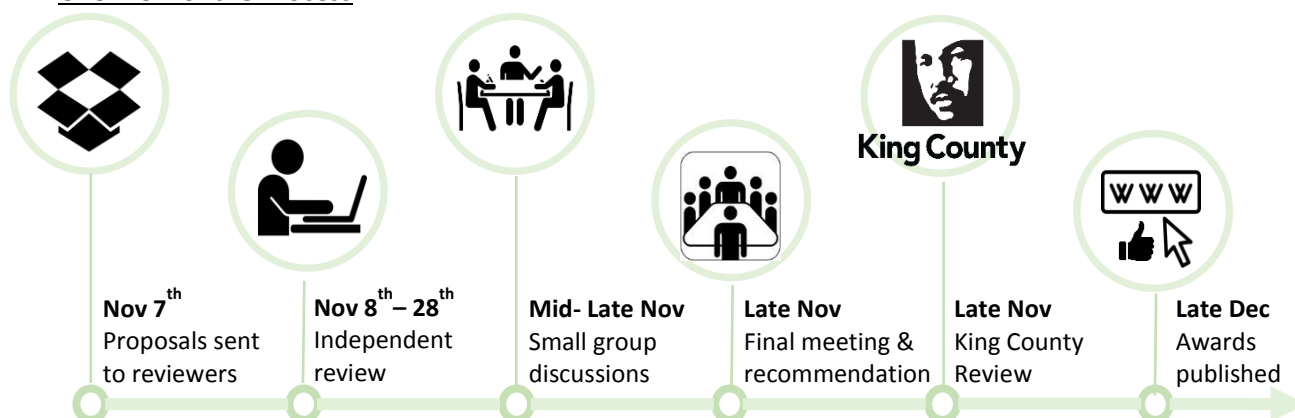


## Best Starts for Kids Out-of-School-Time Review Process

Proposals will be read and evaluated by a review committee of approximately 20 people, consisting of School's Out Washington (SOWA) staff, King County staff, external subject matter experts, evaluators, members of the Best Starts for Kids Children and Youth Advisory Board (CYAB), community members, and members or designees of the King County Council (as nonvoting members). The process for choosing funded projects will include evaluation of the narrative, budget and accompanying documents.

### Overview of the Process



The review process will commence once all proposals are received by SOWA. The deadline for submitting proposals is November 3<sup>rd</sup> by 5 pm.

- **Proposals Sent to Reviewers** – On November 7<sup>th</sup>, reviewers will receive links to a Dropbox account where their designated proposals to review will be posted.
- **Independent Review** – Between November 8<sup>th</sup> and 28<sup>th</sup>, reviewers will read and independently score all proposals designated to them (about 15-20 per person). Every application will be carefully read and independently scored by three people, who will meet for discussion after their initial independent review. *Proposal Review Sheets* will be provided for note-taking and scoring. Reviewers will be asked to score the strengths and weaknesses of each proposal. It is required that all proposal review sheets be completed and submitted for documentation purposes after the review. Each proposal should take about 45 minutes to review.
- **Small Group Discussions** – In mid-late November, individuals will meet in their small groups for 2-3 hours to weigh the merits of each individual proposal that they reviewed. The goal of this meeting is to make recommendations for which proposals should move forward in the review process. SOWA will coordinate these meetings via Doodle Poll.
- **Final Meeting** – In late November, volunteers from the review committee will meet for 3-4 hours in a larger group to discuss a list of recommendations and conduct a more focused review of select proposals. Further discussion of the applications that rose to the top during the first round review will take place. The goal of this meeting is to narrow down the number of applications to fit into the funding amount available.
- **King County Review** - Upon final review from panel, a list of recommendations will be brought to BSK leadership, with input from the DCHS Director, where more analysis will be conducted to

examine geographic equity and to ensure that specific populations and interventions which are being called out in the BSK Implementation Plan, will be served. Final selection of awardees will be made by King County division directors.

- **Awards Published** – Awards will be published on both the BSK County Website and SOWA’s website and SOWA will execute contracts based upon the final selection.

**Selection Criterion**

<b>CRITERIA</b>		Points
<b>1. CAPACITY TO MEET COMMUNITY NEED</b>		
<b>Highly Competitive</b>	<b>Less Competitive</b>	
Place-Based Partnerships identify a high-need neighborhood or school community and define clear roles among the partners.	Roles of each organization within Place-Based Partnerships and the neighborhood or school community are unclear.	<b>15</b>
People of Color-Led organizations define their role and history in communities of color.	Role and history of POC-Led organization is unclear.	
Applicants detail the need for quality OST programs in their focus areas, children and youth to be served, and their goals for community impact.	Need for quality OST programs, children and youth to be served, and/or goals of bidding organization are unclear.	
Applicants have a rationale for how their work will contribute toward the BSK result and indicators.	Connection between applicant’s proposed program and BSK result and indicators is unclear.	

<b>CRITERIA</b>		Points
<b>2. OST PROGRAM</b>		
<b>Highly Competitive</b>	<b>Less Competitive</b>	
Applicants define their proposed program as Phase One or Phase Two and detail a rationale for their phase and an understanding of the role of program quality supports.	Program phase is not defined or is unclear. Applicants do not sufficiently discuss program quality supports.	
Applicants detail milestones and overall timeline for preparation and	Milestones and timeline are unclear, and/or unlikely to support quality OST programming.	

implementation that is likely to result in quality OST programming.		<b>25</b>
Applicants provide full details on OST programming, including dosage and roles among Place-Based Partnerships. Programming proposed is high quality, and focused on supporting children and youth in building lifelong skills, improving academic performance, and discovering their individual passions.	Details, dosage and/or roles are unclear or inadequate. Programming proposed is not of sufficiently high quality to assure the desired results for children and youth.	

<b>CRITERIA</b>		Points
<b>3. EQUITY</b>		
<b>Highly Competitive</b>	<b>Less Competitive</b>	
Applicants clearly define how their programs will address gaps in access to high quality OST programs among children and youth of color, and children and youth living in poverty.	Applicants provide limited explanation of how the program will address gaps in access to high quality OST programs among children and youth of color, and children and youth living in poverty.	<b>10</b>

<b>CRITERIA</b>		Points
<b>4. BUDGET</b>		
<ul style="list-style-type: none"> <li>○ Proposed budget costs are reasonable and justified</li> <li>○ Budget is complete and aligns with proposed activities</li> <li>○ Up to 10% of the budget is assigned to evaluation activities</li> </ul>		<b>Not rated</b>

## Review Panel Timeline:

<b>Activity</b>	<b>Date(s)</b>	<b>Time</b>	<b>Location</b>
Anti-Bias Training	10/31/2017	9:00a-12:00p	SOWA
Small groups receive applications	11/7/2017	5:00pm	Via email
Independent Review	11/8-11/17/2017		
Small group meetings (2-3 hours)	11/20-11/28/2017	TBD	TBD
Large group meeting (3-4 hours)	11/29-11/30/2017	TBD	TBD