



Indiana Youth Programs on Campus

REQUEST FOR PROPOSALS

SEPTEMBER 2021

Lilly Endowment is pleased to announce Indiana Youth Programs on Campus (IYPC), a new initiative to support Indiana higher education institutions in their efforts to create new or expand or enhance existing high-quality, on-campus educational camp programs for Hoosier youth that will help them to explore their interests, learn new skills and envision a future for themselves in college.

Background

The Endowment has long supported efforts to foster educational success and develop character, skills and abilities in Indiana youth through programs in a range of settings, including schools, churches, camps, and arts and youth organizations, among others. Colleges and universities also have a long-standing history of hosting an array of programs of various kinds for youth on their campuses.

Colleges and universities are facing changing demographics and recent and expected declines in the numbers of college-going students. In recent years the Endowment has observed that colleges and universities are responding to these challenges by collaborating with K-12 schools, community-based youth programs and other organizations that serve potential prospective college students. Furthermore, through on-campus activities and outreach efforts, Indiana higher education institutions are striving to recruit and educate more students of color, first generation college students, and students from families with limited resources. These students have been traditionally underserved by higher education, and in the coming years they are expected to represent an increasingly larger proportion of college-age Hoosiers.

IYPC is intended, among other things, to help address Indiana's unacceptably low rankings in the percentage of its adult population with a bachelor's degree or a meaningful postsecondary credential and to help increase the higher education enrollment and success of traditionally underserved students. Recent declines in college enrollment of Indiana's high school graduates (from 65 percent in 2015 to 59 percent in 2019 according to the Indiana Commission for Higher Education) make these challenges even more compelling.

Goals: The Endowment's two overarching goals for the IYPC initiative are:

1. Increase opportunities for Indiana youth to participate in learning experiences on college campuses that will expose those youth to Indiana's higher education institutions while providing them with experiences that will, among other things, help prepare them for success in college and later life.

2. Increase the numbers of Indiana youth who successfully attend Indiana colleges and universities and obtain valuable postsecondary degrees and credentials and thereby help strengthen the institutions and improve the education levels of Indiana residents.

Mindful of these two goals and based on the belief that students, especially students of color, first-generation college students and students from families with limited resources, are more likely to attend college if they are exposed to college life and campuses as youth, the Endowment has made available up to \$28.8 million for IYPC. The Endowment invites each of Indiana’s 36 colleges and universities with physical campuses in Indiana to submit proposals for optional planning grants and program implementation grants at three different funding levels for a period of up to three years. The Endowment hopes that programs supported by the initiative will result in the successful participation of many more Indiana youth in postsecondary education in Indiana.

Eligibility

Colleges and universities in Indiana with one or more physical campus are eligible to participate in the IYPC initiative.

The 36 Eligible Indiana Institutions

Anderson University	Huntington University	Saint Mary-of-the-Woods College
Ball State University	Indiana State University	Saint Mary’s College
Bethel University	Indiana Tech	Taylor University
Butler University	Indiana University	Trine University
Calumet College of St. Joseph	Indiana Wesleyan University	University of Evansville
DePauw University	Ivy Tech Community College	University of Indianapolis
Earlham College	Manchester University	University of Notre Dame
Franklin College	Marian University	University of Saint Francis
Grace College	Martin University	University of Southern Indiana
Goshen College	Oakland City University	Valparaiso University
Hanover College	Purdue University	Vincennes University
Holy Cross College	Rose-Hulman Institute of Technology	Wabash College

Program Considerations

Youth camp programs come in different formats and address a variety of topics and objectives. In the context of IYPC, the term “camp” is used broadly to describe in-person programs for youth (ages 5-18) hosted on college campuses that offer educational, cultural and interpersonal skill development that could, among other things, inform youth about access to higher education and inspire the possibility of future enrollment.

For this initiative, the Endowment expects to receive a wide variety of ideas for camp programs. Some examples of possible program features include:

- A collaboration between a college and a youth-serving organization to co-create a week-long, on-campus immersion program centered on various academic offerings in the

humanities that could help prepare students to develop critical thinking skills and make connections across disciplines.

- The creation of a year-long program for students ages 12-14 that includes a week-long, on-campus experience that engages them with various faculty and staff members or college student interns and programming for parents/guardians about preparing for college, which may include tutorials on the college application and financial aid processes and helping students enroll in Indiana's 21st Century Scholars program to help increase the number of first-generation college applicants.
- An effort to seek external review and camp accreditation to enhance the quality of an existing on-campus program for youth.
- The offering of day camp experiences led by faculty and/or staff members with a focus on arts, music, STEM or career exploration targeted to specific student populations at various times throughout the year.

Programs could be offered during the summer months or throughout the year and may vary in duration, but each should offer immersive experiences that engage participants deeply in topics or skill development.

The Endowment encourages, but does not require, applicants to explore collaborations with youth-serving organizations. For example, a youth serving organization could collaborate with a college in co-creating a camp program, delivering a camp program, or conducting other programs complementary to the proposed camps and/or in efforts to extend or sustain relationships with participating youth and their families after the camp program has concluded.

Sports camps and clinics, while valuable, are not eligible for grant support through the IYPC initiative; however, while sports should not be the major emphasis of the proposed camp program, it may be a minor component. Likewise, proposals for camps that exist solely for the purpose of child care, while also valuable, are not eligible for funding.

Application Process

Through IYPC, the Endowment offers two separate grant opportunities: optional planning grants and three funding level options for program implementation grants. The Endowment recognizes that colleges and universities are at various stages of readiness to plan and implement camp programs and has therefore established a flexible process that can accommodate colleges and universities that wish to implement a camp program as early as spring or summer of 2022 and those that would prefer to launch a program later in 2022 or in 2023.

Although this initiative is invitational and not competitive, the Endowment reserves the right to fund only proposals that describe well-designed programs that show promise to further the goals of the initiative. The Endowment will favor proposed programs that do one or more of the following:

1. expose youth to academic subjects or cultural experiences
2. foster character and/or leadership development

3. provide opportunities to explore postsecondary education and/or career options
4. include promising strategies to recruit and serve traditionally underserved populations of youth, such as students of color, first-generation college students and students from families with limited resources

In making funding decisions, the Endowment also will consider for each proposed program its feasibility, scale of impact, rationale, sustainability and the level of demonstrated commitment of the applicant's leadership, faculty and administration to the proposed program, among other criteria. For each proposal, the Endowment will expect colleges and universities to identify internal or external resources to provide partial support for the proposed camp programs. **The Endowment will not approve implementation grants in amounts that exceed 80 percent of the proposed program expenses.** The Endowment anticipates that IYPC grants will fund camp programs for up to three years.

Letters of Intent (optional)

To help the Endowment better anticipate the needs and timeline for each college and university intending to submit a planning grant proposal and/or up to three implementation grant proposals (one per funding level), the Endowment requests that presidents from eligible colleges and universities submit letters of intent. These letters should include:

1. a statement of intent to participate in the initiative.
2. an indication of whether the college or university will request a planning grant.
3. an estimated timeline for the program implementation grant proposal submission based on the options outlined in this RFP (below).

Colleges and universities that do not submit a letter of intent but determine at a later point that they would like to participate in IYPC will be permitted to submit planning and program implementation grant proposals as described below. Conversely, if letters of intent are submitted and a college or university later determines not to participate, the Endowment will not view this unfavorably. Letters of intent are considered a courtesy to the Endowment to aid in its planning for the initiative.

Letters of intent should be emailed as a PDF to leieddiv@lei.org by Friday, October 22, 2021.

Planning Grants

Planning grants are an optional component of the IYPC initiative. Some colleges and universities may have existing plans in place for camp programs and determine that planning funds are not required. Other colleges and universities may benefit from additional time and funding to ensure that they have effective plans for implementing high-quality camp programs. The Endowment will not regard participation in the planning grant component as favorable or unfavorable when reviewing program implementation grant proposals.

Planning grants may be submitted to the Endowment in amounts of up to \$50,000 at any time prior to or on Monday, January 31, 2022.

Planning grant proposals should include a narrative of up to three pages that describes the institution's proposed planning activities and a budget and budget narrative of up to two pages (for both the budget and narrative) that describe proposed uses for planning grant funds (e.g., staff or faculty release time, consultant services, travel, meetings, other relevant expenses).

Submitting a Planning Grant Proposal

Planning grant proposals should include a cover letter signed by the college or university president and be emailed as a PDF to leieddiv@lei.org. Proposals will be reviewed soon after they are received by the Endowment and will be approved on a rolling basis. **No planning grant proposal, however, will be accepted later than Monday, January 31, 2022.**

Planning grants are available to all 36 colleges and universities invited to participate in the initiative; however, if a college or university seeks an early decision on an implementation grant proposal under timeline Option 1 (see timeline chart below), it should not seek a planning grant.

Program Implementation Grants

The Endowment will make implementation grants that fund up to 80 percent of proposed camp program expenses. Colleges and universities may submit implementation grant proposals that describe plans for programs of up to three funding levels as described below.

In determining the amount of grant awards, the Endowment will consider the funding decisions criteria described above. Colleges and universities may submit proposals in more than one funding level. All proposals from a college or university must be submitted at one time. **The Endowment expects that only one level of grant funding will be awarded per applicant.**

The three program implementation grant funding levels are as follows:

- **Level A:** camp programs and activities and related costs up to \$500,000
- **Level B:** camp programs and activities and related costs between \$500,000 and up to \$750,000
- **Level C:** camp programs and activities and related costs between \$750,000 and up to \$1,000,000

Programs and activities in the proposals may overlap or differ completely. For example, a college's Level A proposal could be for a week-long overnight camp held in three different summers. Their Level B proposal could be for the same camp running two weeks. Their Level C proposal could be multiple day camps during each year during a three-year period. Similarly, a Level A proposal may focus on STEM disciplines, while Level B and C proposals may focus on the arts and humanities.

There is no formula to guide an institution in requesting a specific amount of funding. Each organization, however, should ensure that it has the capacity to execute and sustain the proposed program.

Timeline: The Endowment recognizes that some colleges and universities may wish to request funding support that would allow them to prepare for and implement camp programs as early as summer of 2022, while others may appreciate more planning time. **Therefore, the Endowment will accept proposals and communicate funding decisions on three different timelines.** Applying colleges and universities should choose the timing that best accommodates their plans from one

of three options described below.

Timeline Options	Submit Implementation Grant Proposal(s) By:	Receive Grant Decision From Endowment By:	If Awarded Funding, Expected Payment By:
Option 1	November 30, 2021	January 31, 2022	March 31, 2022
Option 2	February 28, 2022	April 29, 2022	May 31, 2022
Option 3	May 31, 2022	July 29, 2022	August 31, 2022

The Endowment may request additional information and revisions to proposals after a proposal is submitted and before a grant decision is made.

Preparing a Program Implementation Grant Proposal

Once the applying college or university determines the timeline best suited for its plans, it should prepare an implementation proposal for each funding level it is requesting that includes the elements listed below.

Executive Summary: This is a concise, one-page summary of the proposal. It should provide a stand-alone description of what the institution hopes to accomplish, a description of the proposed camp program, a list of any collaborators involved and their respective responsibilities, the amount(s) being requested, the implementation timeline and the intended impact.

Proposal Narrative: In a narrative description of no more than 10 pages (written in 11-point or larger font with 1-inch margins), the applying institution should describe:

- The overall rationale for the college’s or university’s participation in IYPC and proposed camp program.
 - › The theme(s) of focus (e.g., academic subject, skill or other topic) for the program, including a rationale for each chosen theme
 - › The activities that will be offered to youth by the camp program(s) and intended outcomes of such activities
 - › Any programming that will be offered for youth participants’ parents or guardians
 - › The population(s) of youth expected to be served by the camp program, including the number of youth to be served (the extent to which special attention will be given to one or more of the targeted populations highlighted in this RFP should be noted)
 - › The timing and duration of the camp program, including when the camp is expected to be held and the number of days and hours of programming to be offered
 - › The faculty, staff, students or other personnel that are expected to plan, oversee and implement the camp program

- › Any expenses (if applicable) for participating youth and their families and ways in which colleges and universities will remove or mitigate any barriers such expenses might present
- › Any collaborations with youth-serving organizations or other entities (if applicable)
- › Plans, if they exist, to engage participating youth and families after the program(s) has ended
- How the proposed camp program will be evaluated and the outcomes that the institution hopes to achieve. This description should include the key measures, both qualitative and quantitative as appropriate, that will be used to determine progress towards outcomes. The outcomes should relate to the targeted population and theme and should be specific about what will be achieved as a result of the proposed programs. The applying institution must demonstrate how the proposed programs will achieve outcomes related to the goals of the initiative.
- Any obstacles or challenges that are anticipated in implementing the proposed program and how any difficulties will be addressed. Please also consider and include as appropriate other factors that could complicate efforts to achieve the desired outcomes.
- How any ongoing activities launched or supported with grant funds will be sustained after the Endowment's grant has been expended. It should be made clear whether a program will continue after the grant period, how much it will cost to continue it and how it will be funded.

Budget and Budget Narrative: The applying institution should submit detailed line-item revenue and expense budgets (one page each) and budget narratives (up to two pages each) to accompany each level of implementation funding it requests. The budget and budget narrative should describe each line item and explain how it was calculated. The budget must include all the anticipated costs of the proposed program as follows:

- The line-item budget should list all the major categories in which money will be spent (e.g., personnel, equipment, supplies, contracted services) and anticipated specific expenditures in each of these categories.
- The sources of income (e.g., donations, program fees, institutional funds) to support the programs and strategies in addition to the amount requested from the Endowment should also be included in revenue sections of the budget.
- The budget should make clear the amounts requested and expenses that would be covered (in full or in part) through an Endowment grant. Proposed Endowment funds should not exceed 80 percent of the total program budget.
- Budgets should not propose indirect costs that exceed 10 percent of the total request to the Endowment.
- If the programs being proposed include a collaboration with one or more organizations, the budget should clearly show portions of the proposed grant that will be paid or transferred to a collaborator under a contract for services, sub-grant, lease, reimbursement of expenses or otherwise.
- If the proposal includes a multi-year funding request, the budget should be arranged in a format that includes line-item totals for each year (up to three years) and the aggregate

amount for each line item for the entire grant period. The budget should correspond with the implementation timelines.

Implementation Timeline: The institution should provide a one-page summary of the implementation timeline that corresponds to the level of funding for its proposed program(s). The timeline may be submitted in a chart format or narrative description. The applicant should identify key activities and/or milestones.

Letters of Support: If the program being proposed includes collaborative activities with other organizations, each of these collaborating organizations must submit a letter of support that confirms the role it will play in those activities and, if applicable, in sustaining them. Such letters should be signed by the collaborating organization's most senior officer and/or board chair.

Appendices (required): Given that proposed grant programs must consider the safety and protection of minors, applicants must provide a copy of any applicable policies regarding programs involving minors and supervising of minors. Applicants must also include a description of their background check requirements for all employees and volunteers.

Appendices (optional): If desired, applicants may submit up to ten (10) pages of additional information to support the program(s) being proposed. Examples include graphs, charts, research citations, memorandums of understanding or other relevant documents.

Submitting a Program Implementation Grant Proposal

Each program implementation grant proposal should include a completed Proposal Information Form (on the initiative website) and a cover letter signed by the college or university president and be emailed as a single PDF to leieddiv@lei.org. The Endowment will review program implementation grant proposals soon after they are received. They will be approved on a rolling basis (per the timelines previously noted). **No program implementation grant proposal will be accepted later than Tuesday, May 31, 2022.**

Implementation Grant Proposal Checklist: Complete proposals will include the following items:

- Cover Letter
- Proposal Information Form (separate form)
- Executive Summary
- Proposal Narrative (up to 10 pages)
- Budget and Budget Narrative
- Implementation Timeline
- Letters of Support
- Appendices - policies involving minors and the supervision of minors
- Appendices (optional) - additional supporting data or other documents

Additional Resources and Information

American Camp Association: As part of IYPC, the Endowment has provided grant funding to the American Camp Association (ACA), a national organization that establishes quality standards for hundreds of camps across the country and offers a variety of services to camp providers, including colleges and universities. ACA will offer specialized resources, training and technical assistance, convenings, consultation and other services customized for Indiana's colleges and universities that choose to participate in IYPC. More information about ACA can be found online at acacamps.org.

The Endowment will work closely with participating colleges and universities, and with ACA, to learn from the experiences supported by the initiative. The lessons learned from the initiative will be shared with Indiana colleges and universities and, through ACA, with other colleges and universities across the country that seek to create, expand or enhance camps on their own campuses that benefit youth.

The Endowment, in collaboration with ACA, will make available multiple resources to help colleges and universities in preparing proposals for the IYPC initiative and in planning and implementing camp programs. A Frequently Asked Questions (FAQ) document will be created to complement this RFP and will be available on the Endowment's website. As the Endowment receives questions regarding IYPC, it will make periodic updates to the FAQ document.

Visit the Endowment's website at lillyendowment.org/IYPC to stay up to date on information related to this initiative and download copies of this RFP, the FAQ document and other supporting resources. The webpage will include a link to ACA's online resources and contact information for those colleges and universities seeking technical assistance with camp programs.

Information Sessions: The Endowment will host virtual information sessions at three different times for colleges and universities interested in participating in the IYPC initiative. These information sessions will be held via Zoom. The first session will be held October, 12, 2021, at 2 p.m. (EST) and repeat sessions will take place October, 13, 2021, at 10 a.m. (EST) and October 14, 2021, at 4 p.m. (EST). To RSVP for one of these sessions, email leieddiv@lei.org with your name, affiliated college or university and preferred session date.

Additional questions regarding the IYPC initiative can be directed to Johnny Pryor, program director for education, at pryorj@lei.org.