

***Promises that Count* Community of Practice**
Request for Proposals

The California Community Foundation (CCF) and WestEd invite proposals from Los Angeles County College Promise program teams to join a Community of Practice (CoP) as part of the *Promises that Count* Initiative. The *Promises that Count* Community of Practice was developed based on feedback from participants at the October 30, 2017 *Promises that Count* launch and will focus on developing and strengthening academic support and student services that are part of, or aligned with, College Promise Programs.

Community of Practice Start Date: April 1, 2018

Community of Practice End Date: June 30, 2019

Deadline for Proposal Submission: 5:00 pm PST, January 5, 2018

Grant amount per College Promise Program team accepted into the CoP:
\$30,000 - \$50,000

Proposal Instructions

CCF invites proposals from College Promise program teams in Los Angeles County. As noted in the timeline below the deadline for proposal submission is January 5, 2017. Following review, final applicant teams will be recommended for approval by the CCF Board of Directors in late March 2018 and grant disbursements will take place in April 2018. The in-person kick-off meeting for the Community of Practice is scheduled for April 20, 2018.

Submissions will only be accepted online at the following link:

<https://applyforgrants.calfund.org> The information that will be requested is found beginning on Page 5 of this RFP.

We understand that the grant application process can be time-intensive. We recommend careful review of the attached guidelines. In addition, we will be available for pre-scheduled 15-minute calls to discuss proposals prior to submission. To arrange a call, please email David Rey at the California Community Foundation, drey@calfund.org.

Timeline

The activities of the Los Angeles County College Promise Community of Practice (CoP) will begin in April 2018 and will continue for 15 months. At the end of the 15-month period, the CoP goals, structures, and plans will be reviewed and revised as needed. It is possible, though not guaranteed, that the CoP goals, members, and structures will continue during an additional 12-month period.

December 6, 2017	RFP Released
January 5, 2018	Proposals due
January 8-19, 2018	Proposals reviewed
January 22-February 5, 2018	Discussions with proposed College Promise teams (may include in-person or telephone conversations)
March, 2018	CCF Board meeting to approve CoP members
April, 2018 – June, 2019	<i>Promises that Count</i> Community of Practice activities
April 20, 2018	Kickoff meeting (in-person)
April – June 2019	Assess goals and structure of CoP activities. Design <i>Promises that Count</i> Year 2 activities.

Contact Information

John Garcia III, Program Officer, Education, California Community Foundation
jgarcia@calfund.org, 213.413.4130 ext. 262

David Rey, Program Associate, California Community Foundation
drey@calfund.org, 213.413.4130 ext. 218

California Community Foundation
221 S. Figueroa St., Suite 400
www.calfund.org Los Angeles, CA 90012

Additional Information

Theory of Action

The theory of action guiding the Los Angeles County *Promises that Count* Community of Practice is that effective interaction around strengthening student support structures – using a set of approaches that create a dynamic, collaborative, and trusting learning space – will lead to outcomes which include but are not limited to the following:

- Increased commitment and ability to add, improve, strengthen, and integrate student services and academic support to College Promise programs;
- Increased College Promise program engagement from internal and external partners around improving student success development and coordination (including institutional initiatives such as pathways to completion, multiple measures placement, developmental education reform, mentoring; and just-in-time student supports);
- Stronger connections across College Promise programs in the greater Los Angeles County for the purpose of sharing strategies, policies, and fundamental practices that maximize the benefits to students; and
- The establishment and/or strengthening of progress/outcomes tracking systems for your specific program aligned with existing state-level accountability systems.

Community of Practice Activities

If selected to participate in the *Promises that Count* Community of Practice (CoP), your College Promise team will:

- Participate in an CoP in-person kickoff meeting in Los Angeles on April 20, 2018.
- Collaboratively establish, with the other CoP member teams, the goals and structures of the CoP;
- Identify short-term objectives specific to your program that will serve to focus your work within the CoP throughout the 15-month period;
- Benefit from the guidance, external speakers, documents, toolkits, videos, reports, etc. that can inform the development and improvement of student support programming for your College Promise program;
- Commit to meeting regularly with your internal College Promise team to work on identified objectives and keep track of progress;
- Actively participate in regularly scheduled telephone and in-person CoP convenings during which College Promise teams will discuss their successes and challenges; highlight their lessons learned; and seek advice from other CoP members;
- Participate and share progress, strategies, and findings with the *Promises that Count* Alliance (all Los Angeles County Promise programs will be invited to join the Alliance) during a few telephone and/or in-person convenings; and
- Receive a \$30,000 to \$50,000 grant award for 15 months of CoP participation.

Eligibility Requirements

1. A College Promise program that launched in fall 2017 or earlier.
2. A College Promise team that is committed to:
 - Participate in an in-person Community of Practice launch on April 20, 2018 and in ongoing (likely monthly) meetings and activities between April, 2018 and June, 2019.
 - Participate in internal College Promise team meetings; design new and/or improved student support program elements; engage in cycles of inquiry; and share strategies and lessons with the CoP and the larger *Promises the Count* Alliance.
 - Track, evaluate, and share data that measures outcomes related to goals defined by the College Promise team and aligned with the goals of the CoP, including, when necessary, engaging with a representative from institutional research who will lead data efforts.

It is strongly preferred that the team include the following members:

- A Team Lead who will serve as the primary contact person for WestEd and who will convene the College Promise team outside of CoP meetings to ensure progress is being made toward program goals.
- A representative from institutional leadership;
- A representative who oversees student support programs;

- A representative from a minimum of two current and/or potential partners (K-12, community college, four-year higher education institutions, non-profit, local government, industry, philanthropy, etc.); and
 - Other team members may include representatives from the lead and/or partner institutions in the following offices: financial aid, institutional research, and/or recruitment/outreach.
3. A College Promise program that includes (or is planning to include) the following:
- Student financial support
 - Both academic and student support services
 - Clear, consistent, and frequent messaging about College Promise
 - Cross-segmental and cross-sector partnership
 - Data gathering and use for progress and outcomes assessment

SELECTION CRITERIA & SCORING RUBRIC - 30 points total

- Clearly articulated goals to improve student services and academic support (5 points)
- Clearly articulated commitment and role identification of team lead, institutional leadership, student services representative, and at least two representatives from cross-segmental or cross-sector partners (5 points)
- Clearly articulated evidence of existing or plans to develop regularly scheduled team meetings around College Promise (5 points)
- A College Promise program that is comprised of (or actively plans to include) the following program components: financial support; academic support and student services; messaging; partnerships; and data gathering and use for progress and outcomes assessment (5 points)
- Commitment to track, document, and share relevant data (5 points)
- Evidence of substantial commitment to support low-income and underrepresented students (5 points)

PLEASE NOTE:

Los Angeles County College Promise Alliance

While only a small number of College Promise teams will participate in the Community of Practice, all Los Angeles County Promise program teams will be invited to join the *Promises that Count* Alliance. Alliance teams will be invited to participate in a few convenings, conference calls, or webinars during the 15-month grant period. During these sessions, Community of Practice members will discuss their successes and challenges and highlight what they are learning as they actively work to strengthen the student success features of their College Promise programs.

<p align="center"><i>Promises that Count Community of Practice</i> Proposal Preview</p>

The following is a summary of information requested for planning purposes only. All proposals must be submitted online at the following link: <https://applyforgrants.calfund.org>

I. CONTACT INFORMATION

College Promise Program Name

Lead Institution for Proposal

Applicant Contact

Applicant Title

Institutional Affiliation

Email Address

Phone Number

Address

City

State

Zip Code

If awarded, does the address to send the grant payment differ from the address listed above?

Authorized Signer

Authorized Signer Email

II. PROMISES THAT COUNT PROPOSAL

Please respond to the following questions in no more than 2,000 characters each

1. What is your requested Grant amount?
2. List your College Promise team members and their roles in the program. Please include each member's name, title, institutional affiliation and role on the College Promise team.

3. Please describe the current or planned ways that your College Promise team engages with each other in planning, implementing, and improving the program. Please describe the type and frequency of engagement.
4. List all student services/academic support elements in your College Promise Program. For each element listed: 1) briefly describe the element; 2) indicate where it is implemented (K-12, CC, 4-year, NGO, etc); 3) indicate whether it is a formal part of the Promise program or an existing institutional initiative that is aligned (or will be aligned) with College Promise.
5. From the list of student services/academic support elements in the item above, please indicate which elements (up to 4) you consider to be the most effective in supporting students. For each element, please describe: 1) the factors that contribute to its success; 2) the ways in which students are supported; and 3) the student population(s) that benefit most.
6. Please list and describe up to 4 specific ways that you would like the student services and academic support elements of your College Promise program to improve. Please also indicate which student population (s) will be most affected by the improvement.
7. How will your College Promise team use the grant money?

III. ATTACHMENTS

Promise Program Student Data

(Click [here](#) to download the template to capture the Promise Program student data. If you cannot complete all sections, please add a comment in the box indicating whether the data has been requested and is coming or not available.)

***Note:** The word version of the spreadsheets is shown below for planning purposes. Please enter data on the excel spreadsheet found in the “attachments” tab of the grant application on the California Community College application portal.*

Grant Budget

Organization Budget

Most recent 990

Board of Directors roster

Most recent audited financials

List of top 3 funders

Promises that Count
Number of Students: 2016-2017 cohort

#	Total	Pell Eligible	CP Grant (BOG) Eligible	First Gen	Male	Female	African American	American Indian/Alaskan Native	Asian	Filip	Hispanic/L atino	Pacific Islander	White/Non Hispanic
# of students targeted by College Promise program (eg. All students in a community college district or all graduates from a specific high school)													
# of targeted students eligible for College Promise program (please list all requirements)													
# of students who applied for College Promise (if applicable)													
# of College Promise students who enrolled for 1st semester													
# of College Promise students who successfully completed the first semester													
# of College Promise students who enrolled in an English course, a math course, or both in their 1st semester													
# of College Promise students who enrolled in 2nd semester classes													
% of total first-time first-year students at institution who are in the Promise Program													

Promises that Count
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