



Boston Coaching for Completion Social Innovation Fund Initiative

Request for Proposals

October 21, 2014

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I. TIMELINE

October 21, 2014	RFP released
October 29, 2014	Bidders conference: general application overview
November 7, 2014	Bidders conference: general application overview
November 10, 2014	Bidders conference: general evaluation overview
November 25, 2014	All BostonC4C applications due by 5pm (ET)
December 2014	Eligibility review
December 15, 2014	Organizations with ineligible applications notified by 12/15
December 2014 – January 2015	Full review
February – March 2015	Full due diligence, including site visits
March 2015	Preliminary grant decisions; TBF and CNCS develop grant agreements in consultation with selected applicants
March 19, 2015	Anticipated announcement of grant awards
March 20, 2015	Anticipated start date of grant period

II. PROGRAM OVERVIEW

A. RFP summary

The Boston Foundation is pleased to release this Request for Proposals for **Boston Coaching for Completion**, an initiative supported through the Social Innovation Fund. Boston Coaching for Completion (BosC4C) will build on and expand Success Boston’s efforts to raise post-secondary completion rates of Boston Public Schools (BPS) graduates by scaling up the transition coaching intervention. Success Boston is Boston’s citywide college completion partnership that seeks to double the college completion rate for students. BosC4C will expand upon one of Success Boston’s early successes – transition coaching. The purpose of this RFP is to seek out innovative, high-performing nonprofits to provide transition coaching for cohorts of students from Boston’s high schools, beginning during (or shortly after completion of) their senior year of high school and continuing into at least their first two years of post-secondary education, while participating in a rigorous evaluation and active learning community. In addition to advancing Success Boston’s central goal that 70% of Boston graduates who enroll in post-secondary education successfully earn a credential within a six-year timeframe, BosC4C aims to contribute to several supporting goals and objectives, as outlined on page 6.

B. Overview of the competitive application process

The Boston Foundation (TBF) was awarded a Social Innovation Fund grant from the Corporation for National and Community Service (CNCS) in September 2014. With the SIF award and matching funds, TBF anticipates making approximately ten to fifteen BosC4C grants (“subgrants”) in the amount of \$100,000 to \$400,000 per year for a project period of five years. Selected BosC4C grantees (“subgrantees”) will receive awards for the first year of program expenses (distributed on a reimbursement basis, with potential for advance distribution of start-up costs, as appropriate); funding for subsequent years is expected but dependent on satisfactory performance, continued federal appropriations and grant compliance.

BosC4C grants require a 1:1 match by the grantee, with at least 25% of the first year match committed at the time of the application submission. Details of the matching requirement are outlined on page 10.

Applicants must apply through TBF's online application process, which can be accessed through the following link: www.tbf.org/SBRFP. **Applications are due by 5pm EST on November 25, 2014.**

The Boston Foundation will conduct a review and selection process based on its existing, proven model of competitive grantmaking. Staff will screen applications for eligibility and ensure that there are no conflicts of interest and/or legal, financial or other conflicts that could impede success, and a BosC4C Leadership Advisory Group (LAG)¹ will advise and inform TBF during the selection process. The Boston Foundation, in consultation with CNSC, will make final award decisions. Nonprofits demonstrating higher levels of evidence and greater organizational capacity to hire, train and support greater numbers of coach/student matches, as determined through the selection process, will be allocated higher levels of funds.

C. Overview of the Social Innovation Fund and the Corporation for National and Community Service

The Social Innovation Fund (SIF), a program of the Corporation for National and Community Service (CNCS), is a powerful approach to transforming lives and communities that utilizes federal investment as a catalyst for impact – mobilizing public and private resources to find and grow community solutions with evidence of strong results. By fostering private and public collaborations that identify, evaluate and expand promising nonprofits and interventions, the SIF increases access to effective programs that enable people and communities in need to overcome their most pressing challenges in the areas of economic opportunity, youth development, and health.

The SIF utilizes an innovative operating and program model that is distinguished by a few key elements:

- Relying on exceptional existing grantmaking “intermediaries” to select, validate and grow high- performing nonprofit organizations, saving time and taxpayer dollars by leveraging on-the-ground knowledge and experience.
- Leveraging each granted federal dollar with matching funds from both the intermediaries and nonprofit grantees with money from private and other non-federal sources -- increasing the impact of federal investment, augmenting working capital, sparking new collaborations and improving sustainability.
- Providing capital to both evaluate and scale interventions that are innovative and evidence-informed.
- Leveraging the grant program to effectively share knowledge and advance social innovation more generally in the nonprofit sector.

D. Background on the Boston Foundation, Success Boston and Boston Coaching for Completion

The Boston Foundation

Founded in 1915, the Boston Foundation is one of the oldest and largest community foundations in the nation. TBF devotes its resources to building and sustaining a vital, prosperous city and region, where justice and opportunity are extended to everyone. TBF's work is guided by two main strategic goals that reflect a deep commitment to strengthening communities: 1) Greater Boston residents are successful and thriving, and 2) Greater Boston communities are vibrant, safe and affordable.

The Boston Foundation seeks to achieve these goals and have a profound impact on important areas of community life by: making grants to nonprofit organizations and designing special funding initiatives to address the community's critical challenges; working in partnership with donors and funders to achieve high-impact

¹ Representatives will be invited from major Success Boston funding partners, the Boston Opportunity Agenda, the City of Boston, and the local colleges and universities most frequently attended by Success Boston cohorts.

philanthropy; and, serving as a civic hub and center of information, where ideas are shared, levers for change are identified and common agendas for the future are developed. When a pressing community issue is not being adequately addressed, TBF may launch an initiative to fill the gap and drive deeper impact towards defined, strategic outcomes. Decisions to launch such efforts are informed by data and research, and typically involve partnerships with community agencies and other funders. Success Boston is one such evidence-based, data-driven initiative – with demonstrated success and promise for scale.

Success Boston

A cross-sector collaboration between TBF, the City of Boston, BPS, nonprofit organizations and local institutions of higher education, Success Boston is dedicated to dramatically increasing the number of BPS graduates, particularly low-income, first-generation students of color, who earn a two- or four-year post-secondary credential. The goal of Success Boston is to achieve a 70% six-year college graduation rate for college enrollees from the Boston’s high school Class of 2011 and beyond, with an interim goal of a 52% six-year college completion rate for college enrollees from the BPS graduating Class of 2009.

To achieve these ambitious goals, Success Boston employs a cross-sector partnership and strategies rooted in mutual accountability, based on student-level outcomes data, to significantly change the post-secondary trajectory of Boston’s high school graduates. The initiative is convened by Mayor Martin J. Walsh, and Co-Chaired by Boston Foundation President Paul S. Grogan; Boston Public Schools Superintendent John McDonough; Chair of the Private Industry Council, Dr. Gary Gottlieb; President of Bunker Hill Community College Pamela Eddinger; and UMass Boston Chancellor Keith Motley.

Success Boston’s “Getting Ready, Getting In, Getting Through” framework includes specific strategies and goals to improve students’ academic preparation and transition into college, and providing as-needed supports through higher education institutions until students successfully attain a degree. Recently, the Co-Chairs of Success Boston added “Getting Connected,” to the framework, to ensure that, in everything the initiative undertakes, there is a sustained focus on helping young people connect to the workforce.

A key programmatic intervention of Success Boston has been the development and implementation of transition coaching model to support high school graduates as they enroll in and navigate through post-secondary education. Beginning with the BPS Class of 2009, Success Boston has coached an annual cohort of approximately 300 students from each graduating class who are headed to local colleges and universities with transition coaches from nonprofit partner organizations. These coaches support students in the transition from high school to post-secondary and through their first two years, providing mentorship and assistance navigating college demands, as well as help accessing financial aid and other advising services. The goal of coaching is that at the end of the first two years, students will have built “college knowledge”: the skills they will need to navigate through to completion of a post-secondary credential.

An evaluation by Dr. Andrew Sum at Northeastern University’s Center for Labor Market Studies found that students with Success Boston coaches had higher annual college persistence rates than a matched comparison group. Students from the BPS Class of 2009 who received coaching experienced 20 percentage point gains in year-to-year persistence rates compared to their non-participating peers. Even greater gains were observed in year two persistence rates. Black and Hispanic Success Boston participants experienced the most dramatic gains. For a full report on findings, please see [Getting Closer to the Finish Line: The College Enrollment and Completion Experiences of Graduates of the Boston Public Schools](#). Preliminary evidence from subsequent classes suggests that the impact of coaching is sustained across class years.

Over the life of the Success Boston coaching effort, transition coaching organizations have built partnerships with their higher education hosts. Pioneered at the University of Massachusetts Boston, this new way of working together has deepened coaches' understanding of available student supports on campuses, and also appear to have helped the coaching organizations expand both their own capacity and that of the higher education institutions to serve larger numbers of BPS graduates.

Boston Coaching for Completion

Data reveals that Boston is trending toward this goal: the BPS Class of 2006's six-year post-secondary completion rate among those who enrolled in college increased to 49%, just three percentage points shy of the interim goal of 52% for the Class of 2009. To ensure continued progress toward raising the completion rate for Boston graduates who enroll in post-secondary education to 70%, BosC4C will scale the transition coaching intervention, with an intentional focus on the most in-need populations.

III. BosC4C GRANTEE SELECTION AND ASSESSMENT

A. Minimum eligibility requirements

Specific minimum eligibility requirements for BosC4C include:

- Applicants must be 501(c)(3) nonprofit organizations that propose to provide transition coaching for three cohorts of low-income Boston students: one each for students beginning postsecondary education during the academic years of 2015-16, 2016-17, and 2017-18. Coaching may focus on the high school graduating classes of 2015, 2016, and 2017, and may include students who enroll in college in January (spring enrollees), students beginning college more than one year after high school graduation, as well as transfer students beginning at a new institution.
- Applicants must begin coaching during (or shortly after completion of) students' senior year of high school – or for students a year or more removed, upon college enrollment – and continue into their first two years of post-secondary education.
- Applicants must match BosC4C funding 1:1 in cash, with a demonstrated commitment of at least 25% of the first year match at the time of application, as described on page 10.
- Applicants must be adept at collecting and using data for determining and improving program performance, and must commit to participate in a BosC4C portfolio evaluation, as described on page 11.

B. The transition coaching intervention

As previously described, BosC4C will scale up the transition coaching intervention that has been advanced through the Success Boston initiative. Transition coaches will provide cohorts of Boston students support through the college transition and connection stages, beginning during (or shortly after completion of) their senior year of high school and continuing into their first two years of post-secondary education, to significantly improve students' college persistence and graduation. Through one-on-one and small group coaching, coaches typically support and assist a caseload of up to 100 students in managing academic and non-academic issues. Coaching practices include any of the following, as appropriate:

- Building rapport with students;
- Supporting students in developing academic and career goals;
- Helping families address issues of affordability;

- Assisting students in learning time management to help balance school, work, and life;
- Conducting check-ins with students at key times in the semester;
- Guiding students in major and career exploration;
- Monitoring and assessing students' academic progress;
- Providing students with personalized guidance and coaching on decisions that may prevent them from persisting;
- Helping students connect to advising, counseling and other appropriate support services, both on- and off-campus; and
- Encouraging students to participate in co- and extra- curricular activities and meaningful summer opportunities.

In addition to providing coaching engagements with students, BosC4C funded coaches will be expected to:

- Work in collaboration with college/university academic and student support services;
- Participate in the development, organization and enhancement of intentional community-building workshops to help participants connect with co- and extra- curricular opportunities and other students;
- Attend monthly Advising Collaborative and city-wide Success Boston coaches' meetings to stay informed about changes to programs, policies and procedures;
- Participate in a limited number of initiative wide visibility events on campuses, including an annual kick-off event, and others as planned by the Student Leadership Council;
- Promote Success Boston to incoming and continuing Boston graduates and the college communities in which they work;
- Inform the evaluation and data gathering process, and comply with data collection and evaluation requirements, including preparing and submitting regular reports regarding students' progress and number of student contacts;
- Participate in culture- and gender- specific competency training with a special focus on how best to serve identified target groups (e.g. students/young men of color, immigrants, first-generation college students) through transition coaching; and
- Work collaboratively to understand (and change) systemic barriers to success identified by coach-student-college partners.

C. BosC4C goals and objectives

In addition to advancing Success Boston's central goal that 70% of BPS graduates who enroll in post-secondary education successfully earn a credential within a six-year timeframe, BosC4C aims to contribute to several supporting goals and objectives, including:

High School systems change and transition coaching beginning in the senior year of high school

- Increase in number of Boston seniors applying to college
- 75% of Boston students eligible to complete a FAFSA do so each year
- Increase in number of youth connected before high school graduation to a grantee/community partner who has a college partner

Transition coaching occurring after high school graduation

- Connect 1,000 Boston graduates annually with coaches as they enter two- or four-year colleges, including fall and January enrollees
- 100% of BosC4C students eligible to complete a FAFSA do so each year
- Connect 90% of BosC4C students to existing, as needed, on-campus support programs
- Increase in number of Boston high school graduates maintaining post-secondary GPAs above 2.0
- Increase in post-secondary re-enrollment rates for Boston's high school graduates in 2nd, 3rd, 4th, etc., year
- Expand coaching for highest risk students in cohort into 3rd year of post-secondary education
- Participate in and capture lessons learned through a portfolio evaluation

D. Selection criteria

Impact and results (25%)

- Strong program theory of change, strategy and budget that will enable the nonprofit to successfully provide transition coaching for three cohorts of low-income Boston students (one each for students beginning postsecondary education during the academic years of 2015-16, 2016-17, and 2017-18), beginning during (or shortly after completion of) their senior year of high school and continuing into at least their first two years of post-secondary education
- Proven success in helping low-income high school students transition to and through post-secondary education, with preference for organizations that have successfully served BPS students and priority populations (see page 10), especially those with a demonstrated track record of success in serving young men of color and graduates of the Boston Public Schools
- Community-based and community-connected
- Data-driven, innovative and evidence-informed; using current data and research to inform programmatic approaches
- Ability to use interim student indicators to inform real-time 'course corrections' if particular components fail to meet expectations or appear to be particularly promising

Capacity for BosC4C and SIF engagement, including evaluation and growth (25%)

- Organizational capacity and commitment to participate in a rigorous portfolio evaluation, including adequate data collection/management systems in place to comply with all BosC4C and SIF program and evaluation requirements
- Capacity and commitment to join a BosC4C learning community focused on providing culturally competent transition coaching and participate in culture- and gender- specific competency training
- Evidence of ability to maintain or grow number of student/coach matches during the BosC4C engagement, and to sustain coaching activity beyond SIF funding period

Partnership, fit and potential for impact (25%)

- Evidence of identified partnership with one or more institution(s) of higher education, with priority given to already established partnerships that have a track record of success
- Demonstrated understanding of the partner institution(s) of higher education environment(s) and existing supports and potential for improving student success rates on the campus(es) through transition coaching
- Capacity to work with college liaisons, who are envisioned to serve as the project lead on campuses, and a liaison between the initiative and campus leadership

- Willingness to collaborate with other coaches working at the same institution(s) of higher education, to identify strengths, challenges and priorities for change in academic and non-academic student support services in order to scale the impact of coaching

Financial and governance capacity (25%)

- Sound financial and technical infrastructure
- Demonstrated ability to meet 1:1 matching requirement, with unrestricted cash-on-hand or commitments (or a combination of the two) toward matching at least 25% of the first year of funding at time of application
- Governed by a diverse, experienced Board of Directors (with a strong commitment to diversity) and led by staff with a demonstrated track record of successful management

E. Priority populations

BosC4C grantees must serve low-income Boston students (household incomes at or below 200% of federal poverty guideline and/or eligible for free- or reduced-lunch). While not required, priority will be given to applicants that have a demonstrated track record of success in helping the one or more of the following priority populations to complete post-secondary credentials:

- Boston Public Schools' graduates
- Students/young men of color
- First-generation college students
- Immigrant students
- Community/two-year college students

Once selected, grantees will join a learning community and participate in culture- and gender- specific competency training with a special focus on how best to serve these priority populations through transition coaching.

F. Match requirement

BosC4C grantees are required to provide a 1:1 cash match of the full amount of the grant received from the Boston Foundation's SIF competition. These matching funds must come from new and/or unrestricted dollars, including from state or local agencies, businesses, private philanthropic organizations and individuals. Federal funds and in-kind donations do not qualify towards the match requirement. Twenty five percent (25%) of the required cash match for the first program year must be available and/or committed at the time of application. **Applicants will be required to submit a signed letter from the head of the organization that guarantees that the organization has unrestricted cash-on-hand or commitments (or a combination of the two) toward matching at least 25% of the first year of funding. This letter must also explain the financial commitments or revenue streams that are required to be in place to meet the remaining match amount within the grant period.**

Please note that federal rules apply to both the BosC4C grant funds awarded by TBF as well as to the match funds contributed by the BosC4C grantee. For example, the cost of raising funds in order to meet the matching funds requirement is not an allowable cost under the OMB cost principles; more information about federal cost rules can be found in [OMB Circular A-122](#).

G. Evidence requirements

A key goal of the SIF is to develop high quality data on the effectiveness of each funded organization and/or intervention. As such, the Boston Foundation is required to conduct a comprehensive portfolio evaluation that will improve evidence of the transition coaching intervention to at least a moderate level of evidence², as defined in the [2014 SIF Notice of Funding Availability \(NOFA\)](#), throughout the grant period. All BosC4C grantees are required to participate in this evaluation.

H. Evaluation and reporting expectations

The Boston Foundation has a strong track record of using evidence, data and evaluation to design and refine the transition coaching intervention collectively with Success Boston partners and an external research partner. To build on these five years of success and ensure rigorous evidence of effectiveness meeting SIF evidence requirements, TBF will engage an external evaluator to conduct a BosC4C portfolio evaluation.

Applicants must demonstrate their willingness and ability to participate in and comply with all evaluation and reporting activities, including regularly (at least bi-annually) reporting on student indicators (e.g., student profile and demographic data, enrollment, GPA, credits earned, course type, and Pell eligibility) and services received (e.g., type, duration, frequency, and nature/content of interaction) into a shared grantee reporting system housed within a Salesforce database. In addition to quantitative data, the evaluation will collect qualitative data such as information on program outreach and engagement and participant experience and satisfaction, through the most appropriate means available, including administrative records, multi-wave surveys of service use and participant experiences, direct observation of the coaching model, and focus groups.

The evaluator will utilize an evaluation design that can support causal conclusions and that leverages both qualitative and quantitative methods to estimate impacts (summative evaluation) and understand impacts (formative evaluation). Impact assessment will include analysis of interim student indicators through year three and final student outcomes through year six. Evaluation activities will also involve documenting the transition coaching intervention, detailing how and for whom transition coaching contributes to college success, and enabling continued programmatic fidelity and success.

Grantee evaluation and reporting expectations

With support from TBF and the evaluator, BosC4C grantees will be expected to:

- Participate fully in all BosC4C portfolio evaluation activities, including orientation and/or training for staff on data management related to evaluation, and other training and technical assistance provided by TBF and the evaluator
- Budget appropriately for evaluation activities (Note: TBF will engage an evaluation team and bear the majority of the costs associated with the evaluation, however subgrantees will be required to provide the necessary staff support for required data collection and reporting and participation in all portfolio evaluation activities, so applicants should plan and budget accordingly)
- Participate in all required reporting and compliance, such as:

² *Moderate evidence* means evidence from program studies that can support causal conclusions (i.e., studies with high internal validity) but have limited generalizability (i.e., moderate external validity), or the reverse, i.e. studies that only support moderate causal conclusions but have broad general applicability; *Strong evidence* means evidence from program studies that can support causal conclusions (i.e., studies with high internal validity), and that, in total, include enough of the range of participants and settings to support scaling up to the state, regional, or national level (i.e., studies with high external validity). See [2014 SIF NOFA](#) for full definitions.

- Maintaining accurate records of coaches' caseloads and assignments
- Maintaining accurate records of interactions with assigned students
- Maintaining accurate records of interactions with IHE partners
- Submitting regular data updates via electronic database
- Regularly reporting program data and financial information
- Participating in evaluation activities as needed (e.g. individual or focus group interviews)
- Providing data for all CNCS requirements
- Complying with all accounting practices necessary to manage and report on federal funds
- Complying with all applicable data storage and human subjects protections as mandated by federal regulations

I. Review process

The multi-stage review and selection process has been designed to be open, competitive, transparent, data-driven and cost-effective:

1. Determination of eligibility: TBF staff will screen all applications submitted by the deadline to ensure they are complete and meet minimum eligibility requirements. Ineligible applicants will be notified by December 15th and eligible applicants will be moved forward to full review. (Note that this eligibility review occurs after applications have been submitted.)
2. Full review: TBF will lead a review of applications, with input from the BosC4C Leadership Advisory Group, and develop a list of finalists based on fit with the selection criteria, including alignment with BosC4C goals and objectives; level of evidence and organizational capacity; and ability to contribute effectively and efficiently towards BosC4C evaluation, goals and objectives. Throughout, TBF and LAG members will adhere to TBF's conflict of interest policies and procedures.
3. Full due diligence: TBF will conduct a deeper assessment of finalists and determine funding recommendations. This will include a review of finalists' performance and management systems to further assess depth of alignment and organizational strength, as well as ability to collect and use data and to participate in and comply with CNCS and BosC4C reporting and evaluation requirements. Site visits, which will include interviews with students that have been served by the applicant organization, will be conducted and formal write-ups completed. During a process of forced ranking, requests will be reviewed against available funds and TBF will determine recommended grant award amounts.
4. Grant awards: After review with CNCS staff, TBF will make final grant decisions and negotiate grant award agreements with selected grantees. The grant period is expected to begin on March 20, 2015.

IV. ENGAGEMENT WITH THE BOSTON FOUNDATION AND SOCIAL INNOVATION FUND

A. Levels of grantmaking and distribution timeline

The Boston Foundation anticipates making approximately ten to fifteen grants of \$100,000 to \$400,000. Selected grantees will receive awards for the first year of program expenses, which will fund two years of work for the first cohort (2015); funding for subsequent years and subsequent cohorts (2016, 2017) is expected but

dependent on satisfactory grantee and subgrantee performance and continued federal appropriations. The BosC4C grant period is expected to begin on March 20, 2015.

Sample subgrant award distribution timeline

A successful subgrantee that will coach 100 students from each cohort – 2015, 2016 and 2017 – for two years per class might anticipate a grant award timeline like the following:

- March 2015: \$100,000 grant award from BosC4C, which the subgrantee will match with \$100,000, for a total of \$200,000 to coach 100 students beginning college in the 2015-16 academic year
- March 2016: \$190,000 grant award from BosC4C*, which the subgrantee will match with \$190,000 in matching funds, for a total of \$380,000 to continue coaching the 100 students from the 2015 cohort and to coach 100 new students who are beginning college in the 2016-17 academic year
- March 2017: \$190,000 grant award from BosC4C*, which the subgrantee will match with \$190,000 in matching funds, for a total of \$380,000 to continue coaching the 100 students from the 2016 cohort during their second year and 100 new students beginning college in the 2016-17 academic year during their first year
- March 2018: \$100,000 grant award from BosC4C*, which leverages \$100,000 in subgrantee matching funds, giving the subgrantee a total of \$200,000 to continue coaching the 100 students from the 2017 cohort during their second year of post-secondary

* Subgrantees will receive awards for the first year of program expenses (distributed on a reimbursement basis); funding for subsequent years is expected but dependent on satisfactory performance, continued federal appropriations and grant compliance.

Applicants must understand that awarded funds require a 1:1 match by the subgrantee, with at least 25% of the first year match committed at the time the application is submitted. It is also important to understand that costs associated with the grant (including TBF-awarded funds and subgrantee matching funds) must meet federal guidelines for allowable costs, which do not necessarily include all costs that the organization will incur in order to perform their SIF-funded project. For example, the costs of raising funds to meet the non-federal share of the budget (“matching funds”) are not allowable costs under OMB cost principles. Refer to the federal cost principles at <http://www.whitehouse.gov/omb/circulars/default>.

Applicant budgets will include a combination of direct and indirect costs; organizations with approved indirect cost rates for federal grants must use those rates for any indirect costs they include in their budgets.

B. BosC4C portfolio evaluation and technical assistance

TBF will partner with an evaluation partner to ensure BosC4C grantees receive appropriate support to successfully participate in a rigorous portfolio evaluation. This includes regularly convening BosC4C grantees for conference calls, webinars and in-person sessions. TBF and its evaluation partner will provide technical assistance related to evaluation activities, on topics such as data entry and quality, quality improvement, and data interpretation. Subgrantees will also be part of a national SIF community, with access to CNCS learning and technical assistance opportunities.

C. SIF and federal grant requirements

All recipients of BosC4C grant funds (subgrantees) through this competition will be required to comply with Social Innovation Fund (SIF) and federal policies.

All subgrantees must also comply with federal grant policies pertaining to Non-procurement, Debarment and Suspension, Drug-Free Workplace, Non-Discrimination, and Trafficking in Persons. Additionally, subgrantees must comply with the requirements of the National and Community Service Act of 1990, as amended by the Serve America Act, codified as 42 U.S.C. 12501 et seq. Subgrantees are expected to comply with the federal cost principles, administrative requirements and audit requirements applicable to their agency, as detailed in the relevant [Office of Management and Budget Circulars](#).

To further the SIF goals, all applicants should expect to have their names and a brief summary of their proposals made public. Full proposals of funded applicants may also be made public.

V. COMPLETING THE BosC4C APPLICATION

A. Accessing the application

A PDF copy of application questions is provided as Appendix A to this RFP but **ALL** applicants must complete and applications must be submitted through the online system, which can be accessed until November 25 at www.tbf.org/sbrfp.

Notes on completing the application

Please use Internet Explorer to complete your application.

B. Required attachments

Applicants must submit the following attachments with their applications:

- List of board of directors, with affiliations
- Organizational chart and brief bios of key staff
- Form 990 from most recent fiscal year
- Audited financials from three previous fiscal years
- A two-year project budget, using the provided budget template, and a budget narrative
- Current organizational operating budget
- Documentation of at least 25% of first year 1:1 match, in-hand or committed
- Outcomes charts for first two years, using the provided template
- A letter of partnership, signed by the organizational heads of the partner organizations, including one or more institution(s) of higher education

C. Budget and budget narrative

Applicants must submit a program budget for the first two years of the proposed grant period using the provided budget template. Applicants must also submit a budget narrative, which should explain the basis of costs. The budget should show how the applicant would use the requested BosC4C grant as well as the subgrantee match, to support transition coaching and SIF-related expenses, including the portfolio evaluation.

Proposed and final budgets must only include allowable costs, as defined in the applicable federal cost principles. While preparing their budget, applicants should ensure that they fully understand all federal requirements, as identified in the applicable OMB circulars:

- [Cost principles for nonprofit organizations – 2 CFR Part 230 – OMB Circular A-122](#)
- [Cost principles for educational institutions – 2 CFR Part 220 – OMB Circular A-21](#)

Please note that the budget may only include actual expenditures by the applicant organization. The value for any in-kind goods or services provided to the applicant cannot be included in the budget.

D. Application/selection process questions and technical assistance webinars

The Boston Foundation will host two information sessions to give an overview of the application requirements and answer questions from potential applicants. One session will focus specifically on the BosC4C portfolio evaluation.

- **October 29** from 3:00-5:00 p.m. at the Boston Foundation – general application overview, including...
 - An overview of BosC4C goals and objectives
 - Eligibility and selection criteria
 - Match requirements
 - Budget-related information
 - Q & A
- **November 7** from 1:00-3:00 p.m. at the Boston Foundation – general evaluation overview, including...
 - Levels of evidence definitions and requirements
 - Evaluation requirements for applicants and subgrantees
 - Evaluation-related expenses
 - Q & A
- **November 10** from 3:00-5:00 p.m. at the Boston Foundation – review of two previous sessions.

The Boston Foundation is located on the 10th floor of 75 Arlington St, Boston, MA 02116. Directions can be found on our [website](#).

E. Questions about the RFP

A BosC4C [Frequently Asked Questions document](#) provides answers to many questions that may arise in relation to the RFP and application process. If you have a question that is not addressed in the RFP or FAQ, please email Lynnette Best at Lynnette.Best@tbf.org.

VI. APPENDIX A: APPLICATION QUESTIONS

Applicants must apply through TBF's online application process, which can be accessed through the following link: www.tbf.org/SBRFP. Applications are due by 5pm EST on November 25, 2014.

Organization Information

Legal Name of Organization:

EIN Number:

NTEE Code:

Amount Requested from the Boston Foundation:

Project Budget:

Fiscal Year End Date:

Fiscal Year	Revenues	Expenses
Last Fiscal Year (actuals)		
Current Fiscal Year (budget)		
Next Fiscal Year (projected)		

Organization Address:

Organization Description:

Organization's Main Phone Number:

Organization's Main FAX Number:

Organization's Website:

Year Founded:

Total Number of Board Members:

Number of Full Time Equivalent Staff:

Is there any open or pending litigation against your organization outside the normal course of business?

Description of Litigation:

Contact Information (name, title, mailing address, phone number, email address)

Head of Organization:

Contact Person:

Board Chair:

Request Narrative

Describe your work in supporting low-income high school students and graduates in transitioning to and through post-secondary education, including a description of your theory of change and program model.

What experience does your organization have in serving Boston students and graduates, or similar populations, especially BosC4C's priority populations?

What will happen in the next year? During the multi-year grant period? Be sure to demonstrate how you will maintain or grow number of student/coach matches during the BosC4C engagement, and preliminary plans for sustaining coaching activity beyond the BosC4C funding period.

What additional resources do you need?

What do you want to achieve and how will you contribute to advancing BosC4C's goals and objectives?

With whom do you work? Please include a description of your partner institution(s) of higher education and a brief overview of the proposed partnership.

Please describe your understanding of the institution(s) of higher education's environment and existing supports, and the potential for improving student success rates through transition coaching.

How will your organization measure and learn from this work? Be sure to include a description of your data collection/management systems and identify how you will ensure compliance with all BosC4C and SIF reporting and evaluation requirements.

Impact Story