



Request for Proposal
Due March 1, 2009

Washington and Lee University is an independent, highly selective coeducational liberal arts college, enrolling approximately 1,770 undergraduates and 400 students in our School of Law.

Washington and Lee employs approximately 839 regular full and regular part-time benefits eligible faculty and staff and seeks to recruit and retain a highly talented and diverse faculty and staff.

The University has made a commitment to address the need for quality out of school care, both after school and summer, for faculty and staff children. We will annually gift one or multiple grants totaling \$50,000 in value to high quality innovative, creative and result-producing after school programs in Rockbridge County. In addition, there will be a onetime grant of \$25,000 specifically for summer programming. The enhancement of current programs or the creation of a new program will benefit not only Washington and Lee but also the greater Lexington and Rockbridge county community. To this end, Washington and Lee encourages multi-year proposals for the after school program, Proposals aimed at either after school or summer programming or both will be accepted.

The grants will be given to programs that foster growth and development in children ages 5 through 14 in an innovative manner. The program must operate in a location convenient to the Washington and Lee campus (to be provided by the vendor), serve children in the requested age group, promote academic success and enrichment, give children creative structured activities and offer physical exercise. Ideally, the program would create active partnerships with Washington and Lee students, faculty and staff to provide enrichment programs and include topics such as languages, music, art and science. While Washington and Lee facilities are not available for the after school program, Washington and Lee facilities such as athletic fields could be available for use for the summer program.

For questions or additional information, please contact Mary Katherine Snead at mksnead@wlu.edu or call 540.458.8920.

Organizations or individuals interested in the grant are strongly encouraged to contact Mary Katherine Snead to discuss their intention to submit by **February 1, 2009**. Proposals should be submitted no later than **March 1, 2009** to mksnead@wlu.edu

Application for Grant

Please include this information in the application email:

- Organization's name and organizational mission statement.
- Project title, brief description and time-line for project.
- Estimated project budget and organizational budget.
- Contact person and title, contact information (include phone number, street address and e-mail).

Please include the following in an attached document, double spaced and in no more than five pages. For programs addressing both after school and summer programming, please answer all questions below. *Proposals which address one or the other are also encouraged.* In this case, please answer all questions from the first four sections below and the 'After School' or 'Summer Program' section as appropriate.

Population/Geography

1. Where will your program be located?
2. What communities will the program serve?

Program

3. Give a description of your program.
4. How many staff members (full-time, part-time and volunteers) will be needed for the program to run?
5. How many children would your program serve? What would the student-to-staff ratio be?
6. Describe the innovative methods, materials and curriculum that will be used in the program.
7. What ideas do you have for partnering with the W&L and larger community to provide innovative programming?
8. Would your program address 'out of school' time such as snow days, holidays, teacher in-service, etc.?

Budget

9. If your program received the requested funding, how would it be used to foster growth and development in children involved with the program? Please be specific.
10. Please give a detailed project / program budget for the next three years
11. How else are you funding this program? Is it pending or confirmed?

Evaluate and Measure

12. How do you see your program addressing the needs of the community?
13. How is the program sustainable?
14. How will results be measured? Please include examples of past or present successes.
15. Is your program currently licensed? How will you actively maintain licensing standards?

After School (\$50,000 annual grant)

16. What are the goals of the after-school program? What are the desired outcomes?
17. What makes your program different than other after school programs in the area?
18. How will you enhance the school curriculum to provide connected but distinct programming?
19. How will you address transportation from school to your program?
20. What age group will the program serve?

Summer Program (\$25,000 seed money)

21. What are the goals of the summer program? What are the desired outcomes?
22. What would be the term of the summer program? Would your program meet the needs of parents for a summer long enrichment program?
23. What makes your program different than other summer programs in the area?
24. What Washington and Lee facilities do you envision utilizing for summer programming?
25. What age group will the program serve?