

Tutoring Grant Opportunity AY 2022-24

San Jose Public Library Foundation

Overview

To offset the impact of pandemic-related learning loss and uplift children to higher levels of student academic achievement, the SJ Learns program will offer a two-year expansion grant, providing high-needs San José students in 4th-12th grade with an opportunity to access high-quality tutoring services.

Funds are made available through the American Rescue Plan (ARP) and all grant activities and expenditures must be in line with federal requirements. These grant awards are for immediate tutoring expansion programs to increase access and drive academic success for students.

An estimated \$1.7 million in ARP funds will be granted over the next two years.

For additional information, please visit the San Jose Public Library Foundation's **Grant Opportunity Webpage**.

If others at your organization/partner organizations need to access/edit the proposal, please use the Collaborator feature on the form.

1. Collaborator [Video Tutorial](#) (2 minutes long)
2. Collaborator [Written Tutorial](#)

Contact Us

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Grant Type Requested*

Service Implementation Grant

Funding to support direct tutoring services. If the proposal is for a multi-partner collaboration (Local Education Agency, nonprofit, and/or for-profit) applications must be submitted by one fiscal lead agency with letters of agreement or memoranda of understanding from the implementation partner organization(s) specifying roles and responsibilities. Tutoring services may be delivered independently or in classrooms, in afterschool programs, with other community partners, and may be delivered in-person or online.

PRNS Service Implementation Grant

The Parks, Recreation, and Neighborhood Services (PRNS) Service Implementation Grants

support implementation of tutoring services to students at City managed afterschool programs. Services will be implemented through and with PRNS afterschool programs. With this grant, PRNS will be responsible for recruiting eligible students and coordinating with grantees. Tutoring services may be delivered in-person or online.

Choices

Service Implementation Grant

PRNS Service Implementation Grant

Lead Agency Information

Lead Agency Name*

Character Limit: 100

Lead Agency Abbreviation*

Character Limit: 10

LEAD CONTACT INFORMATION

The Lead Contact should be the main point of contact for all communication.

Lead Contact First Name*

Character Limit: 50

Lead Contact Last Name*

Character Limit: 50

Lead Contact Title*

Character Limit: 100

Lead Contact Email Address*

Character Limit: 100

Lead Contact Phone Number (###-###-#### x###)*

Character Limit: 20

SIGNATORY INFORMATION

If different from the "Lead Contact," please provide information for the person who would serve as the authorized signer for the grant, should the proposal be approved for funding. If the "Lead Contact" will serve as signatory, please copy the information above.

Signatory First Name*

Character Limit: 100

Signatory Last Name*

Character Limit: 100

Signatory Title*

Character Limit: 100

Signatory Address Line1*

Signatory Street Address

Character Limit: 100

Signatory Address Line 2*

Ex: San Jose, CA 95112

Character Limit: 100

Signatory Phone Number*

XXX-XXX-XXXX XXXXX

Character Limit: 20

Signatory Email*

Character Limit: 50

PAYMENT INFORMATION

Please provide information for mailing payment, should the proposal be approved for funding.

Check Payable To*

Character Limit: 250

Payment Mailing ATTN:*

Attention of:

Character Limit: 200

Payment Mailing Address*

Character Limit: 250

Fiscal Services Contact Full Name*

Character Limit: 200

Fiscal Services Contact Email Address*

Character Limit: 50

Fiscal Services Contact Phone Number*

Character Limit: 250

Partner Organization Information

Partner Organization Name*

If the LEAD is not partnering with another organization, please write "N/A"

Character Limit: 100

Partner First Name

Character Limit: 50

Partner Last Name

Character Limit: 50

Partner Title

Character Limit: 100

Partner Email Address

Character Limit: 100

Partner Phone Number (###-###-#### x####)

Character Limit: 20

Partner Organization Notes

If you have more than one partner organization and/or sub-grantees for your proposal, please clarify here and include a primary contact (name, title, email address, and phone number) for each entity.

Character Limit: 1000

Application Questions

ELIGIBILITY AFFIRMATION QUESTIONS

Will awarded funds be used to serve San José students who are in grade 4 to 12?*

Choices

Yes

No

Will the tutoring program provide 1:1 and/or small group (4:1) tutoring?***Choices**

Yes

No

Will the program provide services to high-needs students as defined in the Request for Proposals?***Choices**

Yes

No

Recruitment Strategy*

If applicable, do you have a clear strategy for recruitment or referral that uses available data, including valid and reliable assessments, to ensure the program enrolls students who are highest need?

Choices

Yes

No

N/A

Do you have a clear strategy for collecting and reporting de-identified student demographic data?*

Examples of data may include enrollment, attendance, grade levels, race/ethnicity, gender, students with disabilities, English learners, socio-economic status, graduation rate, etc. This information is required for reporting.

Choices

Yes

No

Will the program be aligned with the Annenberg Institute Tutoring Quality Standards?***Choices**

Yes

No

Will the program ensure that students are not charged program fees?***Choices**

Yes

No

Tutors' Cultural Competence*

Does your staff or tutoring candidate pool reflect the ethnic and racial backgrounds of the students being served?

Choices

Yes

No

[LEA specific] Participation in DataZone*

Does the LEA participate as a member in the Santa Clara County Office of Education's DataZone project and store local assessment data in the warehouse for all grade levels that would be served with this tutoring grant opportunity?

Choices

Yes

No

FUNDING REQUEST

Amount of funds requested for this Tutoring Opportunity Grant*

Please ensure this amount matches the total grant amount in your budget form (under Key Documents section).

Character Limit: 20

Matching Funds:*

Will the program be leveraging other funds to support this program?

Choices

Yes

No

Source(s) for matching funds*

Please specify the funding source(s). If no matching funds, write N/A.

Character Limit: 1000

Minimum funding amount for consideration

If the program cannot be fully funded as requested, please specify a minimum funding amount for which you would like to be considered.

Character Limit: 20

Additional Program Information

About the intended use of funds*

Provide an overview of the tutoring program this grant will support. Please be specific about how the intended use is aligned to the minimum eligibility requirements listed in the Request for Proposals. Priority will be given to applicants that:

- Are in alignment with the Annenberg Institute Tutoring Quality standards
- Show evidence of a sustainable approach by leveraging key community partnerships (if applicable) and sources of matching funds

- Demonstrate a service delivery model that is in high demand by parents
- Maximize quality while minimizing per student costs (this can be demonstrated through the use of the Tutoring Cost Calculator. Programs are encouraged to provide staff with a living wage.)
- Have the potential to provide flexible services (e.g., in person and virtual)

Character Limit: 1000

Number of San Jose students to be served*

Character Limit: 4

Please list the academic subjects that your tutoring program focuses on:*

Character Limit: 500

Please provide a list of any and all training your tutoring staff will receive:*

Character Limit: 1000

Programs system for measuring individual student progress*

Please provide an overview of the programs system for measuring individual student progress. Include a list of all assessments the program will use to monitor and track student academic growth over time:

Character Limit: 1000

Tutoring Effectiveness Evaluation Strategy*

Please provide the tutoring programs system to evaluate its effectiveness and implement improvements:

This should include parent satisfaction metrics and data collection strategy.

Character Limit: 1000

Implementation Plan and Timeline*

Please describe how you will implement the program within the academic year. Please provide detail for the implementation plan, including a timeline. Note that the grant period will be through December 2024.

Character Limit: 1000

Capacity to Use Funds*

Please specify how you intend to onboard any new staff and/or leverage the capacity of existing staff to ensure the plan can be implemented within your intended timeline.

Character Limit: 1000

Program Outcomes

MEASURABLE OUTCOMES

Please specify a minimum of three measurable outcomes that will be associated with the use of these funds. Include specific information about student academic achievement, program attendance, and quality standards, if applicable.

Academic achievement*

Character Limit: 1000

Program attendance*

Character Limit: 1000

Quality standards*

Character Limit: 1000

Qualitative Outcomes

If there are other program outcomes that you measure as part of your evaluation strategy, please feel free to include additional information here.

Character Limit: 1000

Key Documents

Program Budget Form*

Please download our template [HERE](#).

Upload with File Name: Budget_Lead Name

File Size Limit: 2 MB

Partner(s) Letter(s) of Agreement

Please include copies of Letter(s) of Agreement with any partner organization(s). If submitting multiple letters for multiple partners, please combine in a single PDF.

Upload with File Name:

Partner LOA_Lead Name

File Size Limit: 2 MB

School Site(s) Letter(s) of Agreement*

Please include copies of Letter(s) of Agreement with school site leadership at any participating site(s). If submitting multiple letters for multiple sites, please combine in a single PDF.

Upload with File Name:

School Site LOA_Lead Name

File Size Limit: 5 MB

Grant Agreement Fields

This section is internal only on this application but this section's data is merged on the grant agreement, once it is assigned to the applicant.

Program Summary

Character Limit: 2000

AA Outcome(s)

Academic Achievement

Character Limit: 2000

PA Outcome(s)

Program Attendance

Character Limit: 2000

QS Outcome(s)

Quality Standards

Character Limit: 2000

Other Outcome(s)

Character Limit: 2000

Total Number of San Jose Students to be served during AY

Character Limit: 4

AY Program Budget Form

Character Limit: 50 | File Size Limit: 5 MB

Requested AY Budget Amount

Funds requested to run AY 2021-2022

Character Limit: 20