

Proposal Support

Prospective applicants are encouraged to engage in the following established opportunities for proposal support:

- **Webinar for Prospective Applicants:** *Tuesday, April 25th, 3:00-3:45 pm*
Tune in to the RFP [webpage](#) to learn more about this opportunity. We strongly encourage questions to be submitted ahead through email at EducationRFP@barrfoundation.org. All questions, including those not answered during the webinar, will be answered via the forthcoming FAQ that will be published on the [RFP webpage](#) after the webinar.
- **Office Hours for Prospective Applicants:**
We will host optional office hours via conference call on the following dates and times for prospective applicants to discuss proposal content or eligibility:

Friday, May 12th from 10:00 am to 12:00 pm
Friday, May 16th from 10:00 am to 12:00 pm
Friday, May 19th from 2:00 pm to 4:00 pm
Thursday, June 1st from 2:00 pm to 4:00 pm
Tuesday, June 6th from 10:00 am to 12:00 pm
Thursday, June 8th from 2:00 pm to 4:00 pm
Monday, June 12th from 10:00 am to 12:00 pm

[Register here](#) to receive an appointment time for the 10-15 minute call, and the conference line number.

All questions related to the RFP should be submitted via email to EducationRFP@barrfoundation.org. Responses to questions will be published via a FAQ that will be located on the [RFP webpage](#) and will be covered during the webinar and office hours.

All RFP materials and updates will be made available on the [RFP webpage](#) on an ongoing basis. We encourage you to sign up for updates and reminders on Barr's website using this [form](#).

Proposal Submission

All applications are due by 4:00 PM EST on Wednesday, June 14, 2017. Applications should include all elements described below under "Proposal Requirements."

Complete applications should be submitted via two means:

- 1) *Online application form*, which will be available for submissions starting on April 25th, 2017. The link for the [online application form](#), AND
- 2) *Email to EducationRFP@barrfoundation.org*, in PDF format.

Proposal Requirements

A. Organization Information

- Organization Name
- Organization Address
- Main Phone
- Main Fax
- Website URL
- Annual Organization Budget
- Organization Tax ID
- Start of Fiscal Year
- Name, title, phone, and email of Chief Executive of your organization
- Name, title, phone, and email of staff person other than the chief executive managing this request (optional)
- Name, title, phone, and email of lead development staff person handling this request (optional)
- Name, position, and email of all school committee members or executive committee members of the board for your organization

B. Proposal Narrative

Applicants are asked to submit a narrative proposal describing the design work they would like to engage in during the planning year(s). In this section applicants should share their organizational capacity, vision, and activities for the planning phase. The maximum length for the Proposal Narrative is 15 pages. Applicants should respond to the following:

1. Overview & Background

- a. Complete the [“Proposed High Schools” chart](#) to provide an overview of the names, locations, and basic data for the high school(s) included in this proposal. (Note: the chart is not included in the 15 page maximum.)
- b. Describe the assets and challenges in the targeted high school(s) and each corresponding community. Include in your response a description of your students, such as their demographics, interests, and needs.
- c. How does each school define and measure student success (e.g., graduation rates, college matriculation rates, college persistence and completion rates)? Provide relevant data and descriptions (for each proposed school site) to illustrate the current results on measures of student success.
- d. What opportunities does the target school(s) *currently* offer students related to options in the wider learning ecosystem such as early college, career exploration and immersion, or anytime-anywhere learning? How many students participate in each type of opportunity? What are the eligibility requirements for participation?

2. Vision

- a. Describe your vision for an innovative high school model that embraces the wider learning ecosystem through the incorporation of early college experiences, career exploration and immersion, and/or anytime-anywhere learning opportunities. Include in the response your ideas for how all high school students could participate in these wider learning ecosystem opportunities.
- b. In what ways, if any, does the vision build upon existing offerings at the targeted high school(s)?
- c. Describe your planning process to date for realizing your vision. Who has been involved and what data have been used to inform the planning?
- d. Describe the challenges you face in implementing your vision, including current policies and requirements, and how this planning grant might assist you in confronting them.
- e. What will success look like five years from now and how will you know if you have achieved it? How will you define student success? Include both quantitative and qualitative student-based measures of success.

3. Partners

- a. Describe the primary *local/community partners* and allies. How will these partnerships help to ensure successful planning and design? How will you ensure your efforts complement each other and advance the work? Do you have existing partnerships to support student engagement in the wider learning ecosystem?
- b. Describe the *national or regional expert(s)* that will support the planning phase. What is their track record of supporting a high school design process or designing wider learning ecosystem options?
- c. What additional partners will you need to engage to support the design of your high school model? How do you plan to build new relationships or deepen existing partnerships to support your vision?

4. Work Plan

- a. Provide an overview of how you will utilize the planning grant to advance your vision. Include the proposed duration of your planning phase (up to two years), and the rationale for your timeframe. Using [this template](#), please provide a detailed work plan that includes your key activities during the phase; timeline and schedule; key people; and anticipated outcomes. (Note: the work plan will not be counted towards the 15-page maximum for the Proposal Narrative.)
- b. Describe your design team. Who will be involved in this project and how? What is their relevant experience? Provide evidence of their commitment to the values and ideas represented in this RFP. Attach resumes of your core team members (Note: resumes will not be counted toward the 15-page maximum for the Proposal Narrative.)
- c. How will you engage various stakeholders (e.g., current/prospective students, families, community members, staff) in your planning and design process?
- d. Are there capacities you need to build to better do this work? How do you plan to build these capacities?

C. **Planning/Design Year(s) Outputs & Outcomes**

1. List up to five outputs for the planning/design year(s).

- An output is a direct, tangible and measurable product of a project activity often expressed as a number of units delivered. For example: ten design meetings held, three trainings with a technical assistance provider, 200 participants served through a pilot, student data analysis report completed, six schools visited, community asset map created, etc.
2. List up to five outcomes or results of the planning/design work you intend to do.
 - An outcome is the result of project activities, often expressed in terms of changes in behavior, norms, decision-making, knowledge, attitudes, capacities, motivations, skills, or conditions for the individuals, families, households, organizations, or communities.

D. Budget Narrative

Provide a detailed narrative on the use of the up to \$300,000 planning grant using the provided [budget template](#) for up to a two year time period. These funds *cannot* be used for ongoing operating costs of any school or program, nor can they be used on facilities-related expenses. The maximum planning grant amount applies to a single high school site. Applicants may submit a proposal for more than one high school, and accordingly request a corresponding budget exceeding \$300,000 for the planning phase. However, we expect a multiple high school proposal to reflect economies of scale (i.e., the total budget should be less than \$300,000 per high school). For example, if the proposal is focused on planning work in three high schools, the total budget should be substantially less than \$900,000.

E. Organizational Requirements

Please submit the following administrative documents as part of your proposal:

1. Current board list. Include the following information for each board member:
 - Position(s) on the board (officer and committee positions)
 - Occupation and name of employer and affiliation(s)
 - City or town of residence
 - Term end date for each board member
2. Most recent independent audit or account review (as required by law) for the organization, if applicable
3. Organization budget (income and expense) approved by the board for the fiscal year, with the actual-to-budget comparison for the year-to-date
4. Fundraising Information: Provide a list of companies, foundations, and government entities being approached to fund this proposal, including dollar amounts requested and an indication of which sources are committed, pending, or anticipated.
5. Organizational chart
6. Diversity Data Form (template can be found [here](#))
7. 501(c)(3) Determination Letter, if applicable