



Out of School Time Funding Review Criteria

Selection Criteria

Submissions will be scored based on a 300 point rubric, evaluating the program's ability to provide competent service delivery and meet the goals and priorities of the City of Charlotte.

Program Characteristics – 120 points

The City of Charlotte is interested in providing Out of School Time Funding to agencies who can successfully demonstrate the following program characteristics:

- **Quality Staff and Programming (40 points)**
 - A safe environment, security and emergency procedures, and appropriate screening for staff and volunteers
 - Appropriate education and training for staff and a plan to continually build staff capacity to meet the needs of the participants
 - Commitment to program quality through incorporation of best practices, program quality assessment, and continuous improvement practices
- **Family Engagement and Support (30 points)**
 - With parents/caregivers, a shared responsibility for children's learning through appropriate orientation activities, communication, and opportunities for meaningful involvement in the program
 - Additional assistance to support the holistic needs of the family unit
- **Effective Partnerships (30 points)**
 - Productive relationships with teachers and schools
 - Partnerships with the community, businesses, non-profits and other groups to enhance services to participants
- **Financial Sustainability (20 points)**
 - Long range financial planning
 - Diversified funding sources
 - Ability to maintain partner interest



Selection Criteria (continued)

Program Strategies – 100 points

Additionally, preference will be given to providers which utilize the following strategies to produce the expected outcomes outlined on page three (3):

- **Engagement in Varied Academic and Non-Academic Activities (25 points)**
 - Learning opportunities that complement and enrich, but do not duplicate, the school day instruction
 - Focused skill building and sequential activities that promote mastery
 - Individualized academic support and interventions
- **Exposure to New and Engaging Experiences (25 points)**
 - Access to cultural experiences
 - Access to the “world of work”
 - Opportunities to explore and develop interests
 - Innovative activities that develop life skills
- **Opportunities for Positive Social Interaction (25 points)**
 - Activities that promote pro-social behavior
 - Activities that promote respect for diversity
- **Promotion of Community Engagement (25 points)**
 - Leadership development opportunities
 - Service learning and community building activities
 - Activities that build positive relationships with supportive adults in the community
 - Opportunities for the community to engage in the program

Site Visits & Interviews – 80 points

Reviewers will conduct site visits and interviews to observe and confirm program information presented in the narrative.

- **Program Site Visit (40 points)**
 - Program is conducted in a safe environment with a well-equipped, suitable space
 - The emotional climate of the program environments is characterized by warm, supportive relationships between staff members and participants
 - Adult relationships between staff members exhibit effective communication and cooperation
 - Appropriate staff to participant ratios are maintained



Selection Criteria (continued)

- **Staff Interviews (40 points)**
 - Program is well organized and staff exhibits strong leadership skills, a positive organizational climate
 - There is a shared mission and program vision that motivates staff and provides an organizational climate that validates staff commitment
 - Strong and committed leadership committed to planning for sustainability
 - Evidence of cultural competency