San Mateo County Summer 2022 Enrichment Program
Frequently Asked Questions

Last Updated: 2/15/22

1) My program operates multiple sites. How should I complete the application?

Applicants should submit one application for ALL program sites.

Your Program Budget Spreadsheet should convey requested funding for each program site – i.e., each program site should have its own tab.

2) I run multiple programs at one program site. How should this be reflected in the application?

The application should reflect ALL programs located at that program site. Please provide accumulated data/information for all programs offered at that site.

For example, if you run six programs for different age cohorts at one site, please provide information for all six programs in this application.

3) I run a summer camp program. I am eligible to apply for funding?

If your program offers programming that is consistent with the definition of “enrichment programs” (see below), and meets the other eligibility criteria, your program is eligible to apply.

*Enrichment Programs* focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. Such programs introduce students to learning opportunities and materials, encouraging them to develop new interests and build new skills.

4) My program is currently enrolling students for this summer. How do I complete the student demographic information?
We understand that your programs are currently enrolling students. Please answer projected enrollment questions to the best of your ability based on program capacity and historical enrollment data.

5) **What is the grant program’s definition of socio-economically disadvantaged students?**

Socio-economically disadvantaged (SED) students are defined as 80% of the Area Median Income (i.e. $139,400 annual income for a family of four).

See additional [information here](#).

6) **What is the definition of vulnerable students?**

Vulnerable students include students with special needs, in foster care, who are experiencing / have experienced homelessness, and/or are English Language Learners.

7) **What if my program serves other vulnerable students?**

We are interested to learn more about the vulnerable populations your program serves. Please convey this through your answers around how your program supports the social-emotional wellbeing and learning enrichment of students, or in the very last question to convey additional information that has not been highlighted in the application.

8) **Is there a maximum funding amount my program can request?**

No, there is no maximum grant amount. Awarded grant amounts will vary and will be scaled to reflect program capacity and ability to expand program access to targeted students and must be operational for Summer 2022.

However, the Program Infrastructure grant funding (optional funding request) has a maximum amount of $50,000 per applicant, and a recommended amount of $5 - $25,000 per program site.

9) **When must I expend all grant funding?**

All requested funding must be operational for Summer 2022 and must be spent by the end of your summer program session.

10) **What are allowable funding expenses for the Grant?**

Allowable funding expenses can be found in the Program Overview document, in addition to the definitions found in the Program Budget Spreadsheet (and see below).
If you have specific questions about allowable uses, please email: SMC_summerenrichment@smcgov.org.

- **Operating Expenses:** Enhances the operations of summer 2022 enrichment programs but does not supplant current budgets. Allowable expenses could include, but are not limited to:
  - Additional staff personnel costs
  - Counselors and trained mental health staff
  - Transportation for students/ families (stipends or transportation expenses)
  - Food (preference if offered through the Summer Food Service Program or a community-based organization)
  - Curriculum
  - Activities/ supplies
  - All costs associated with adding program hours/ days

- **Access Scholarships:** Subsidies to cover the enrollment costs for socio-economically disadvantaged (SED) students and other vulnerable students (students with special needs, in foster care, English Language Learners, experiencing homelessness).

- **(Optional Funding Opportunity) Program Infrastructure Enhancements:** Expanding access to comprehensive, enrichment programs may require investments in program infrastructure. This funding is optional and, if awarded, would be in addition to the other grant awards. **Requested funds must be operational for Summer 2022.** Recommended allocation is between $5,000 - $25,000 per program site (cap of $50,000 per applicant; preference for sites that have capacity to serve at least 12 students). Allowable expenses could include, but are not limited to:
  - Equipment enhancements – e.g.: shade structures, benches, tables
  - Vans / transportation infrastructure
  - Technology infrastructure

11) Can I request funding cover current operating expenses? (e.g.: maintenance, repairs, current staff costs)?

No, all funding must supplement, not supplant, existing program budgets. This program aims to enhance and expand summer 2022 program offerings for students.

12) How do I complete the Capacity Expansion chart (Part III) in the Program Budget Spreadsheet?

The capacity chart aims to understand how grant funding will support adding additional enrichment programming hours (both for NEW and current students). Please follow the instructions below the chart to convey this information based on slots expansion and/or adding hours/ days to the program:

- If your program will use the grant to add **New Slots**:
  - A. Students Reached should only include NEW students
  - B. Adding Hours/ Days can reflect current programming hours. Multiply daily hours x days offered.
  - C. Calculate total enrichment hours by multiplying Students Reached x Total Program Hours
If your program will use the grant to **Add Hours** and/or **Add Days**:

- A. Students Reached can be current student capacity if these students will benefit from new programming offered.
- B. Total Hours should only be NEW hours added due to the grant. Multiply the hours of the day x days offered.
- C. Multiply Students Reached x Total Program Hours

If your program is adding **New Slots** AND **Add Hours** and/or **Add Days**:

- A. Students Reached should only include NEW students.
- B. Add Hours/ Days should reflect total programming hours. Multiply daily hours x days offered.
- C. Calculate total enrichment hours by multiplying Students Reached x Total Program Hours.

Please also refer to the below program examples to complete this chart.

- **New Slots.** The grant allows a program to offer 10 subsidies to SED students. This program operates 5 weeks/ 25 days, offering 9 hours of programming per day. This program projects:
  - A: Student Reached: 10
  - B. Total Program Hours Per Student: 225 (25 days x 9 hours)
  - C. TOTAL: 2,250

- **Expanded Hours.** The grant allows a program to expand their program by 2 hours per day for 5 weeks/ 25 days. This program has capacity to serve 36 students. This program projects:
  - A. Students Reached: 36
  - B. Program Hours Per Student: 50 hours (2 hours per day x 25 days)
  - C. TOTAL 1,800

- **Expanded Days.** The grant allows a program to add one week (5 days) of additional programming for two summer cohorts. This program offers 8 hours of programming per day and the two cohorts have a combined capacity of 24. This program projects:
  - A. Students Reached: 24
  - B. Program Hours Per Student: 40 hours (8 hours x 5 days)
  - C. TOTAL: 960

- **New Slots & Expanded Hours.** The grant allows a program to offer 10 subsidies to SED students and expand program hours by 2 hours per day. This program operates 6 weeks/ 30 days, now offering 9 hours of programming per day. This program projects:
  - A. Students Reached: 10
  - B. Program Hours Per Student: 270 (9 hours x 30 days)
  - C. TOTAL: 2,700

**13) How do I submit my Program Budget Spreadsheet?**

Your Program Budget Spreadsheet must be emailed to SMC_summerenrichment@smcgov.org, and are due by **Friday, February 25 at 5 pm.**

When submitting your Program Budget Spreadsheet, save the document as "ProgramName_Summer2022" and use this as your subject line.
Application will be considered incomplete if either the online application or the Program Budget Spreadsheet are not completed.

14) When will I be notified if I receive an award?
We hope to notify awarded applicants the week of March 7th.

Do you have a question that was not covered in this FAQ? Please email:
SMC_summerenrichment@smcgov.org