

## Renewal Process

The Renewal Application for Summer 2020, Fall 2020 and Spring 2021 for Current Program Providers will be released on Monday, September 16 and is due on Friday, October 4 by 5:00pm.

**\*Providers must submit 1 Renewal Application per program.\***

### Renewal Application vs. RFP

Similar to last year, Current Providers — defined as those who are providing a program with After School Matters during the current program year (Summer 2019, Fall 2019 and Spring 2020) — will submit a Renewal Application focused on deepening their ability to create quality programs and provide effective instruction. *Current providers interested in proposing a new program with a different content area or focus may visit our Become a Provider web page and submit a Provider Rolling Interest Form.*

### How to Apply

The Renewal Application will be released in Cityspan. More information, including the Renewal Application Guide with updated instructions, will be available here on September 16.

**Renewal decisions will be made based upon your application's quality, completeness and alignment with After School Matters' priorities for serving teens.**

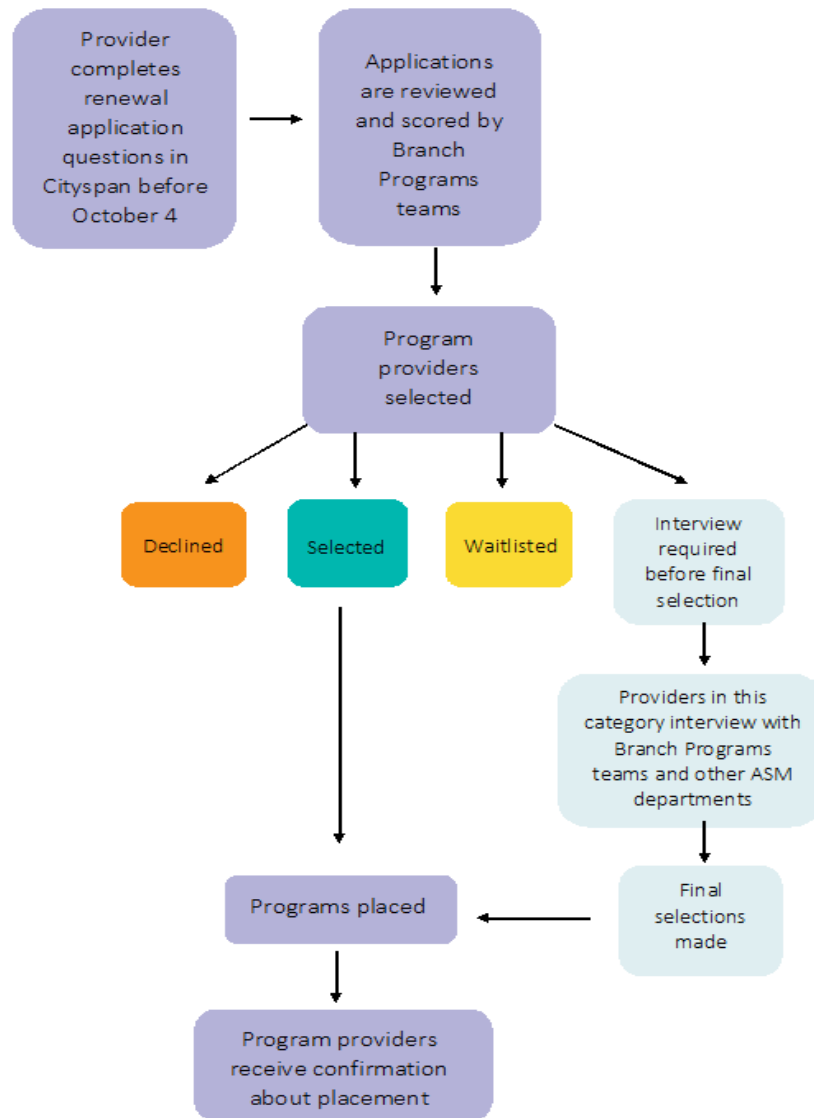
**\*\*\*Programs that do not submit a renewal application by the deadline will not be renewed. ALL applications are due on Friday, October 4 by 5:00 pm\*\*\***

## Renewal Steps

1. Review your program's profile and consider how you will address areas for growth. (Programs that are new to After School Matters this fall will not receive a profile). Summer 2019 program profiles will not be available until September 25, so please review your program's most recent profile and use your Program Quality and Program Compliance scores, YPQA data, site visit forms, and your program improvement plan (if applicable) to address areas for growth in your Renewal Application responses. Additionally, please consider any discussions you may have had with your Program Specialist as you respond. Note: Internships and Assistantships will not receive a program profile. For data points on Internships and Assistantships, please contact your Program Specialist.
2. Use the Renewal Application Guide (updated guide will be posted on September 16) for instructions and more detailed information on the Renewal process.
3. Access the Renewal Application via Cityspan. School-year and year-long program providers can access the renewal form through your Fall 2019 program record. Summer-only providers can access the renewal form through your Summer 2019 program record. If you are unable to locate your renewal, please go to Show Advanced Filters and click

Status. Your program renewal may be located under Active, Cancelled, Wait List, or Not Started. Contact your Program Specialist for additional questions.

- Submit your Renewal Application by **Friday, October 4, 2019 at 5:00 PM**. After School Matters strongly recommends submitting the application **in advance of the October 4 deadline** to avoid last-minute technical issues or being “timed out” and the proposal being denied.
- For questions about the Renewal Application process, please email [Renewal@afterschoolmatters.org](mailto:Renewal@afterschoolmatters.org). For program-related questions or data points on Internships and Assistantships, please contact your Program Specialist. For questions about your program profile, please email the Research and Evaluation Department at [res.ev@afterschoolmatters.org](mailto:res.ev@afterschoolmatters.org).



### Timeline — Renewal Process Dates

September 16, 2019	Renewal Application release in Cityspan
October 4, 2019 by 5:00pm	Renewal Application due for all Current Providers
October — December 2019	Programs Staff review proposals, conduct Renewal Decision Meetings, and negotiate budgets
January — February 2020	Program selections are finalized
Late March — April 2020	Program decisions and notifications sent

### 2020-2021 Program Schedule

Early July 2020	All Summer Programs Begin
Mid-August 2020	Summer Programs End
Late September 2020	Fall Programs Begin
Mid-December 2020	Fall Programs End
Mid-February 2021	Spring Programs Begin
Mid-May 2021	Spring Programs End