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This FAQ was written to address common questions asked during the RFP Info Session. All answers reflect After School Matters policies and procedures as of October 2016, and may be subject change.

### Proposals:

If information changes after our proposal is submitted, where or how do we report the changes? | What if our programs run in multiple locations? | Would we need one application for the summer and the full school year?

### Budget:

How come there aren't funds to cover transportation costs which is a barrier to participation? And how is field trips an allowable expense? | What guidance can ASM provide on a grant request amount?

### Organization Providers (FOR PROPOSALS SUBMITTED THROUGH AN ORGANIZATION):

Do organizations have to be not-for-profits?

### Program Content and Curriculum:

Can the content area be dual faceted or span various content areas? | How do you determine community/school needs? | Do we have to meet either target content area or target community area or both? Are new programs limited to the target areas? | Do internships need to be attached to a program? | Can ASM interns be hired for existing programs?

### Target Student Enrollment:

Do the students have to attend a CPS school? | Can Non-CPS student participate? | Does ASM play a role in recruiting and spreading the word to gather teens for program interviews?

### Program Resources:

What is ASM Warehouse?

### Program Location:

Do we select schools independently or does ASM choose the school? And could ASM help with a potential location or a potential target area location? | How can we get the schools that are not in ASM's list involved?

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## PROPOSALS

**Q:** If information changes after our proposal is submitted, where or how do we report the changes?

**A:** *On a case-by-case basis and prior to the November 4 RFP deadline, we may be able to unlock your proposal to provide you access to making changes. However, after the November 4, the proposals are locked and changes cannot be made. Please email [RFP@afterschoolmatters.org](mailto:RFP@afterschoolmatters.org) for any such requests.*

**Q:** What if our programs run in multiple locations?

**A:** *A provider must submit a separate proposal for each distinct program. If you have multiple programs that take place in different locations, serve unique groups of teens, and/or have a different program model, these would be separate proposals. Additionally, if the provider has one program in multiple locations, the provider could select additional locations.*

**Q:** Would we need one application for the summer and the full school year?

**A:** *After School Matters offers programs in the Summer, Fall and Spring. You have the option to apply for Summer Only, School Year (Fall and Spring), or Year Long (Summer, Fall and Spring). After School Matters serves the greatest number of teens during the Summer, so there are more opportunities for program providers during the Summer.*

## BUDGET

**Q:** How come there aren't funds to cover transportation costs which is a barrier to participation? And how is field trips an allowable expense?

**A:** *Although transportation costs are not covered, ASM provides teen stipends to offset the cost of commuting to programs. Field trips are an allowable expense as not only enhances the program experience, but can give program participants a well-rounded experience, as well as reinforce the program content.*

**Q:** What guidance can ASM provide on a grant request amount?

**A:** *Program budget requests will not be discussed until the program provider has been selected for the interview process of the RFP. Our Programs Team will be able to provide guidance at that time. If a program provider is selected, our Programs Team will work with the individual designated to determine Instructor pay rates and equipment/supplies for final program budget.*

## ORGANIZATION PROVIDERS (FOR PROPOSALS SUBMITTED THROUGH AN ORGANIZATION)

**Q:** Do organizations have to be not-for-profits?

**A:** *No, organizations do not have to be not-for-profit (NFP) to apply for the RFP. If you are an NFP, you will be required to submit evidence of your tax-exempt status. If you are a for-profit organization, you may still apply, but you will not be eligible to receive the 5% administrative fee with your budget.*

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## PROGRAM CONTENT AND CURRICULM

**Q:** Can the content area be dual-faceted or span various content areas? Is it possible to add mentoring to a sports program?

**A:** *Yes, the content area can be dual-faceted and may span various content areas. However, if you are not completely sure which one to choose, indicate the category that best captures the program and explain within your proposal how other content areas will be covered. Yes, it is possible to add a mentoring component into a sports program, as long as it provides teens the opportunity to engage, connect, and build long-term relationships with individuals and professionals skilled at guiding them through the transition to adulthood through a focus on personal development, decision-making, attitudes, and networking skills.*

**Q:** How do you determine community/school needs?

**A:** *We determine community/school needs by talking to the communities, the teens and the school administration, as well as conducting needs assessments. We also analyze data on income, school performance levels, crime levels, and access to facility to determine needs of the community.*

**Q:** Do we have to meet either target content area or target community area or both? Are new programs limited to the target areas?

**A:** *You would only need to meet either one of the targets; you do not have to meet both. Depending on the various factors that our Programs Team takes into consideration when placing new programs within their branches, they may limit those new programs being placed into target areas.*

**Q:** Do internships need to be attached to a program? Can ASM interns be hired for existing programs?

**A:** *No, internships do not have to be attached to a program. We define Internships as industry-specific, entry-level jobs in an external company or organization (e.g. camp counselor, administrative assistant, etc.). Typically, internships do not have instructors, but employee supervision is expected. ASM interns can be hired for existing programs, with approval from the Programs Team.*

## TARGET STUDENT ENROLLMENT

**Q:** Do students have to attend a CPS school? Can Non-CPS students participate?

**A:** *Our teen application requires that teens select which Chicago Public high school they attend. We ask instructors to recruit teens from CPS schools. We require the program to ensure that a large majority of teens are from CPS than at a private school. It is also at the discretion of*

**Q:** Does ASM play a role in recruiting and spreading the word to gather teens for program interviews?

**A:** *Although our Programs and Communications Team provide support in teen recruitment and advertising the launch of teen applications, program providers are expected to recruit, interview, select and enroll teens into their program.*

## PROGRAM RESOURCES

**Q:** What is ASM Warehouse?

**A:** *Our ASM Warehouse coordinates and manages all ASM equipment and teen final product deliveries, pick-ups, and loans for program use.*

### PROGRAM LOCATION

**Q:** Do we select schools independently or does ASM choose the school? And could ASM help with a potential location or a potential target area location?

**A:** *If you already have an existing relationship with a CPS High school, feel free to indicate it on your proposal. However, if your program is selected, our Programs team will work with you to identify a potential location, if you do not have one.*

**Q:** How can we get the schools that are not in ASM's list involved?

**A:** *We recommend that you reach out to the high school and have a conversation with the administration before contacting us about adding this school on your application.*