Boston After School & Beyond

SY 25-26 Organization Information Form (OIF) and Request for Proposal (RFP) Question Preview

This document is to **preview** the questions and help you draft your organization's response.

Please click File > Download to save your own copy to use.

Please submit your form online at this link: **http://link.bostonbeyond.org/OIF**

Your Organization

Your Name:
Your Title:
Your Email Address:
Your Phone Number:
Organization Name: (pre-filled)
Organization Location - Street Address: (pre-filled for returning partners)
Organization Location - City: (pre-filled for returning partners)
Organization Location - Zip Code: (pre-filled for returning partners)
Neighborhoods Served: (pre-filled for returning partners)

Your Organization's Leadership

Boston Beyond would like to understand how many partner organizations are owned or led by women, minorities, or veterans. Please tell us about your organization's leader(s).

Organization Leader Name: (if told us before, show dropdown with options and pre-fill)
Organization Leader Title:
Organization Leader Email:
Organization Leader Phone Number:
What is this leader's gender?
What is this leader's race?

Is this leader a Veteran of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard or a reserve component of the above?

Consent Forms & Translations

All students under the age of 18 must have parental consent to be included in Boston Beyond measurement. (Students 18 and over can sign for themselves.)

The consent form is important because it:

- informs parents/guardians about shared student information in Boston Beyond's Partner Portal
- informs parents/guardians about the student survey(s) you will administer
- gives you and your team permission to view your enrolled students' information on file or from BPS
- ensures you get accurate data back in your data dashboard, the Program Report for Improvement & System Measurement (PRISM)

I agree to distribute and collect the appropriate parental consent forms for the students participating in measurement (e.g., youth surveys).

Into which of the following languages will you need youth surveys translated?

Funding

*Please note that requests for funding are unlikely be considered for organizations that have not completed measurement or financial reporting from the previous season. For example, if you have not completed required reports for Summer 2025, your funding application will be deprioritized for this 2025-2026 School Year until all requirements are completed from the previous season.

Boston Beyond has the following funding available:

- Funding Type - State
- Available funding is derived from the Massachusetts Department of Elementary and Secondary Education's (DESE) ASOST-Subgrant Fund Code 0528 (State (7061-9611)).
- Funding is contingent upon availability.

Are you interested in applying for funding? Yes/No

Key Eligibility Requirement: I attest that at least one of my school year 2025-2026 programs serves the same cohort of students at least three (3) days per week.

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If you are interested, please review the minimum criteria below to ensure your programs can be considered for funding:

- Applicants must be 501(c)(3) organizations. Organizations that are not 501(c)(3) may apply provided they are fiscally sponsored by a 501(c)(3) organization.

- Programs serving youth in grades PK-12, at least half of whom live in Boston;
- Programs that offer comprehensive programming at least three (3) days a week;
    - Comprehensive programming is defined as programming delivered to the same cohort of students, for at least one hour per day.
- Programs delivered between September 1, 2025 through June 30, 2026;
- Programs that serve historically underrepresented students, including but not limited to, English language learners, students on Individualized Education Programs (IEPs), students who are Black, Indigenous, and People of Color (BIPOC), students experiencing homelessness, in foster care and/or who are migratory;
- Programs that offer engaging and interactive programming that support deeper learning and access to enrichment opportunities;
- Programs that support positive social and emotional learning outcomes;
- Programs that promote culturally responsive and anti-racist practices that contribute to creating a welcoming environment;
- Programs that engage and leverage knowledge and strengths of students, families, staff and community to inform programming design and decisions;
- Programs that have or want to strengthen partnerships with local schools and/or other community-based organizations;
- Programs MUST implement the following measurement tools:
    - Boston Beyond Consent Form
    - Student Enrollment and Attendance
    - Assessment of Program Practices Tool (APT) Certified Observation - all grades
    - Survey of Academic & Youth Outcomes – Youth (SAYO-Y) - grades 4+

  Applications that do not meet the minimum criteria will not be considered.

Applications will not be considered until all outstanding impact or financial reports are completed for previous grant or subgrant awards.

Boston Beyond will award programs an amount up to $16,500, which is inclusive of measurement costs equal to 10% of your award.

Budget & 501(c)(3) Information

What is your organization's Employer Identification Number (EIN)? (pre-filled for returning partners)

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Is your organization a 501(c)(3)? (pre-filled for returning partners)

> If yes, what is your organization's annual budget according to the most recently filed Form 990?
>
> If no, because your organization is not a 501(c)(3), you may apply for funding provided you are fiscally sponsored by a 501(c)(3) organization.
> Please tell us about your fiscal sponsor: Org Name, Employer Identification Number, Contact Name, Contact Email

Do you certify that your program can meet all state local laws and requirements, including requisite background checks and public health requirements? (pre-filled for returning partners)

Confirm Finance Contact & Signatory Information

Should we contact you if we have questions about your organization's funding request, budget, or other finance matters, including payment processing?

> If no, please tell us who we should contact for finance matters. Name, Org, Phone, Email

Are you the individual who should receive and sign formal documents, such as statements of work or award letters, on behalf of your organization?

> If no, please tell us who should receive and sign formal documents on behalf of your org. Name, Org, Email

Funding Request

Boston Beyond anticipates being able to award approximately 60 grants of $16,500 each. However, we are always seeking out additional funding opportunities to support the needs of our partners. Regardless of the amount we are able to grant, we want to understand the current unmet financial need of your organization.

Please enter the amount of your current unmet need for school year funding:

Can your program operate if you are not awarded funding by Boston Beyond?

If your program is selected to receive funding, you will need to provide details for each of the following categories you are requesting funds for:

- Salaries or Wages - pay for salaried staff

- Fringe - fringe benefits, such as health insurance, life insurance, retirement program, unemployment insurance, etc.

- Contractual Services - pay for non-salaried staff (hired on hourly basis or stipend), and contractors you pay at an hourly rate to provide a service (examples: student stipends, staff stipends, training consultants, evaluation consultants, and auditors.)

- Supplies and Materials - items costing less than $5,000 per unit or having a useful life of less than a year (examples: books, paper, art supplies, computer hardware, and software.)

- Travel - travel expenses related to your after-school program.
(examples: mileage, airfare, lodging, meals, conference registration fees.)

- Other Costs - costs that don't fit the above categories. Most requests should fit in the previous categories.

Please note that funds should be applied for expenditures between September 1, 2025 through June 30, 2026 and your award will include costs for Boston Beyond measurement & improvement support.

Serving Underrepresented Students

Are your programs currently accepting new students?

Which underrepresented student population does your program serve? (pre-filled for previous applicants)

- English Learners
- Students on Individualized Education Programs (IEPs)
- Students who are Black, Indigenous, and People of Color (BIPOC)
- Students experiencing homelessness, in foster care and/or who are migratory
- Other population
- None

How does the program support the interests and needs of historically underrepresented student population(s)? (pre-filled for previous applicants)

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How does your program promote culturally responsive and anti-racist practices that contribute to creating a welcoming environment? (pre-filled for previous applicants)

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Program Information

Please have someone familiar with program details fill out these questions for each program you are running this school year.

Organization Name: (pre-filled)

Program Name: (pre-filled for returning programs)

If you would like to edit or change the program name, please enter here:

How will this program be running this school year? (In-person, Hybrid, Remote)

Do you have a confirmed site for your program?

Has your program been located at this site before?

If yes:

Site Location Name (name of school, university, community center, etc.): (drop down menu with previous site information)
Site Address: (drop down menu with previous site information)
Site City: (drop down menu with previous site information)
Site Zipcode: (drop down menu with previous site information)

If no:

Site Location Name (name of school, university, community center, etc.):
Site Address: (Google Maps address data autocomplete)
Site City: (Google Maps address data autocomplete)
Site Zipcode: (Google Maps address data autocomplete)
Neighborhood:
Is this site a Boston Public Schools (BPS) campus?
Is your site accessible to people with physical disabilities?

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BOOST (new description and features for SY 25-26)



Families can now apply to your after-school program using BOOST (Better Out-of-School Time), Boston Beyond's new family registration platform.

Would you like to list your program in BOOST and potentially accept new families to your program? (Any accepted students will have already signed the consent form, entered their demographic information, and will be automatically enrolled in Boston Beyond's Partner Portal.)

New features for this school year:

1. You can list your program as "full." Your program will show up as an option on BOOST and students can apply to be on a waitlist. You can accept student applications when spots open up.

2. For this school year, parents can be accepted to multiple programs that don't have conflicting schedules (days/hours).

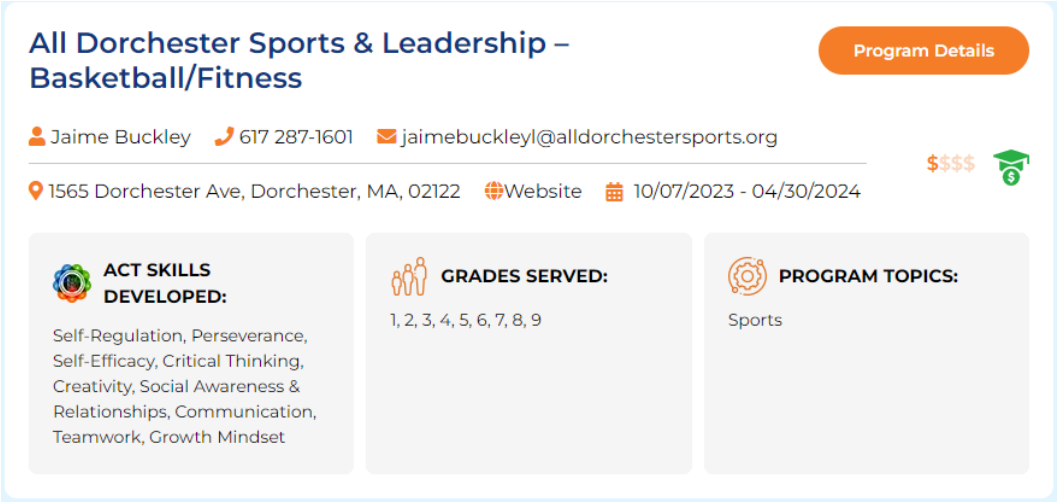
Are you willing to list your program in BOOST and accept new families who apply? (Yes, I will take student applications from BOOST. I commit to responding to family applications using Partner Portal. / No, I will not take student applications from BOOST.)

> If yes, is your program currently full but willing to put students on a waitlist via BOOST?
> If yes, who will be reviewing, accepting, or declining student applications from BOOST?

Goals & Activities

Please tell us more about your program. We will use some of your responses to promote your program online on our website's program locator page. See example below:

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What is your program's goal for students? "At this program, students will learn..." (pre-filled for returning programs)

What is special about your program's approach? "At this program, students will have the chance to..." (pre-filled for returning programs)
Helptext: 750 character limit including spaces. This will be used for "Program Details" on our website and on BOOST, a new citywide program application platform.

Research shows there are nine skills that are important for success in college, career, and life. Boston Beyond calls these the ACT Skills. Which ACT Skills does your program develop in students? (pre-filled for returning programs)

How will students develop ACT Skills at your program? "At this program, students will develop the above skill(s) by..." (pre-filled for returning programs)

What topics does your program cover? Academic Enrichment, Arts, College Career Readiness, Cultural Identity, Literacy, Outdoor Exploration, Sports, STEM, Other

Who should parents/guardians contact if they're interested in registering their student at your program? (This will be listed on our website's program locator.)

- Contact for Parents/Guardians
- Contact for Parents/Guardians Email
- Contact for Parents/Guardians Phone Number

How much does your program charge per student? Free (no cost), $1 - $249, $250 - $499, $500-$999, $1,000 or more

If not free, do you offer scholarships or other financial aid? Yes/No

Does this program have a formal partnership with a BPS school? (e.g. receiving funding or other resources?) Yes/No

If yes, which BPS school is the program partnered with?

Are you open to partnering with a school to provide enrichment programming?

If yes, what are your goals for a partnership with a school? Funding, Site Location, Student Recruitment, Other

If other, please tell us about your goals for a school partnership:

Schedule

Please keep in mind that if you opted into using BOOST, this schedule will be shared with families when they apply to your program. (new description for SY 25-26)

First day of programming:

Last day of programming:

My first day may change.

My last day may change.

For each day: Start Time, End Time

Is this schedule tentative and subject to change?

For each day of programming, please provide a brief description of the schedule, including the start and end time of each activity (if applicable).
Example:
Wednesday & Friday
4:30 PM – 4:40 PM Check-in/Opening Circle
4:40 PM – 5:05 PM Skills of the Week
5:05 PM – 5:25 PM Scrimmage
5:25 PM – 5:30 PM Closing Circle

To coordinate measurement, we would like to know if you run multiple sessions. You have multiple sessions if you work with different students during different times in the school year (e.g. one group every two weeks). Do you have multiple sessions during the length of the program?

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Please provide more information about the different sessions you have (number of students per session, length of each session, exact dates, etc).

Students Served

How many individual (unique) students does your program serve? We are interested in how many students will come to your program, not how many slots or how much space you have.

Grades served at this program (using students' presumed grade level in Fall 2025).

Overview of Measurement Tools

The remaining sections will ask you about the measurement tools you'd like to implement at this program. Please keep in mind your program's approach and goals for students when selecting which measurement tools you'd like to implement. Some of the tools are required while others are optional. We will adjust your program's measurement plan based on its structure for the school year.

Who is the best person to contact for General Measurement? Name, Email Address

Student Information & Attendance: Partner Portal

Each program is required to enter student attendance in Boston Beyond's Partner Portal. This includes entering participant info (i.e., name, race, gender, date of birth, student ID, school name and consent form status), enrolling students in programming, and tracking daily attendance.

Who will be responsible for student enrollment and attendance for this program?
Name, Email Address

Besides the person above, is there anybody else at this program who will be using Partner Portal? Name, Email Address

Third-Party Observation: APT

All programs host a certified Assessment of Program Practices Tool (APT) observer. The APT, developed by the National Institute on Out-of-School Time (NIOST), provides feedback on general program practices such as organization, structure, social emotional environment and youth engagement through numeric ratings and written comments.

Do you agree to host an APT observer at your program for feedback?

Who is the best person to contact to schedule a program visit? Name, Email Address

Youth Survey: Survey of Academic and Youth Outcomes - Youth Version (SAYO-Y)

All programs will administer the SAYO-Y, a youth survey developed by NIOST that asks about program experience and skill growth. The SAYO-Y is appropriate for students in grades 4 or above and takes 10-15 minutes to complete.

Do you agree to administer the SAYO-Y?

We recommend administering surveys electronically to save you, Boston Beyond, and Boston Beyond's external research partners time. Can you administer the SAYO-Y electronically?

OPTIONAL - Staff Survey on Youth Skill Development: (SAYO-T)

The Survey on Academic Youth Outcomes - Teacher Version (SAYO-T) asks staff members to assess students' social-emotional skill development.
Staff fill this out twice, once within the first four weeks of the program (Pre) and once within a week of program end (Post). The SAYO-T takes 5-10 minutes to complete per student.

Are you interested in administering the SAYO-T?

OPTIONAL - Youth Survey: Holistic Student Assessment (HSA)

The Holistic Student Assessments (HSAs), developed by PEAR, are surveys for students in grades 4 and above to self-report on their social-emotional skills.

There are two types of the HSA:
1) The HSA-Diagnostic (HSA-D), which is taken at the beginning of program to identify students' social-emotional strengths and challenges. Programs then interpret the results (with the assistance of Boston Beyond) and promptly implement tailored programming to address students' needs. This 61-question survey takes 20-30 minutes per student.
Note: Parent consent must be collected and indicated in the Partner Portal five days prior to administration and this survey must be taken within the first month of programming.

Are you interested in administering the HSA-D?

When are you planning to administer the HSA-D? We strongly recommend having students

take the survey within the first month of the program. This allows for time to interpret the data and develop tailored programming.

We recommend administering surveys electronically to save you, Boston Beyond, and Boston Beyond's external research partners time. Can you administer the HSA-D electronically?
Please note: if your org is administering the HSA by paper, you will be responsible for inputting the 61 survey responses per student into the online link for PEAR to process this data.

2) The HSA-Retrospective Pre Post (HSA-RPP) is taken at the end of program to assess students' social-emotional skill growth over time. This 61-question survey takes 20-30 minutes per student.
Note: Parent consent must be collected and indicated in the Partner Portal several weeks prior to administration.

Are you interested in administering the HSA-RPP?

We recommend administering surveys electronically to save you, Boston Beyond, and Boston Beyond's external research partners time. Can you administer the HSA-RPP electronically?
Please note: if your org is administering the HSA by paper, you will be responsible for inputting the 61 survey responses per student into the online link for PEAR to process this data.

OPTIONAL - Skill Badging

Boston Beyond's Badging Initiative provides structure for middle and high school students to identify and gain recognition for development of social-emotional skills, specifically in Critical Thinking, Perseverance, Teamwork, and/or Communication. Pre-program planning and the use of the SAYO-T survey are required.

Are you interested in skill badging? If yes:

Which badging skill will you work on with your students?

How will students demonstrate their strength in the skill during the program? What will you look for as indicators of student success in developing the skill you've chosen?

What project or work will students submit as evidence of development in the skill you've chosen?

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Do you need help creating student-skill demonstration projects?

Please summarize in no more than 3-4 words. For example: "College Prep Portfolio" or "Community Research Project".

Do you have any questions or concerns about administering the pre and post SAYO-T for each student participating in badging?

Do you have any questions or concerns about tracking daily attendance in Boston Beyond's Partner Portal?

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