

Executive Office of Education  
2021 Summer Camp Request for Proposals

## Frequently Asked Questions (FAQs)

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Last Updated May 11, 2021

The following document includes high-level questions received for the Summer Camp Request for Proposals process. Some questions have been paraphrased from their original form to make relevant to the broader applicant pool. The questions contained in this document are meant to supplement the main content of the RFP as found on the webpage: <https://hria.org/summer-camp-grants>

### ABBREVIATIONS

COVID-19	Coronavirus disease 2019
EOE	Executive Office of Education
HRiA	Health Resources in Action

### ELIGIBILITY

#### Who can apply for this funding?

Summer programs including day and overnight camps, as licensed or approved by the Department of Early Education and Care, or the Massachusetts Department of Public Health or municipality, are eligible to apply. Organizations must specifically be Massachusetts-based and serve youth and children who reside in the state.

#### Are there other priority populations?

Camp programs that specifically seek to address learning loss and social-emotional development supports are encouraged to apply.

Additionally, the Commonwealth has identified through ongoing state initiatives 20 cities and towns that have experienced the greatest COVID-19 case burden, considering social determinants of health and the disproportionate impact on Black, Indigenous, Asian, Latinx, and other communities of color (<https://www.mass.gov/info-details/covid-19-vaccine-equity-initiative>). These cities and towns are: Boston, Brockton, Chelsea, Everett, Fall River, Fitchburg, Framingham, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Methuen, New Bedford, Randolph, Revere, Springfield, and Worcester. Camp programs that serve youth and children who reside in these towns are also encouraged to apply.

#### Do we need to be based or located in one of the above municipalities to apply?

Applications are welcomed from summer camp programs based in all cities and towns across Massachusetts. The cities and towns that are mentioned in the RFP are encouraged to apply due to high COVID-19 case burden.

**Can we apply jointly with another organization/camp?**

Yes, organizations can submit a joint or shared proposal. One organization, however, should be identified as the lead applicant who will primarily receive the grant payment if awarded. Be sure to identify what each organization will do and how the funding will be divided. Each application still must total the maximum amount of funding allowed, which is \$30,000 for day camps and \$45,000 for overnight camps.

**Can we submit more than one proposal?**

Yes, an organization can submit more than one proposal as long as each application reflects a different camp program. A camp organization is only eligible to apply for either a day camp or overnight camp grant, however.

**My organization has multiple camp locations. Can each individual camp program apply?**

Yes, individual camp programs can apply, even if they belong to the same broader organization.

**We are not a certified 501(c)3 organization. Can we apply through a fiscal agent?**

Yes, you can apply with a non-profit organization that serves as your fiscal agent (meaning it would receive and manage the grant funding). However, it is expected that your organization would be performing the majority of the work and that most of the funding would be used to support your proposed activities. Proposed budgets should include no more than 15% for indirect or "overhead" costs for your organization or your fiscal agent. Indirect costs do NOT include fringe benefits or payroll taxes, which should be budgeted as part of your proposed personnel costs.

## **PROGRAM ACTIVITIES & ADMINISTRATION**

**My organization has already received funding from other funding sources for similar activities. Are we eligible to apply?**

Yes. You should describe in your proposal how any other received funding will complement and not duplicate what you propose to do with the Summer Camp Grants funding.

**If our camp also serves children outside the age ranges of between 5 and 13 for all day and overnight camps, or up to 16 for camps that serve children with special needs, can we still apply?**

Yes, please stipulate and specify how the funds will specifically serve children within the age range that these funds are intending to support, including how many children you serve who fall within those ages.

**As my camp program starts in mid-June, we are planning to purchase supplies before we will know if we are awarded a grant. If we do receive funding, can we use these funds to pay for purchases already made?**

Yes, funds are able to be applied for eligible expenses incurred starting in April and through August 2021. All funds must be expended by August 31, 2021. Please hold onto receipts of any items that you purchase and hope to apply the Summer Camp grants to, in the event you are requested to supply proof of how the funds were spent or in the case of a state audit.

**Can a camp receive a grant for staffing or other supports to run online camp activities?**

Supports for these funds are intended to support in-person activities and engagement. Online-related programming expenses are ineligible.

**What types of activities and expenses are you looking to fund, and how flexible are these dollars? Will you fund things like tickets for educational day trips or scholarships or STEM activity kits?**

Funding is stipulated to support adequate and appropriate accommodations to enable safety protocols necessary to mitigate the spread of COVID-19. We encourage applicants to ensure that any expenses listed in a project budget can fulfill this overall goal in some way.

Programmatic costs include:

- Staffing
- Indirect Costs
- Additional programming supports in order to accommodate social distancing requirements, including but not limited to transportation, space, and program supplies (so that each child has access to their own set of materials), etc.

Operating costs include:

- Materials and supplies to support health and safety, including personal protective equipment (PPE) and cleaning supplies and equipment
- Camp supplies, such as academic and learning materials
- Equipment to support children's play
- Rent and utilities
- Program advertising
- Health care costs for camps, specifically to provide social emotional supports
- Training and educational supplies, specifically to support health and safety
- Staff training, specifically to support health and safety among campers and staff
- Evaluation

Capital expenses are ineligible for this funding opportunity.

**What are the expectations for program evaluation or reporting?**

HRiA strives to develop a high-level and non-burdensome reporting form for all awardees to be able to share how their funds were expended and the impact of the funding on their 2021 summer camp programming. Please hold onto receipts of any items that you purchase and hope to apply the Summer Camp grants to, in the event you are requested to supply proof of how the funds were spent or in the case of a state audit.

**Which annual operating budget should I provide?**

We are most interested in the annual operating budget of your specific camp program (and not the larger organization for which you may be a part of) for the most recent year in which your operations were at their normal or full capacity. This could mean 2019 or 2020, depending on what individual camp programs had to do as a result of the pandemic.

## **GRANT PERIOD AND FUNDING**

**What is the expected amount of each grant award?**

The amount of the awards will depend on the number of successful applicants. We anticipate awards will be up to ~\$30,000 for day camps and up to \$45,000 for overnight camps, but final amounts will vary.

**Can we apply for more or less than the estimated funding range?**

Organizations can apply for a lower funding amount than the stated maximums for each type of grant, whether day camp or overnight camp. However, organizations cannot request for more than those maximums. Actual award amounts will depend on the available funding, the number of applicants, and the results of the proposal review process. Applicants may ultimately receive less funding than what they request.

## **APPLICATION PROCESS**

**Does the maximum 3-page limit apply to the fields of Organization Name, Contact Info, etc, or the attachments?**

No, the three-page limit mainly applies to the narrative where we ask you to address the designated questions for the application, and they also do not include the respective attachments. We do ask that you stay within the page maximums for your narrative out of fairness to all applicants.

## **REVIEW PROCESS AND AWARDS**

### **How will our proposal be reviewed?**

All proposals will be reviewed by a committee, and members will complete a conflict of interest process to ensure there are no conflicts or a financial relationships with any organization that has applied for funding.

### **How will organizations be selected for an award?**

The review committee will read all proposals and take part in an objective review and scoring process. The committee will make recommendations to EOE, based on the scoring and on consideration of equity across geographic areas and identified populations. All final funding decisions will be made by EOE.

### **When will we hear if we have been selected for an award?**

We plan to notify all applicants of award decisions by mid-June 2021.