REQUEST for PROPOSAL
Package

Funding Entity: Montana GEAR UP
Jan Lombardi, Director

Program Title & Description: 2013 Academic Enrichment College Summer Camp

Timeline: January 18, 2013 RFP issued
February 18, 2013 Deadline for submission of proposals
March 4, 2013 Tentative award notification

Completed proposal packages must be received by no later than end of business on Monday, February 18, 2013. Late, incomplete, or unsigned proposals will not be considered. A return email receipt will be sent to acknowledge delivery of proposals.

Eligibility: Proposals may be submitted by any accredited Montana public or private 2- or 4-year degree-granting institution of higher education. Please note:

- An eligible entity may submit more than one proposal.
- Collaboration among institutions and community partners such as research laboratories, museums, or science facilities is encouraged.
- A single applicant may submit a proposal that includes camp activities at different geographical sites.
- This state-wide GEAR UP grant requires that proposals must be open to students from any GEAR UP school (see Appendix B) rather than written specifically for the students of any one GEAR UP school.

Application Process: Please direct all inquiries regarding 2013 Academic Enrichment Summer Camp proposals in writing to Paula Roe, proe@montana.edu. This RFP packet can also be found on the Montana GEAR UP website at mus.edu/GearUp/administration.asp.

To apply for a grant,

(a) transmit an electronic copy of the proposal appendices A, B, and C to proe@montana.edu, and
(b) mail the cover page with original signatures (Appendix A) to:

Paula Roe, GEAR UP College Access Manager
Montana University System
PO Box 203201
Helena, MT 59620-3201
A. Program Overview
Montana GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is issuing a request for proposals (RFP) to fund geographically distributed academic enrichment college summer camps during the summer of 2013 for students entering grades 7 through 12 in fall 2013.

2013 GEAR UP Academic Enrichment College Summer Camps must provide students with:

1. Learning situations which are both stimulating and age-appropriate in one or more of the following academic content areas: language arts/writing, social studies, mathematics, or science;

2. Opportunities to advance their knowledge of or skills set through one or more of the following learning contexts: technology, nature, the arts, career awareness, or Native American culture, and

3. Experiences which develop their understanding of and their confidence with all four components of the college-bound process: academic, financial, emotional and social.

B. Background Information
Montana GEAR UP received a seven-year, $28 million discretionary federal grant from the U.S. Department of Education in September 2011 to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Montana GEAR UP believes that postsecondary education is possible for all Montana students, regardless of economic background. Montana GEAR UP supports schools, students, and their families to increase students’ college and career readiness through academic preparedness, postsecondary planning, and financial aid knowledge so that they may succeed in their education beyond high school. Montana GEAR UP works with 18 middle schools and their receiving high schools from around the state to improve high school graduation and college enrollment rates. Thirteen of these schools are located on or bordering Montana’s seven American Indian reservations (see Appendix B).

Montana GEAR UP is administered by the Office of the Commissioner of Higher Education (OCHE). More information about the national GEAR UP program is available on the U.S. Department of Education website at www.ed.gov/programs/gearup, and for information about the Montana GEAR UP program visit mus.edu/gearup.

C. Awards and Funding Distribution
Awards will be made to those geographically diverse programs that best (a) addresses the 3 program overview strands; (b) provides maximum student supervision and security, and (c) meets the purposes of the federal grant. Applicants willing to commit to providing multi-year (2 – 5 years) programs will receive priority points aligned to the length of commitment. Awards to governmental entities will be made either by grant or by memorandum of understanding. Awards to non-governmental entities will be made by contract in accordance with Montana procurement procedure.
C. Awards and Funding Distribution (continued)

Award Amounts:
- The amount of funding awarded for each summer program will be based on factors such as length of program, location, number of students served, types of activities offered, etc.
- The minimum daily student award for a residential program is expected to be $165; less for a commuter program.

Allowable Expenditures:
- Funds may be requested for such items as salaries and benefits for key personnel, wages and benefits for support personnel, student lodging and meals, program materials and supplies, student transportation to and from the campus, and field trips.
- Montana GEAR UP is awarding camp scholarships to students equal to the per participant cost indicated in the proposal; therefore, summer camps must be provided without cost to student and/or parents.

Matching Funds:
- Montana GEAR UP regulations require a dollar-for-dollar match for all funds awarded. This match must be in non-federal funds. Examples can be in-kind contributions, salary, volunteer time, equipment usage, materials, and cash.
- Match is required for the minimum total of grant funds received, not on a per category basis.
- Grantees are encouraged to provide match funds in excess of total grant funds received since any excess amount may be carried over to proposals for succeeding years.
- Intended matching funds must be identified in the proposal budget (see Appendix B).

Additional Information:
- Grantees who partner with other entities to provide services must maintain both programmatic and fiscal administrative responsibility.
- Information gathered from previous grants received, site-visits, program evaluations, and reporting requirements may be considered when making awards for this year.
- Grantees must submit final fiscal and narrative reports.

D. Priorities, Structures, and Guidelines
Montana GEAR UP expects to fund a minimum of 8 geographically and thematically diverse summer camps which have been developed specifically in response to this RFP. However, existing camp programs which meet the Program Overview strands/Proposal goals and wish to create additional space to accommodate GEAR UP students may submit a modified proposal by contacting Paula Roe, GEAR UP College Access Manager.

New or existing camps must meet the following requirements and priorities.
1. Each proposal should serve a minimum of 20 camp participants.
2. Camps must be held between June 3 and August 2, 2013, and should be scheduled for no less than 5 full days.
3. Transportation is a major barrier for GEAR UP students accessing postsecondary opportunities, and proposals MUST include how this barrier will be addressed for camp participants. Providing transportation from regional pick-up sites is acceptable. Students transported by the college must be chaperoned by camp staff at all times during travel to/from the camp location.
4. Commuter camps must include academic and social experiences typically available at the college, while a residential camp must additionally include dorm/sleeping experiences.
D. Priorities, Structures, and Guidelines (continued)

5. Camps must provide the academic content, learning context, and college-bound component strands detailed in the Program Overview with the goals of (a) instilling career and educational aspirations in students, and (b) increasing their awareness of the need to plan for college both academically and financially.

6. Camps may include visits to other Montana learning sites such as research laboratories, museums, science facilities, etc.

7. Montana GEAR UP will manage the student marketing, registration, and notification process for the camps.

E. Administrative Requirements

Grantees must:

1. Have liability insurance with combined single limits for bodily injury, personal injury and property damage of $500,000 per occurrence and $1,000,000 aggregate to cover injury or damage as may be caused by any act, omission, or negligence of the applicant or its officers, agents, representatives or subcontractors.


3. Have written policies addressing student attendance, management, and discipline; staff and chaperone qualification; cell phone/electronic device use; parental involvement, and safety (including child abuse reporting).

4. Provide any additional camp information to the State GEAR UP office within three weeks of award notification to ensure inclusion in the “2013 GEAR UP Academic Enrichment College Summer Camp” marketing/outreach material.

5. Provide camp specific information (i.e., conduct form, medical/media release, tentative camp schedule, etc.) to the Montana GEAR UP state office by April 19, 2013 for distribution with student placement letters.

6. Hire staff with appropriate expertise to ensure camp success. Staff may be recruited from institutions of higher education, K-12 school districts, or the private sector. Please note that background checks on camp staff is the responsibility of the applicant.

7. Submit their final camp schedule at least 5 business days before the earliest possible camp start date, or by May 27, 2013.

8. Provide computer access so that each student attending the camp can complete an evaluation survey provided by Montana GEAR UP.

9. Submit the following documents within 30 days after the last day of summer camp, or by August 30, 2013. Failure to have all documentation submitted to the Montana GEAR UP office within this time frame will result in a 10% reduction of the final amount due.
   - Final Program report [Appendix E]
   - Final Fiscal report documenting expenditures and match
F. Preparation and Formatting Requirements
Montana GEAR UP Academic Enrichment Summer Camp proposals must be prepared and formatted according to the following specifications:

- The proposal must be received by no later than the end of business on Friday, February 8, 2013.
- Submit one (1) electronic copy of the proposal to Paula Roe at proe@montana.edu.
- Submit the signed cover page (Appendix A) to the Office of the Commissioner of Higher Education; PO Box 203201; Helena, MT 59620-3201 (Attention: Paula Roe) no later than February 8, 2013.
- Proposals are to be submitted single-spaced on white, 8½ by 11-inch paper using 12-pt Times New Roman font.

G. Components of the Proposal

15 points Abstract of Proposal (one page limit)

Provide a one-page abstract that briefly describes the project including the thematic focus of the camp, name of the institution(s) involved, target number of student participants, primary activities, contributing partners, and proposed outcomes.

70 points Program Narrative (seven page limit)

Topics that should be explained or described within the narrative include:

A. The thematic focus of the camp and the manner in which the academic content, learning context, and college access components will be addressed. (20 points)

B. The administrative plan for conducting the camps, including proposed summer camp dates, a tentative daily schedule, and logistical information. Describe the qualifications of the project director and other key staff implementing the project, including education and/or work experience for directing the activities of the proposed academic enrichment summer program. Essential information includes adequate plans for safety and supervision of students. (15 points)

C. The ability of the recipient to support the project both programmatically and fiscally. Show demonstrated effectiveness to serve the populations addressed. (10 points)

D. The number of participants and plans for student transportation to and from camp, including plans for supervision. (10 points)

E. Plan for the evaluation of the project’s effectiveness, including outcomes of the program. (10 points)

F. Commitment to providing program for multiple years. (5 points)

15 points Budget

The budget request requires two forms: the budget spreadsheet and the budget narrative. These forms are available in this RFP packet and on the Montana GEAR UP website at www.mus.edu/gearup and are described below. The success of past grantees at meeting fiscal requirements may also be considered in the selection process.

Proposed Budget Spreadsheet (Appendix B)

- Indicate the amount of funding you are seeking from Montana GEAR UP in the “requested GEAR UP Funds” column.
- GEAR UP funding is not allowed in some categories indicated by shaded grey boxes.
- Indicate the amount for matching funds (in-kind contributions, salary, volunteer time, rent, utilities, cash, etc.) that you will contribute in the appropriate category.
G. Components of the Proposal (continued)

- Use the “Explanation of Matching Funds” column to describe how you arrived at the match amount.
- The figures found on the budget form must be the same as the figures described in the budget narrative.

Budget Narrative (Appendix C)

- Describe how the federal funds requested will be expended to achieve a successful academic enrichment college summer camp.
- Describe what expenditures will be made in Personnel Services and Operating Expenses budget categories.
- Up to eight (8) percent of GEAR UP funds being requested may be claimed as Indirect Costs. Montana GEAR UP requires documentation of the recipient’s approved restricted indirect cost rate.
- The figures described in the budget narrative must be the same as the figures listed on the budget form.
- A specific statement must be made that the GEAR UP funds will be used to supplement, not supplant, existing funds.

100 points  Total Maximum Points

I. Detailed Timeline

January 8, 2013  RFP issued
February 8, 2013  Deadline for submission of proposals
February 15, 2013  Tentative award notification
March 8, 2013  Grantees provide to state GEAR UP office their narrative for inclusion in 2013 GEAR UP Summer Camp marketing material
April 8 – 19, 2013  GEAR UP Student registration period
April 19, 2013  Grantees provides to state GEAR UP office all documents that need student/parent signatures, including medial/media release, student code of conduct, etc.
May 3, 2013  Student notification letters and camp material packet distributed
May 20, 2013  Students return acceptance letters and all camp specific documents
May 27, 2013  Earliest possible date for camp roster distribution to grantees
June 3, 2013  Final camp schedule due from grantees
August 2, 2013  Earliest possible camp start date
August 30, 2013  Last possible date to submit final Program and Fiscal reports to Montana GEAR UP state office without financial penalty
Montana GEAR UP
2013 Academic Enrichment College Summer Camp Proposal
Appendix A – Cover Page

1. Name of Applicant:

2. Address of Applicant (Include Dept. Unit, Street Address/P.O. Number, City, State, Zip Code):

3. Proposed Academic Enrichment College Summer Camp Name:

4. Proposed Camp Dates: 5. Total GEAR UP Funds Requested: 6. Total Matching Funds Anticipated:

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<tr>
<td>CAMP DIRECTOR</td>
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<td>Name (print):</td>
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<td>Title (print):</td>
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<td>AUTHORIZED FISCAL AGENT</td>
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<td>Name (print):</td>
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By signing and submitting this proposal, the signatories are certifying that (1) the institution and the proposed camp are in compliance with all applicable Federal and State laws and regulations, and (2) that GEAR UP funds will be used to supplement, not supplant, existing funds.

Camp Director: ____________________________ Date: __________

Authorized Fiscal Agent: ____________________________ Date: __________
Montana GEAR UP
2013 Academic Enrichment College summer Camp Proposal
Appendix B – Proposal Budget

<table>
<thead>
<tr>
<th>Proposed Budget</th>
<th>Requested GEAR UP Funds</th>
<th>Anticipated Matching Funds*</th>
<th>Explanation of Matching Funds**</th>
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<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
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<td>Salaries</td>
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<td>Hourly Wages</td>
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<td>Employee Benefits</td>
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<td><strong>Total Personnel Services:</strong></td>
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<td>OPERATING EXPENSES</td>
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<td>Contracted - Instructors</td>
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<td>Contracted - Chaperones</td>
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<td>Volunteer Services (match only)</td>
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<td>Consumable Supplies</td>
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<td>Equipment Usage (match only)</td>
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<td>Printing</td>
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<td>Postage and Mailing</td>
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<td>Telephone</td>
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<td>Travel</td>
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<td>Rent</td>
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<td>Utilities (match only)</td>
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<td>Student Lodging (dorm)</td>
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<td>Student Meals</td>
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<td>Other (Specify)</td>
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<tr>
<td>Other (Specify)</td>
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<td><strong>Total Operating Expenses:</strong></td>
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<td>TOTALS</td>
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<td>Total Personnel Services</td>
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<td>Total Operating Expenses</td>
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<tr>
<td>Indirect Costs (=&lt; 8% of the TOTAL GEAR UP funds requested)</td>
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<td><strong>Total Requested &amp; Matched:</strong></td>
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*Please note that matching funds are required for the total grant amount but do not need to be reflected in each category. For example, if $1,000 is requested in the “consumable supplies” category, you are NOT required to match exactly $1,000 of consumable supplies. Overmatch is encouraged.

**Continue explanation on a separate page if necessary.
Please provide narrative to describe and adequately justify each budget amount being requested. Include details (calculations) on how each amount was determined.

**PERSONNEL SERVICES**

- Salaries
- Hourly Wages
- Employee Benefits

Total Personnel Services:

**OPERATING EXPENSES**

- Contracted Services (Instructors & Chaperones)
- Consumable Supplies
- Printing
- Postage and Mailing
- Telephone
- Travel
- Rent
- Lodging and Meals
- Other

Total Operating Expenses:

**TOTAL BUDGET:**
Montana GEAR UP
2013 Academic Enrichment College Summer Camp Proposal
Appendix D – GEAR UP School Sites
Montana GEAR UP
2013 Academic Enrichment College Summer Camp
Appendix E – Final Program Report

Please evaluate the success of your summer camp using the following format/headers. Include comments, details, and attachments as necessary. Please contact Paula Roe, GEAR UP College Access Manager at (406) 444-0350 or proe@montana.edu for more information about the final report. This Final Program Report is due within 30 days of the end of the summer camp, or before August 30, 2013. This template is available on the GEAR UP website: www.mus.edu/gearup.

1. Summer Camp Information

<table>
<thead>
<tr>
<th>Grantee:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>Camp Name:</td>
<td>Dates:</td>
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<tr>
<td>Camp Director:</td>
<td>Key Personnel:</td>
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2. Student Participation

Please provide the information in the gray shaded boxes only.

<table>
<thead>
<tr>
<th>Students</th>
<th>Number</th>
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<tbody>
<tr>
<td>Applicants (# provided by Montana GEAR UP)</td>
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<tr>
<td>Applicants Assigned to Camp (provided by Montana GEAR UP)</td>
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<tr>
<td>Applicants Accepted/Registered (provided by Montana GEAR UP)</td>
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<tr>
<td>Accepted/Registered but Excused (provided by Montana GEAR UP)</td>
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<tr>
<td>Accepted/Registered but Unexcused (provided by Montana GEAR UP)</td>
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<tr>
<td>Camp Roster (provided to Camp Director by Montana GEAR UP)</td>
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<tr>
<td>Partially Attended (late arrival/early departure; withdrew due to illness, discipline, etc.)</td>
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<tr>
<td>Fully Attended All Days of the Camp</td>
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<tr>
<td>No Shows</td>
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3. Student List

Please attach a chart that indicates the GEAR UP student’s name, 2013-14 GEAR UP school name/2013-14 grade, and level of participation. Please code each student’s participation as FA (Fully Attended); PA (Partially Attended); or NS (No-Show). Comments can include reasons for partial attendance, notes about student involvement, i.e., won camp award, or post-camp suggestions.

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>2013-14 GEAR UP School</th>
<th>2013-14 Grade</th>
<th>Participation Code</th>
<th>Comment</th>
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4. Camp Schedule – Please attach
5. **Program Summary**
Please provide an overview of your summer camp. At a minimum relate the successes and challenges in the following areas:

a) **Planning and logistics:**
   - Successes:
   - Challenges:

b) **Program/theme focus:**
   - Successes:
   - Challenges:

c) **Staffing/personnel:**
   - Successes:
   - Challenges:

d) **Transportation:**
   - Successes:
   - Challenges:

e) **Housing and meals:**
   - Successes:
   - Challenges:

f) **Social/recreation activities:**
   - Successes:
   - Challenges:

g) **Montana GEAR UP Support**
   - Successes:
   - Challenges:

6. **Suggestions**
Please conclude with specific suggestions for improving the Montana GEAR UP summer program (at your campus or another) for next year.

7. **Evaluation**
All Montana GEAR UP students attending your summer program must complete the Montana GEAR UP 2013 Summer Camp Student Evaluation form. However, if other tools are used to evaluate student learning/outcomes during your program, please provide those results as well.

8. **Follow Up**
If you contact students after the summer program, please describe your process and purpose for the contact. Attach a sample letter if appropriate.