on a shared carpool list, so they can coordinate carpooling with each other.

» Provide students with public transportation passes.

Providing Food

» There are hundreds of sites providing summer breakfast, lunch and supper around Oregon. If your program is not a summer food site, you may check this website to find a location close by and call ahead about bringing your whole group.

  » Summer Food Sites must be consumed on site and picked up by youth individually, starting July 1, 2022.

» You may ask for funds in your grant application to purchase food for your participants. You may even want to have students help select, evaluate or prepare food as part of a Healthy Living activity.

» Work with community partners to have additional food donated or provided (it may be distributed at the camp and/or sent home with students) - farms, community gardens, local stores and restaurants may be good resources.
Outreach & Recruiting Participants

This Summer Learning Recruitment Guide (Wallace Foundation) has great information and resources!

In your outreach materials, emphasize benefits like scholarships, free transportation, food provided, take-home kits or materials, or other incentives you may be providing. It may also be helpful to emphasize that you have bilingual staff (and what languages they speak), if that is the case.

Many families with historically underserved students may not be on many social media platforms or engaging with local media or websites for these types of summer learning opportunities. While social media, local media outlets (especially local Spanish language radio programs and other international radio programs) and websites are still great places to advertise your programs, don’t forget to post information in the following places (or email information to them so they can post it), and in the languages used by families in your community:

» Large employers in your area  
» Local cultural centers  
» Housing providers  
» Houseless Shelters  
» Churches  
» Transportation hubs (transit centers, etc.)  
» Bulletin boards in stores and international markets  
» Refugee organizations  
» Preschool programs  
» Libraries  
» Thrift shops  
» Food banks  
» Your local human services offices  

» Reach out to your local Tribal Council - send information about your programs to the Education or Family Services Specialist (find contact information on this directory)
Getting Kids to Attend / Show-up Regularly

Many organizations and schools found that it was a challenge getting students to show up for summer camps or to attend regularly, especially for older youth. This can be for a variety of reasons, not the least of which is student anxiety, so one of the best suggestions is to make each child feel connected, seen, heard, and to understand their comfort zone in group activities. There are many other ways to attract and retain students in programs, including the following:

» Offer scholarships to attend for free or at reduced cost, especially for multiple weeks or multiple children (for paid camps / programs)

» Providing incentives for each student or family with full attendance (this can be monetary, gift cards, or materials like books, activity kits, robotics, food boxes, sweatshirts or t-shirts, etc.)

» Providing transportation

» Providing food (breakfast, snacks, lunch)

» Providing something tangible to take home as incentives at different parts of the week (maker kits, t-shirts, games, art supplies, etc.)

» Providing completion bonuses for older youth

Conclusion

We hope that these ideas help more community organizations apply for Community Summer Grants funds to provide summer programs for youth across the state. Again, if you have other ideas or issues, or for any questions regarding information in this document, you may contact Bethany Thramer or Monica McQueen. We can’t wait to see the magic that you make happen this summer.