

Oakland County Out of School Time Grant Opportunity



UNITED WAY FOR SOUTHEASTERN MICHIGAN

Oakland County Out of School Time Grant Opportunity

Housekeeping Items

- Session will be recorded
- Questions MUST be asked in the chat feature only
- You may also email your questions EducationPartners@unitedwaysem.org
- General questions regarding Survey Monkey Apply can be sent to SMA@unitedwaysem.org



Regarding Questions

- Please understand that to preserve a fair and impartial review process, we are unable to answer questions about specific programs, interventions, or applications. Please refer to the application and scoring rubric.
- A reminder that questions should be asked in the chat where we will select and answer as many as time allows.
- Questions both answered and unanswered (whether because of time constraints or because we must gather additional inputs prior to answering definitively) will be addressed and published as an FAQ document. This will be shared with participants AND posted to the Oakland County Out of School Time Grant website:
www.unitedwaysem.org/oaklandost



Agenda

- Introductions and Housekeeping
- Oakland County Out of School Time Grant Opportunity
- Application and Timeline Review
- Introduction to Survey Monkey Apply
- Questions and Answers



Introductions



Ellen Gilchrist

**SENIOR DIRECTOR, K12 Education
& Community Initiatives**



Sara Sanders

MANAGER, Expanded Learning Time



Lauren Stankovich

**DIRECTOR, Strategic Impact
Networks**



Oakland County Out of School Time Grant - Overview

Overview:

- Oakland County recognizes the incredible strain the COVID-19 pandemic has put on both learning supports for youth, as well as the Out of School Time providers that support continued learning. As a result of the missed learning opportunities for youth stemming from the COVID-19 pandemic, the Oakland County Public Health and Safety committee has allocated **\$5 million in American Rescue Plan Act Local Fiscal Recovery Fund**.
- Awards made through this grant program are to be used expressly for the purpose of delivering Out of School Time Learning Supports to Oakland County youth.
- United Way for Southeastern Michigan will administer the grant process from application through final reporting.
- Awards are available to nonprofit organizations with a 501(c)3 status, school districts, public-school academies, and Cities, Villages, and Township (CVT) entities.



Oakland County Out of School Time Grant - Eligibility

Applicants must meet the following **basic eligibility criteria**:

- The applicant must be a 501(c)(3) non-profit organization, a school district or public academy, or a City, Village or Township (CVT) in good standing with both the State of Michigan and the Internal Revenue Service.
- The applicant must be based in Oakland County or providing service to Oakland County youth ages 0-18. Services supported through this grant may only be offered to Oakland County residents.
- Applicants must track demographic data of participating youth, and provide regular updates of the age, gender, race, and home zip code of participants in this program. Applicants must also be able to report on the progress of outcomes stated in the original application.
- Applicants must be able to justify the award level they have requested through proposed budget allocations and narrative responses.



Oakland County Out of School Time Grant Opportunity

Applicants must meet the following **basic eligibility criteria, continued**:

- The applicant must be a provider of evidence-based out of school time services and those services, where applicable, must be delivered by professionals in good standing and, where necessary, are licensed by the State of Michigan.
- Organizations must target communities and youth impacted by COVID-19 and be able to speak to how their program serves this population
- This funding is **NOT** for start-up programming or new initiatives, unless you represent a School District or Public-School Academy and are prepared to provide match dollars to any awarded grant funding.



Oakland County Out of School Time Grant - Compliance

Compliance requirements include:

- All funds received under this grant must be **spent within the spending period of January 1, 2023 – December 31, 2025**. No extensions to the spending period will be granted.
- Organizations must be providing or supporting quality Out of School time youth development or academic services.
- There should be **no duplicative funding** for the same services provided.
- Grant award recipients are required to **submit quarterly reports** over the course of two years, in accordance with the grant timeline provided.
- Funds received through this grant must be spent on programs or services in Oakland County and/or to support Oakland County residents.
- **Funding cannot be designated for capital purchases or improvements.** Funding can be used to purchase program materials.
- **Only school districts can provide new programming under this grant. School Districts awarded funding for NEW programming must provide match dollars at 100% of the total awarded grant.** Please be prepared to attest to the match dollar availability, including the funding source and amount of matching funds.



Oakland County Out of School Time Grant - Eligible Programming

Program Type	Definition of Programming
Drop In Programming	One-time programming and/or single-day day fieldtrips
Summer Day Programming	Day camps and extended out of school time opportunities to support learning outside of the school year
Overnight Programming/Camp	Overnight camps and experiences providing learning supports and out of school time activities
Before School Care	Provides before school care alongside learning supports for youth
After School Care	Provides after school care, alongside learning supports such as tutoring, experiential learning, or exposure
Before AND After School Care	Provides before and after school care, alongside learning supports for youth through tutoring, experiential learning, or exposure opportunities
School Break Programming	Extended out of school time opportunities to support and expand learning during school breaks.



Oakland County Out of School Time Grant - Service Types

Services that could be funded with grant dollars include but are not limited to:

- Direct Programming- general or specialized
- Transportation to and from programming
- Food for program participants
- Program Materials
- Staffing costs
- Staff training
- Overhead operational costs



Oakland County Out of School Time Grant - Award Tiers

Award Type 1: Restarting or Supporting Established Programming

Funding Range: \$30,000 to \$100,000

Award Description: Grants may be awarded to nonprofit organizations, school districts, or CVTs that meet basic eligibility criteria and need funds to maintain or enhance out of school time learning supports for youth experiencing interrupted learning due to the COVID-19 pandemic. This award may also be used to restart out of school time learning supports for youth that halted due to the COVID-19 pandemic.

Award Type 2: Operational Support for Existing Programming

Funding Range: \$30,000 to \$100,000

Award Description: Funding that exclusively supports operating costs can include gap funding for services, such as transportation to and from out of school time programming, but request must be explicitly connected to the services provided to children and the academic or social emotional outcomes those children will achieve. Operational support can be included in other types of awards.

Award Type 3: Program Expansion Grant

Funding Range: \$100,001 to \$250,000

Award Description: Expansion grants from \$100,001 and up to \$250,000 may be awarded to nonprofit organizations, school districts, public academies, or CVTs that meet basic eligibility criteria and need funds to expand to include more youth in out of school time learning and social emotional support services for youth because of increased demand due to the COVID-19 pandemic.



Oakland County Out of School Time Grant - Award Tiers

Award Type 4: Community Grant

Funding Range: \$250,001 to \$400,000

Award Description: Community grants of \$250,001 and up to \$400,000 may be awarded to nonprofit organizations, school districts, public academies, and CVTs that meet basic eligibility criteria and need funds to implement out of school time learning and social emotional support services for learning recovery due to the COVID-19 pandemic in new communities. To be considered, organizations applying for this award type must have an annual operating budget of at least \$4,000,000, recorded in the most recently approved organizational budget. Organizations applying for this award type must also have a large service footprint that reaches clients throughout communities in Oakland County or reaches a large percentage of youth in a specific, localized Oakland County community. Organizations will be expected to demonstrate their ability to deploy the larger amount of funds requested within the spending period through budget allocations and narrative details.

Minimum Number of Youth Served by this Award Type: 250

Please Note: School Districts and Public-School Academies may apply to implement new programming but will be required to provide match funding. Evidence of match funding will be required.



Oakland County Out of School Time Grant Opportunity

Additional priorities include:

- Organizations that have a long-standing track record in Oakland County.
- Organizations that can demonstrate the positive impact of their evidence-based interventions on youth in the community.
- Ensuring that the slate of awardees demonstrates adequate coverage of geographic area and service type.

Important Notes:

- Not all requests will be awarded
- Awards may be different than the requested amount, you will be able to make changes to budget and metrics if requested amount is not awarded
- It is NOT our goal to award equal number across all award types, will be considered against the criteria of award type – based on your rubric score



An Application Overview



Oakland County Out of School Time Grant - Application Overview



Eligibility Pre-Screener

- Award Type Selection
- Organization Information
- Contact Information
- **Detailed Program Information**
- **Evidence-Based Programs/Practices**
- **Outcomes and Impact**
- Demographics and Service Scope
- Budget



Oakland County Out of School Time Grant - Eligibility Criteria

- Provide Yes/No answers based on eligibility criteria
- Applications that are marked ineligible based on these responses will not be able to progress further into the application.
- If you are marked ineligible and you believe this to be a mistake, contact educationpartners@unitedwaysem.org for more details.

Oakland County Out of School Time Grant- Eligibility

Applicants must meet the following **basic eligibility criteria**:

- The applicant must be a 501(c)(3) non-profit organization, a school district or public academy, or a City, Village or Township (CVT) in good standing with both the State of Michigan and the Internal Revenue Service.
- The applicant must be based in Oakland County or providing service to Oakland County youth ages 0-18. Services supported through this grant may only be offered to Oakland County residents.
- Applicants must track demographic data of participating youth, and provide regular updates of the age, gender, race, and home zip code of participants in this program. Applicants must also be able to report on the progress of outcomes stated in the original application.
- Applicants must be able to justify the award level they have requested through proposed budget allocations and narrative responses.



Oakland County Out of School Time Grant - Application Overview

- Eligibility Pre-Screener
- Award Type Selection
- Organization Information
- Contact Information
- **Detailed Program Information**
 - Evidence-Based Programs/Practices
 - Outcomes and Impact
 - Demographics and Service Scope
 - Budget



Oakland County Out of School Time – Application Strengths

- Application should show how they are **using evidence-based programming**
- **Grant budgets will be reviewed for thoroughness.** Narrative must support how the budget supports the grant application to demonstrate a strong application
- Strong applications will discuss **their plans to fill Out of School Time seats**
 - Demonstrate the need for these seats, and the strategy to fill seats
 - Communication plans & Community Outreach will be described in the application
- Strong applications will **connect their programming to a community need**
- School districts and public service academies can implement NEW programming at any award type level, with demonstrated match funds
 - **NEW programming only available to school districts and public-school academies**



Oakland County Out of School Time – Grant Narrative

Please provide a comprehensive overview of the programming that you propose to support with this funding.

- Detail who you will serve
- How you will identify participants
- High level overview of the programming activities and outcomes

Why is your organization uniquely positioned to offer this program?

- This question is your opportunity to describe your program. Lift up:
 - **Describe** the nature of your program
 - Share how it is an **evidence-based program**
 - What aspects of **High-Quality Programming** are present
 - **Your organization's work** in the Out of School Time space
- All subsequent questions connect your tier of funding back to your program narrative.



Oakland County Out of School Time - Digging Into the Award Types

- **Award Type 1: Restarting Previous Programming**
 - Grant narratives should show prior demand for programming
 - Quantitative and/or qualitative data examples
 - Programming stopped or shifted due to COVID-19

- **Award Type 2: Operational Support**
 - Grant narratives should explain how the operational costs are necessary in support of providing high-quality programming for youth
 - Grant type is designed to exclusively fund operational costs in support of high-quality programming
 - Operational costs can be a part of the budget and accompanying narrative in other award types.



Oakland County Out of School Time - Digging into the Award Types

- **Award Type 3: Program Expansion**
 - Adding more spots to existing programming due to increased demand for services
 - Demonstrate increased demand through narrative responses
 - Demonstrate the ability to fill newly created seats

- **Award Type 4: Community Grant**
 - Expanding to serve a new community, or a new site location
 - Demonstrate need and demand and how you are uniquely positioned to meet that need or demand
 - Demonstrate the ability to fill newly created seats



Oakland County Out of School Time Grant - Application Overview

- Eligibility Pre-Screener
- Award Type Selection
- Organization Information
- Contact Information
- Detailed Program Information
- ➔ **Evidence-Based Programs/Practices**
- Outcomes and Impact
- Demographics and Service Scope
- Budget



Oakland County Out of School Time Grant - Evidence Based Programs & Practices

Evidence based programs will be reviewed for the following program aspects:

Program Feedback

- How do you collect and use feedback to improve your program?

Youth Voice and Choice

- How do you incorporate youth voice and choice into your program offerings?

Emotional & Physical Safety for participants

- What measures are taken to ensure you are creating a safe spaces for youth to thrive?

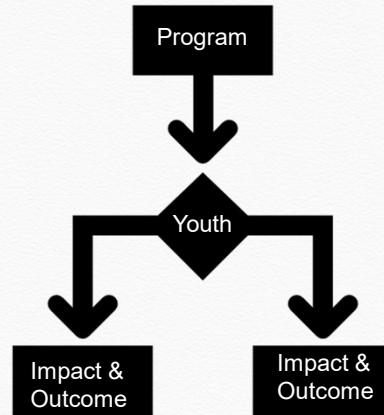
Addressing a community need

- How is the programming you are offering addressing a community need?



Oakland County Out of School Time Grant - Application Overview

- Eligibility Pre-Screener
- Award Type Selection
- Organization Information
- Contact Information
- Detailed Program Information
- Evidence-Based Programs/Practices
- **Outcomes and Impact**
- Demographics and Service Scope
- Budget



Oakland County Out of School Time Grant - Outcomes & Impact

- Each application narrative should speak to the impact you will make with your program. This grant seeks to impact youth in 8 specific areas.
- More than one category can be selected.
- Each category of impact will have a corresponding list of potential outcomes you can measure.

Category of Impact
Long Term Tracking of Student Success
Behavioral Markers
Developmental Markers
Interest in Special Topics
Career Readiness
Family Participation
Academic Performance
Social Emotional Development
Other



Oakland County Out of School Time Grant - Outcomes & Impact

Category of Impact	Potential Outcomes
Long Term Tracking of Student Success	<ul style="list-style-type: none"> - High School Graduation Rates - College Graduation Rates - Positive Employment Attainment - Other – Please Specify
Behavioral Markers	<ul style="list-style-type: none"> - Reduced Suspensions or Detentions Over Time - Fewer Visits to the Office for Behavioral Reasons - Improved Attendance - Other – Please Specify
Developmental Markers	<ul style="list-style-type: none"> - Number of students that have matriculated - Early Childhood Developmental Milestones <ul style="list-style-type: none"> - Gross Motor Skills (Crawling, Jumping, Running) - Fine Motor Skills - Increased Vocabulary, Clear Speech - Cognitive and Intellectual (Counting, Shapes) - Social and Emotional Skills, such as playing with others - Other – Please Specify



Oakland County Out of School Time Grant - Outcomes & Impact

Category of Impact	Potential Outcomes
Interest in Special Topics	- Interest and Achievement in Special Topic Area
Career Readiness	- Career Readiness
Family Participation	- Family Participation
Academic Performance	- Performance Assessments - Grade Point Average - Subject Proficiency - Developmental Test Placements - Other, Please Specify
Social Emotional Development	- Academic Confidence - Social Confidence - Confidence Interacting with Peers - Can Articulate a Problem and Find a Solution - Confidence in Communicating with Teachers and other Adults - Able to Evaluate and Address Conflicts - Other, Please Specify
Other, Please Specify	



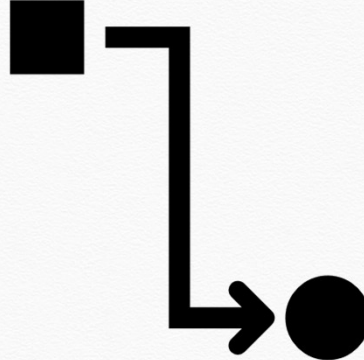
Oakland County Out of School Time Grant - Outcomes & Impact

This grant is about more than increasing seats; we want to ensure that program offerings have a positive impact on youth.

For every category of impact, you need to speak to how your program will support your intended outcomes.

One outcome per category of impact is required, a second outcome is optional and should be used as needed.

Programming



Outcome





Application Timeline	
Open Period for Submitting Applications	September 26 – October 14
Application Review Period	October 17 – November 16
Awards Announced and MOU Process	December 8 – January 16



SurveyMonkey Apply Overview

1. Creating an Account
2. Starting your Organization and Financial Information Program & OST Application
3. Completing Your Eligibility Questionnaire



SurveyMonkey Apply Overview



- **IMPORTANT**
- **Avoid Duplicate Accounts:**
 - Do not create a new account if you have previously applied to a UWSEM funding opportunity through SMA.
 - If you are uncertain if your organization currently has an organizational account, contact sma@unitedwaysem.org .



If your organization has applied for funds from UWSEM in the last 2 years, there is a high degree of likelihood it was done using SurveyMonkey Apply.

If you are uncertain as to if you have an organizational account, please contact us at sma@unitedwaysem.org.

If awarded, organizations with duplicate SMA accounts may experience elongated timelines in developing a contract and receiving payment.

SMA: Creating an Account

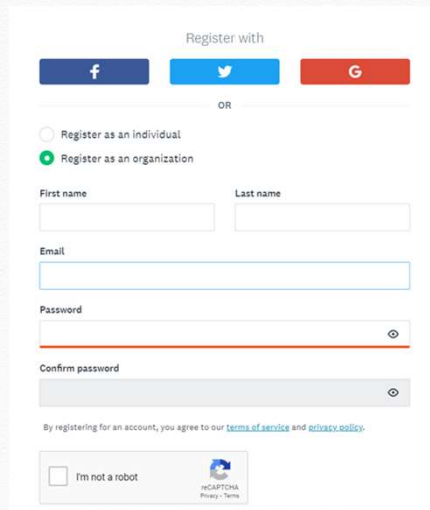
The screenshot displays the website <https://apply.unitedwaysem.org/>. The page features the United Way logo and the text "United Way for Southeastern Michigan" and "We Live United for universal success and prosperity in Southeastern Michigan." A green "Register" button is highlighted with a red box. Below the main content, there is a paragraph: "United Way works to create measurable, sustainable change in Southeastern Michigan. To do this, we invest in and collaborate with local organizations that effectively create opportunities and contribute toward our vision of creating stable households and ensuring children can thrive." The footer includes the United Way logo, "UNITED WAY FOR SOUTHEASTERN MICHIGAN", and "Oakland County Out of School Time Grant Opportunity". The page number "33" is visible in the bottom right corner.

UWSEM's Grant Management Platform: <https://apply.unitedwaysem.org/>

Select the green, **Register** button.

Note: If you think there may be a possibility that your organization may have already set up an SMA account in the past, please contact us at SMA@unitedwaysem.org to confirm. It is important that you don't mistakenly duplicate your organizational accounts.

SMA: Creating an Account



The screenshot shows a registration form titled "Register with". At the top, there are three social media login buttons: Facebook (f), Twitter (t), and Google (G). Below these is an "OR" separator. The form offers two registration options: "Register as an individual" (unselected) and "Register as an organization" (selected with a green dot). The form includes input fields for "First name", "Last name", "Email", "Password", and "Confirm password". Each password field has a visibility toggle icon. At the bottom, there is a checkbox for "I'm not a robot" and a reCAPTCHA logo. A small text line states: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)."



Make sure to select **Register as an Organization**.

For most of our grants, you must be registered as an organization to be granted access to the application. You will be able to view in the program descriptions if an individual can apply versus an organization.

Complete the form and click **Create Account**.

SMA: Creating an Account

To apply for programs on behalf of an organization, we need the following information about your organization.

The screenshot shows a registration form with the following fields:

- Organization name**: A text input field with a red box around it.
- Address (optional)**: A text input field.
- City (optional)**: A text input field.
- Country (optional)**: A dropdown menu with the text "Select a country".
- Tax country**: A dropdown menu with "USA - EIN Number" selected.
- Tax number**: A text input field with a red box around it.
- Organization phone number (optional)**: A text input field.
- Organization email (optional)**: A text input field.
- Website (optional)**: A text input field.

At the bottom right of the form is a green button labeled "CONTINUE". Below the form, there is a link that says "I'll do this later".



At this time, the only required field is the Organization Name and Tax Number.

You can select **I'll do this later**, however, it is highly suggested that this is completed as part of your registration.

If this step is skipped, you will have to manually add your organization through My Settings prior to applying to the grant.

When finished, select **Continue**.

SMA: Creating an Account



Welcome!

You have successfully registered for a SurveyMonkey Apply account for
United Way for Southeastern Michigan

We've sent a confirmation link to your email. You won't be able to submit applications
or complete certain tasks until your email address has been verified.

[Continue to site](#)



Select **Continue to site**.

SMA: Creating an Account

⚠ Your email address has not been verified!

You will not be able to submit applications or complete certain tasks until you have verified your email address

[Send verification link](#)

If you are unable to currently view any new, open, or active grant applications/reporting programs for your organization:

- 1) Navigate to the top left of the screen
- 2) Select the small downward arrow next to your name
- 3) Click on your organization's name from the drop down menu

No applications.

Please choose a program from our program listings page to get started

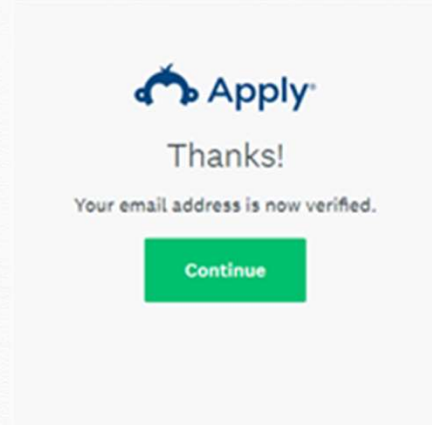
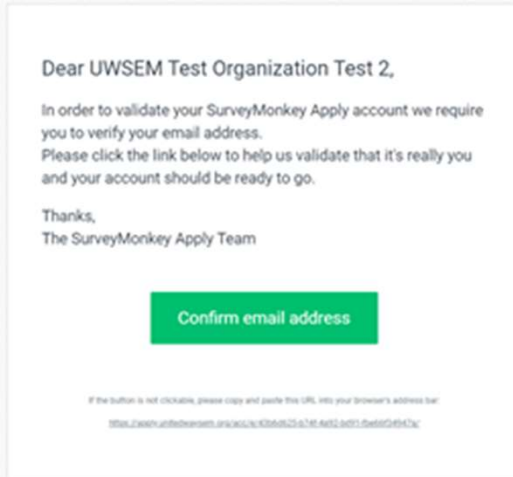
[View programs](#)



The final step of the process, is the verify the email address provided.

Select **Send Verification Link**.

SMA: Creating an Account



You will receive the referenced email from noreply@mail.smapply.net (it is not uncommon for these emails to hide out in the spam/junk folder).

Select **Confirm Email Address**. You will be taken to a webpage with the verified message, select **Continue** and your registration will be complete.

IMPORTANT – FIDUCIARY DETAILS

- If your organization is utilizing a fiduciary to receive funds, the fiduciary must be the organization that creates the organization account.
- They also must complete the Organization and Financial Information profile.
- UWSEM suggests having the fiduciary invite a representative of implementing organization to be a member of the account so that the implementing organization can be the ones completing the application and upcoming reports.



SMA: Starting an Application

The screenshot shows the SMA application interface. At the top, there is a navigation bar with the text "United Way for Southeastern Michigan" and several menu items: "Pages", "Programs", "My Applications", and "Jane Smith". Below the navigation bar, there is a dropdown menu for the user "Jane Smith", which is highlighted with a red box. The main content area contains the following text:

If you are unable to currently view any new, open, or active grant applications/reporting programs for your organization:

- 1) Navigate to the top left of the screen
- 2) Select the small downward arrow next to your name
- 3) Click on your organization's name from the drop down menu

Below the instructions, there is a large white box with the text "No applications." centered inside it. At the bottom left, there is a logo for "UNITED WAY FOR SOUTHEASTERN MICHIGAN". At the bottom right, there is a page number "40" and the text "Oakland County Out of School Time Grant Opportunity".

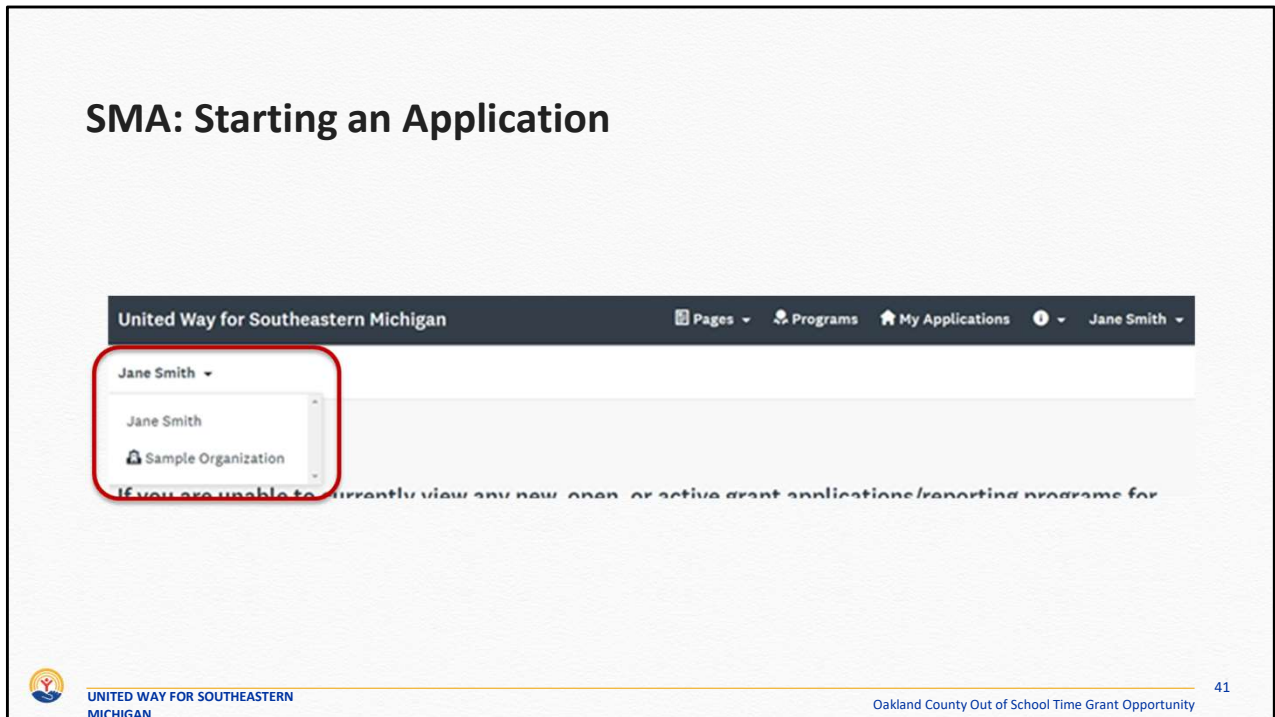
After logging into your SMA account, you will see your homepage.

You will notice that it always displays “No Applications”, even once you open applications. That is because you are currently looking at it from an individual view.

Helpful hint – If you look in the top left corner of the screen and see your name -> you are in individual view. If you see your organization’s name, you are in organizational view. All the work you will be completing for this grant needs to be in organizational view.

You will have to switch views every time you log into SMA.

SMA: Starting an Application

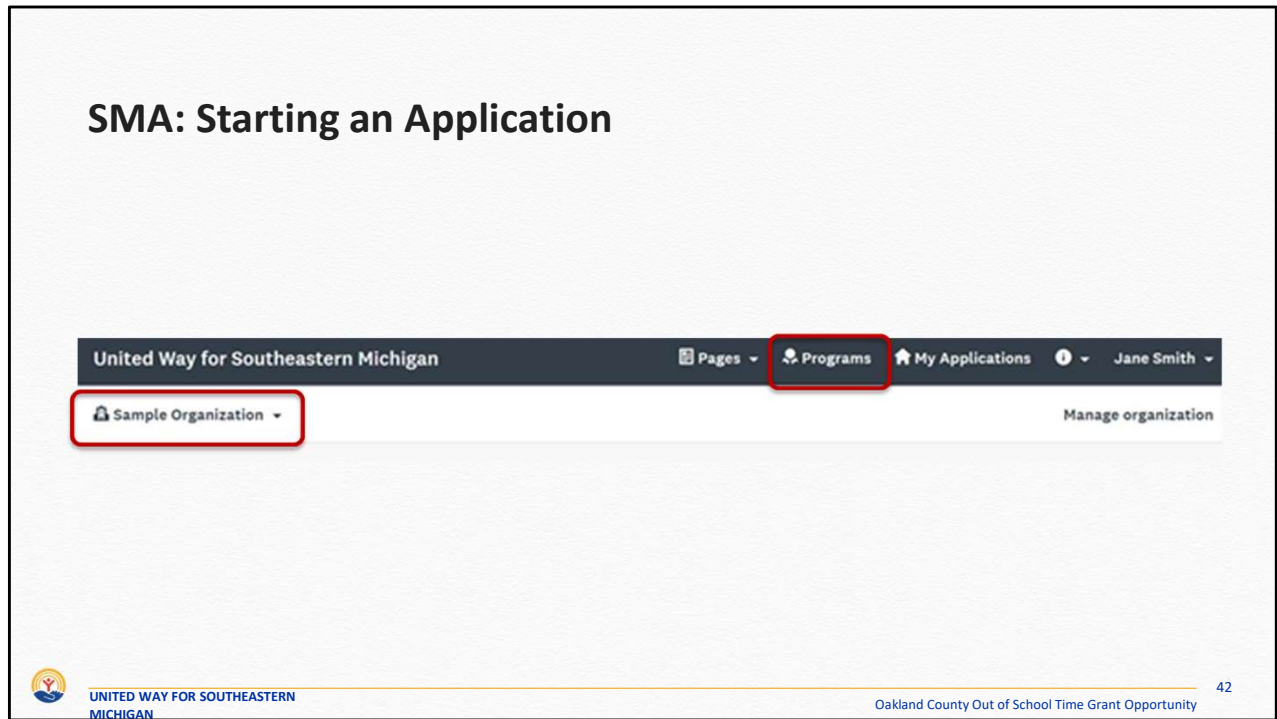


To switch to organizational view, select your name from the top left corner.

A drop box will appear with your organization's name and a small building icon. Select your **organization name**.

You will not be able to switch to organizational view if you did not establish a organizational account during registration.

SMA: Starting an Application



Once in organizational view, select the **program icon** in the header.

SMA: Starting an Application

United Way
United Way
for Southeastern Michigan

Programs

Search programs...

Economic Mobility Microgrants
Accepting applications from Sep 12 2022 08:00 AM (EDT) to Oct 3 2022 09:00 PM (EDT)
This program provides small cash grants to enable individuals and families to take advantage of economic-mobility-enhancing opportunities when they arise. Applicants must be working with a financial coach through the Centers for Working Families program.
Individual applicants can apply.
[MORE >](#)

Organization + Financial Information
Accepting applications on Sep 1 2021 08:00 AM (EDT)
COMPLETE THIS ITEM FIRST - The first step to applying to a United Way grant opportunity: organizational overview and audited financial statements
Organizations can apply.
[See my application](#) [MORE >](#)

Oakland County Out of School Time Learning and Social Emotional Supports Grant Program
Accepting applications from Sep 26 2022 08:00 AM (EDT) to Oct 14 2022 09:00 PM (EDT)
The Oakland County Executive and Board of Commissioners have allocated \$5 million in American Rescue Plan Act Local Fiscal Recovery Funds to establish the Oakland County Out of School Time Learning and Social Emotional Supports Grant Program.
Organizations can apply.
[MORE >](#)

UNITED WAY FOR SOUTHEASTERN MICHIGAN

Oakland County Out of School Time Grant Opportunity

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A new page will appear with all UWSEM's active grant opportunities.

If this is your first time you are applying for a UWSEM grant through SMA, you will be required to complete an Organization and Financial Information program, as well as the grant application.

Select the green button, **MORE**, for the program you would like to start.

SMA: Starting an Application

Oakland County Out of School Time Learning Supports

Oakland County Out of School Time Learning Support Fund
Administered by United Way for Southeastern Michigan

Grant Information

As a result of the learning loss experienced by students throughout Oakland County, stemming from the COVID-19 pandemic, the Oakland County Executive and Board of Commissioners have allocated \$5 million in American Rescue Plan Act Local Fiscal Recovery Funds to establish the Oakland County Out of School Time Learning and Social Emotional Supports Grant Program. This program will offer grants to Oakland County non-profit organizations, school districts, public-school academies, and Oakland County Cities, Villages, and Townships (CVTs) delivering Out of School time academic and social emotional learning services with a goal of increasing the capacity of these organizations to meet this growing demand for services. Grants will be awarded for a two-year period.

Through this fund, the Oakland County Executive and Board of Commissioners have made \$5,000,000 available to nonprofits, school districts, public-school academies, and Oakland County CVTs providing services in the youth development and out of school time sectors, serving residents of Oakland County through a competitive grant award process administered by United Way for Southeastern Michigan.

Please read the following information carefully for details pertaining to funding priorities, eligibility, award types, funding amounts, compliance requirements, and grant timeline.


Please submit questions to: EducationPartners@unitedwaysem.org

APPLY

Open to
Organizations can apply.

Opens
Sep 26 2022 08:00 AM (EDT)

Deadline
Oct 14 2022 08:00 PM (EDT)

 UNITED WAY FOR SOUTHEASTERN MICHIGAN

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After selecting More, a page with grant information, links to resources, and an overview will open.

Select the green, APPLY, button to start an application.

Please note that if you are not seeing an apply button either (1) you were not in organizational view when you clicked over to the program buttons (2) you did not set up an organizational account when you registered.

Here is the direct link to this page: https://apply.unitedwaysem.org/prog/OC_OST/

SMA: Navigating the Eligibility Questionnaire

The screenshot displays the SMA application interface. On the left, a progress bar shows '0 of 2 tasks complete' with a 'REVIEW' and 'SUBMIT' button. Below this, the organization 'UWSEM SMA Sample Organization 2022' is listed with a member profile for Jane Smith. On the right, the application details for 'Oakland County Out of School Ti...' are shown, including the ID '9898446934' and 'Status: Application Open'. A 'Your tasks' list contains 'OC: Eligibility Questionnaire' and 'Review Organizational Information'.

After selecting apply, an application will immediately open. Select the OC: Eligibility Questionnaire task by clicking anywhere on the item to open.

SMA: Navigating the Eligibility Questionnaire

← Back to application

Oakland County Out of School Time L...
9898446934
ID: 9898446934 | Status: Application Open

OC: Eligibility Questionnaire

Review Organizational Information

0 of 2 tasks complete

Last edited: Sep 26 2022 09:37 PM (EDT)

REVIEW SUBMIT

Deadline: Oct 14 2022 06:00 PM (EDT)

OC: Eligibility Questionnaire

OC: Eligibility Pre-Questionnaire

Eligibility Questionnaire

For references throughout the application please follow this link to find the [Resource List](#).

Does your organization serve youth in Oakland County?

Please Note: Any virtual programming components supported with this grant funding must strictly serve participants living in Oakland County.

If you are applying to expand your programming into Oakland County through this funding opportunity, please mark YES as your response.

Yes

No

What is your operational budget?

Please enter your organization's operation budget in numerals (numbers only). Do not include dollar signs (\$), commas (,), or decimals (.).

What is the exact amount of your funding request?

Please enter your organization's operation budget in numerals (numbers only). Do not include dollar signs (\$), commas (,), or decimals (.).

Please note: funding request CANNOT exceed 20% of your current annual operating budget, or 10% of the prior fiscal year audited or CPA reviewed financials, whichever is greater. If you are using a fiduciary, the same guidelines apply to the fiduciary's financial statements.

SAVE & CONTINUE EDITING MARK AS COMPLETE

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Go through the questionnaire and answer all the questions within the form. Once completed select **Mark as Complete**.

Please note once this task is marked as complete, this task will be locked and can not be edited.

While working through the this task and subsequent task, you are apply to save at any time. You may receive an error notification if there are questions yet to be answered – this is okay and your entries will still be locked into place.

However, you will not be able to select Mark as Complete until all required questions are completed.

SMA: Navigating the Eligibility Questionnaire (Ineligible)

The screenshot displays the SMA Eligibility Questionnaire interface. On the left, a summary box (circled in red) shows the application status as 'Submitted' and '0 of 0 tasks complete'. The main content area on the right is titled 'OC: Eligibility Pre-Questionnaire Eligibility Questionnaire' and contains a question: 'Does your organization serve youth in Oakland County?'. Below the question is a 'Please Note' section and a text input field.

[Back to application](#)

[Oakland County Out of School Time L...](#)
9898446934
ID: 9898446934 | Status: Application Ineligible

Submitted
Submitted on:
0 of 0 tasks complete

OC: Eligibility Questionnaire
Completed Sep 26 2022 09:43 PM (EDT) Read only ...

OC: Eligibility Pre-Questionnaire
Eligibility Questionnaire

For references throughout the application please follow this link to find the [Resource List](#).

Does your organization serve youth in Oakland County?

Please Note: Any virtual programming components supported with this grant funding must strictly serve participants living in Oakland County.

If you are applying to expand your programming into Oakland County through this funding opportunity, please mark YES as your response.



If ineligible – your application will immediately become locked, and you’ll notice in the box in the right corner (circled in red) will read 0 of 0 tasks complete.

SMA: Navigating the Eligibility Questionnaire (Ineligible Cont.)

The screenshot displays a web interface for the SMA application. At the top, a yellow warning box contains the text: "The program administrator has locked your application. You will not be able to start or edit tasks, or submit your application at this time." Below this, the interface is divided into several sections. On the left, a card shows a green checkmark and the word "Submitted", with "Submitted on:" below it. Underneath, it identifies the organization as "UWSEM SMA Sample Organization 2022" and lists a user "Jane Smith" with the email "sma.example.org@gmail...". A green button labeled "Add Member or Team" is at the bottom of this card. To the right, another card shows the organization name "Oakland County Out of School Ti...", a lock icon, and the ID "9898446934". It also indicates the status as "Application Ineligible" and has tabs for "APPLICATION" and "ACTIVITY". Below these cards is a "Previous tasks" list with four items: "OC: Eligibility Questionnaire" (completed on Sep 26 2022 09:43 PM (EDT)), "Review Organizational Information", "OC: Contact Information", and "OC: Program Information". Each task has a status icon (checkmark or lock) and a right-pointing arrow. The footer of the screenshot includes the United Way for Southeastern Michigan logo and name on the left, and the text "PRESENTATION OR PROGRAM NAME" and the number "48" on the right.

You will now notice your application has been locked.

Additionally, you will receive an email notifying you that based on one or more of your responses your organization is ineligible for this grant.

For an organization, that believe they may have received this in error please contact EducationPartners@unitedwaysem.org.

SMA: Navigating the Eligibility Questionnaire (Eligible)

The screenshot displays the SMA application interface. On the left, a progress bar indicates '1 of 7 tasks complete'. Below the bar, it shows 'Last edited: Sep 26 2022 09:52 PM (EDT)' and a 'SUBMIT' button. A 'REVIEW' button is also visible. The deadline is 'Oct 14 2022 06:00 PM (EDT)'. The organization name is 'UWSEM SMA Sample Organization 2022' with a user profile for Jane Smith. A green 'Add Member or Team' button is at the bottom.

On the right, the application title is 'Oakland County Out of School TL...' with a 'Preview' link. The ID is '0596866845' and the status is 'Application Open'. Below this is a 'Your tasks' list:

- OC: Eligibility Questionnaire (Completed on: Sep 26 2022 09:52 PM (EDT)) - marked with a green checkmark
- Review Organizational Information
- OC: Contact Information
- OC: Program Information
- OC: Outcomes & Impacts
- OC: Demographics and Service Scope
- OC: Budget



For organizations that are eligible, once they complete the eligibility questionnaire the entire application will open to them. You

You will be required to complete all the tasks, as those are completed you will see a green circle with a white checkmark. Once all required tasks are completed you will notice the status bar will be fully blue and the submit button will turn from grey to green. Once green, you will be able to select it.

SMA: Tips on Working Through the Application – Review Organizational Information

The screenshot displays the 'Review Organizational Information' task within the SMA application. The interface is divided into a sidebar and a main content area. The sidebar on the left lists several tasks: 'OC: Eligibility Questionnaire' (completed), 'Review Organizational Information' (current task), 'OC: Contact Information', 'OC: Program Information', 'OC: Outcomes & Impacts', and 'OC: Demographics and Service Scope'. A progress bar at the bottom of the sidebar indicates '1 of 7 tasks complete'. The main content area features a title 'Review your organizational information' with a 0% progress indicator. Below this, there are instructions for reviewing the information, a note for first-time applicants, and a note for organizations using fiduciaries. The bottom of the screenshot shows the 'UNITED WAY FOR SOUTHEASTERN MICHIGAN' logo and the text 'PRESENTATION OR PROGRAM NAME' followed by the number '50'.

Review Organizational Information:

All the information that is shown in this task is auto populated based on the responses in your Organization + Financial program.

Should you need to make any changes to the information in this section, **DO NOT TRY TO MAKE THEM IN THIS TASK.** To make edits, complete these in the original Organization + Financial program.

If this task is appearing blank, most frequently, it is because either the Organization + Financial program was not completed, or it was not submitted.

SMA: Tips on Working Through the Application – Budget

	Grant Budget (\$)	Line Item Narrative
Personnel	<input type="text"/>	<input type="text"/>
	Grant Budget (\$)	Line Item Narrative
Fringe Benefits	<input type="text"/>	<input type="text"/>
	Grant Budget (\$)	Line Item Narrative
Contractual Services	<input type="text"/>	<input type="text"/>
	Grant Budget (\$)	Line Item Narrative
Wrap Around Support to Participants	<input type="text"/>	<input type="text"/>
	Grant Budget (\$)	Line Item Narrative
Travel	<input type="text"/>	<input type="text"/>

	Grant Budget (\$)	Line Item Narrative
Personnel	1	<input type="text"/>

Please provide additional itemized details on the PERSONNEL funded by this grant.

Your total requested amount for the Personnel line item is \$1.

For the % FTE column, please indicate the percentage of time dedicated to this program.

Please enter dollar values as numbers only, without commas, dollar signs, or periods.

	Position Title and Name	% FTE	Requested Grant Funding (\$)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
		%	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
		%	
	<input type="text"/>	<input type="text"/>	<input type="text"/>



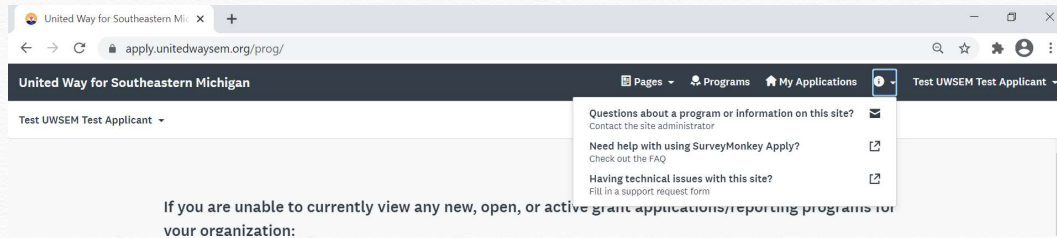
Budget

When entering your budget numbers under the Grant Budget (\$) column, enter only numerals. Do not enter commas, decimals, or dollar signs. If you do, you will receive an error.

For some line items (personnel, contractual services, wrap around services, other program costs), you will be required to provide an itemized breakdown. A new grid will appear. The total of this itemized grid must equal the amount provided in the original line item otherwise you'll get an error.


The budget total must equal exactly the amount you previously indicated you were intending on applying for in the eligibility questionnaire.

SMA: Technical Assistance



UWSEM SMA Email: SMA@unitedwaysem.org

If you have additional questions or experience user issues:

1. You can select the  icon on the header:
 1. Allow You to contact UWSEM via email
 2. You can access the SMA help site
 3. Contact SMA customer support to complete a request ticket

Typical response time is about 24 business hours.

Questions?

- **REMINDER:** Following this session, questions both answered and unanswered will be addressed and published as an FAQ document. This will be shared with participants AND posted to the Oakland County Out of School Time Grant Opportunity website:

www.unitedwaysem.org/oaklandost



THANK YOU!



**United Way
for Southeastern Michigan**

