



Request For Proposal (RFP) Announcement

NCWIT AspireIT K-12 Outreach Program

The National Center for Women & Information Technology (NCWIT) is pleased to announce applications for Round 9 of NCWIT AspireIT are opening February 1, 2018. Round 9 Programs may begin June 15, 2018 and continue through October 14, 2018.

NCWIT AspireIT (“AspireIT”), a component of the NCWIT Aspirations in Computing program, connects high school and college-aged young women with K-12 girls interested in computing. Using a near-peer model, Program Leaders teach younger girls fundamentals in programming and computational thinking in fun, creative environments. The relationship between AspireIT Leaders and their AspireIT Partner’s Organizations fosters mentoring with technical professionals, increases young women’s confidence in their computing abilities, and teaches them valuable leadership skills.

The overall intent of the NCWIT AspireIT program is to:

- » Increase positive attitudes and views towards the fields of computing and Information Technology (“IT”) (broad definition)
- » Increase knowledge of opportunities in information technology
- » Develop confidence around technical abilities
- » Increase positive perception of selves
- » Increase interest in pursuing technology fields
- » Increase confidence in participant’s technical potential
- » Increase awareness of opportunities for women in technology
- » Decrease apprehension about entering a male-dominated field

Who is eligible to apply: Members of NCWIT’s Aspirations in Computing (AiC) Community. This includes:

- [High School Award](#) winners, honorable mentions, and certificates of distinction - both National and Affiliate - ages 14 and older, and
- Collegiate members via our [college access](#) or [Collegiate award](#).

Each Program Leader works in partnership with an NCWIT Alliance or Associate Alliance member (only non-profit partnerships may be eligible for funding from NCWIT).





If applicants are reapplying, consideration is given to Programs only if all previous Program requirements were met before the current application deadline and at the discretion of NCWIT representatives.

Funding for the NCWIT AspireIT program has been graciously donated by Intel, Northrop Grumman, Google, and Apple.

Round 9 Timeline

Application deadline: <i>Allow at least 2 weeks to get through the full process!</i>	March 11, 2018, 11:59 p.m., EST
Application review period	March 12, 2018 – April 15, 20178
Program notification	April 16, 2018
Partnership Agreements Executed <i>Done by the Partner Organization after program award.</i>	May 15, 2018
Pre-Program Activates: Orientation, Waivers, Publish Program Session Details	June 1, 2018
Program Implementation Period	June 15, 2018 – October 14, 2018

Check out helpful tools and information at the end of this document:

- Glossary
- Mandated Documents and Program Checklist
- FAQs – Answers to Frequently Asked Questions

Desired Outcomes

Each NCWIT AspireIT Program must be designed to achieve the intended program outcomes including:

K-12 Participants

- » Early exposure to computing – introduce participants to technology and computing concepts in a fun engaging, all-girl environment, igniting the “technology spark” so girls are informed and ready to enter future tech courses, with their parents’ support.
- » A “near-peer” mentor relationship – capitalize on the "near-peer" approach, giving girls a fun, inspiring introduction to technology from young women just a few years





ahead of them in the pipeline.

- » A peer group – Each Program engages participants in learning computing in an all-girl environment to create a peer group of like-minded girls to combat negative stereotypes about girls in technology.

AspireIT Leaders

- » Leadership, technical skill, and resume building – Each program creates leadership opportunities for Aspirations in Computing Community members to share their passion and knowledge of computing in a formal leadership role.
- » Mentorship – NCWIT Alliance and Associate Alliance members work with AspireIT Leaders and volunteers, establishing a mentor relationship, supporting her success in computing disciplines.

AspireIT Partner Organizations

- » Meaningful computing outreach programs – NCWIT Alliance and Associate Alliance member organizations fully engage with qualified, excited AspireIT Leaders to offer meaningful computing outreach programs.

Program Requirements

Requirements for NCWIT AspireIT Programs include:

- » Programs ***MUST be a partnership*** between one or more Aspirations in Computing community members, ages 14 and older, (“AspireIT Leader”) ***and*** an NCWIT Alliance or Associate Alliance member organization (“AspireIT Partner Organization”).
- » If applicants are reapplying, consideration is given to Programs only if all previous Program requirements were met before the current application deadline and at the discretion of NCWIT representatives.
- » AspireIT Partner Organizations must be engaged in a meaningful way. This can include, but is not limited to, recruiting participants, financial/physical resources, expertise, facilities, access to career exploration opportunities, etc.
- » Programs must have a minimum of 10 girls successfully complete the program, and offer at least 12 hours of program time.
- » Programs must focus on building computing skills and knowledge.
- » Programs’ core curriculum (main purpose to convene) must be related to Information Technology and Computing. *Information Technology*, as defined by NCWIT, includes:
 - All forms of technology used to create, store, exchange and use information in its various forms; and
 - The design and use of computers and communications to improve the way we live, learn, work and play.





- » Programs may utilize one or more of the curricula in the approved curriculum list. Any deviation from this list requires prior approval. To obtain approval for a non-listed curriculum, please provide a link or PDF that details the program components with your application. Any curriculum that is used for NCWIT AspireIT must be “non-infringing” and implementers are responsible for purchasing any necessary curriculum, software, or technology licenses, if required.
- » Programs must include a “career discovery” component, whereby participants learn about the exciting opportunities in the Information Technology field. Participants can explore getting a college degree in computing and/or having a career in IT.
- » Programs must connect participants to how CS skills connect to the world around them to solve problems. This element should include includes researching, studying, and addressing a social issue relevant to the participants. Examples might include:
 - Girls will create an app that shows where to find recycling centers for various goods;
 - Girls use computing and social media to help expand access to health needs in underserved areas;
 - Participants design games to help students learn about the environment.
- » AspireIT Leaders are encouraged to form an implementation team to help plan and execute the program. Only the AspireIT Leader is required to be an Aspirations in Computing member.

Selection Criteria

The following elements will be taken into consideration during the review process:

- » Quality of Program design. Is the Program designed to achieve the intended NCWIT AspireIT outcomes?
- » Fulfillment of the NCWIT AspireIT program requirements.
- » Previous computing program implementation experience of the team members.
- » Number of girls projected to participate and total programming time per participant.
- » Demonstrated commitment to reaching desired outcomes of the NCWIT AspireIT Program.
- » Demonstrated commitment to evaluation and post-program tasks.
- » Composition and experience of the overall team (leader and partner organization).

Selection Committee: A committee of NCWIT staff and volunteers will review and score applications to make a determination for selection and funding.

Disclaimer: NCWIT, in connection with any funding which may be awarded hereunder, will only provide guidance to NCWIT AspireIT Programs, and will not assist in implementing, staffing, or running any NCWIT AspireIT Program. NCWIT will also not offer any legal advice in connection





with an award Program. Please consult with an attorney regarding any legal questions you may have. Do not disregard any legal advice, nor delay seeking legal advice or representation, because of something you read or see in materials or other guidance provided by NCWIT.

By applying for funding from NCWIT, you agree that NCWIT is not liable for any claim, loss or damage, of any kind, directly or indirectly resulting from your use of any material, information or other resources provided by NCWIT in connection with any funds awarded or Program implemented by your organization with such funds. In addition, NCWIT AspireIT materials provide links to various websites. The links are provided in these materials solely as a convenience, and NCWIT is not liable for any information contained therein, nor is it an indication of endorsement.

Roles and Responsibilities

See the “Mandated Documents and Program Checklist” at the end of this document for additional details.

AspireIT Leaders and AspireIT Partner Organizations

Leaders serve as the main contact to NCWIT and work together with Partner Organizations and other team members to ensure successful and safe program implementation. By submitting a proposal, AspireIT Leaders and AspireIT Partner Organizations commit to do the following items if their Program is accepted:

Leaders & Partner Organizations

- » Ensure safety of participants.
- » Participate in NCWIT AspireIT orientation.
- » Submit Program survey(s), Program Partner survey(s) and Program Participant surveys for all participants.
- » Secure a NCWIT “Consent and Release Form” from each participant’s parent and submit to NCWIT prior to program start.
- » Submit photos to NCWIT within 30 days of Program end (submitted by Program Leader in partnership with Program Partner).
- » Send NCWIT copies of all media recognition.
- » Utilize the National Branding of the NCWIT AspireIT program (in conjunction with local Program branding).

AspireIT Partner Organizations

By partnering with an AspireIT Leader on a proposal, Partner Organizations also commit to the





following if awarded:

- » Request [NCWIT Alliance](#) or Associate Alliance membership (free to non-profits and academic organizations).
- » Serve as Fiscal Agents for awarded NCWIT AspireIT Program(s).
- » Provide NCWIT with a copy of their tax-exempt paperwork (501(c)(3) entity, 501(c)(6) entity that does not materially lobby or government entity.) Additionally, for-profit partner organizations are responsible for financially supporting their NCWIT AspireIT Program.
- » Execute a Partnership Agreement with NCWIT.
- » Fiscal Agents that receive funding from NCWIT may only impose up to a maximum of 10% for indirect or administrative purposes.
- » Provide basic liability insurance that will cover the NCWIT AspireIT Program and its participants. NCWIT does not have to be listed as additionally insured.
- » Fiscal Agents must make purchasing needed materials and food for the Program accessible to the NCWIT AspireIT Program Leader(s).
- » Fiscal Agents must compensate the Program Leader(s) in some way.

NCWIT Resources for NCWIT AspireIT Programs:

Approved NCWIT AspireIT Programs have access to:

- » An online toolkit which provides resources on ways to design and implement NCWIT AspireIT Programs.
- » Branding and marketing materials, including use of a national logo (including logos, images, and poster templates, etc.)
- » A Facebook Community to share information and advice and ask questions.
- » Non-legal advice from NCWIT staff, via email, Facebook, or phone.
- » Partner, Leader, and Participant Resource Kits.





Application Submission Instructions

REMEMBER: One Program Session is one group of participants. If you are running the same program content, Leader, and Partner Organization - but at 2 locations/times, then each of those is a different session. Be clear in your application if you will be running multiple sessions.

Step 1: Build a Team

The AspireIT Leader and AspireIT Partner Organization meet prior to completing the online registration and application to discuss and have a mutual understanding of each other's roles, the rest of the team's role and how everyone will work together to have a successful Program. Please see the [AspireIT Toolkit](#) for helpful resources.

Step 2: Register Your Program & Partner Organization Verification

Now that you have a Partner Organization identified, the AspireIT Leader must register your program so that we know who is matched up.

- ❑ **REGISTER PROGRAM HERE:** <https://www.aspirations.org/content/aspireit-registration-form>

Registration of your program not only lets us know that your team intends to submit an application (so we can recruit enough reviewers), but also triggers an email to the Partner Organization so that we can confirm their eligibility and get key information to register them in our systems.

Step: 3 Prepare Application Answers

Together with your Partner Organization and team members, prepare the proposal application. You can find a PDF of the questions to use as a worksheet in the [AspireIT Toolkit](#). Ultimately, it is the AspireIT Leader who will input the answers into the online form to submit, but you should work as a team to think through logistics and draft the application.

Step 4: Create a Budget

Using the template provided in the [AspireIT Toolkit](#), work as a team to create your program budget. The sample budget will also provide you with an explanation of line items and a sample budget.

Maximum funding that may be requested is based on **TOTAL** program hours, calculated as (total program participants [minimum of 10]) X (program hours per participant [minimum 12]):

- » \$1500 - if your proposed Program delivers 120 - 250 total program hours
- » \$2000 - if your proposed Program delivers 250 - 400 total program hours
- » \$3000 - if your proposed Program delivers 400+ total program hours.





For example:

- If you are serving 10 participants with 20 hours of programming, Total program hour equals 10×20 or 200 hours. You would therefore be eligible to request a maximum of \$1500 in funding from NCWIT.
- If you are running 2 sessions of the program, each with 10 girls and each running 20 hours, then your total program hours would equal $(10 \text{ girls} \times 20 \text{ hours} \times 2 \text{ session}) = 400$ hours, allowing you to request a maximum of \$2,000 in funding from NCWIT.

NCWIT AspireIT Program funds may be used for:

- » Implementation of new NCWIT AspireIT Programs, or to continue, enhance or expand existing programs that already meet specifications.
- » Stipends for Program Leader, Instructors, and Organizers. (All Program Leaders must receive some form of compensation for serving in the leadership role).
- » Software or hardware used specifically to deliver the Program (robotics kits, circuit boards, etc.). Equipment may be retained for use in future AspireIT programs– ***MAY NOT*** be kept or used for personal purposes by AspireIT Leaders or Partner Organizations. If, however, the AspireIT program will not continue, then the application must explain how any purchased technology equipment or software will be disbursed upon completion of the Program.
- » Food and materials for Program delivery.
- » Transportation for Program events such as field trips/tours.
- » Admission to Program related museums or events.
- » Recruitment activities for participants.
- » Stipends or Awards for participants.
- » A Recognition/Award Ceremony.

NCWIT AspireIT funds may NOT be used for the following, including but not limited to:

- » Purchase of personal laptops or technology equipment for AspireIT Leader, AspireIT Partner Organizations or other program related volunteers and/or sponsors to keep for personal use. Any equipment purchased must be fairly distributed to Program participants at the end of the Program.
- » Relieving debt of a club, organization, or Program Partner.
- » Implementing pure research.
- » Lobbying.
- » Purchase of Alcoholic Beverages.





- » Tournament and/or entrance fees.

Step 5: Submit the Online Application

The primary AspireIT Leader completes and submits the online application. ***NCWIT is currently in the process of moving to a new online application system, so please look for additional details via email and on the website on how to prepare and submit your application. This info will be available by February 1, 2018, and be emailed to all registered programs.***





Glossary (of NCWIT AspireIT Terms used within this RFP)

Aspirations in Computing

The NCWIT Aspirations in Computing program is a talent development initiative that includes the Award for Aspirations in Computing, the Collegiate Award, the Aspirations in Computing Community, as well as NCWIT AspireIT. The program was designed to increase female participation in technology careers by providing encouragement, visibility, community, leadership opportunities, scholarships, and internships to aspiring, technically-inclined young women. Since 2007, NCWIT has inducted more than 10,000 young women into the Aspirations in Computing Community and is helping to usher these women into technology careers.

Aspirations in Computing Award Recipient

The NCWIT Award for Aspirations in Computing honors young women at the high school level for their computing-related achievements and interests. Recipients are selected for their computing and IT aptitude, leadership ability, academic history, and plans for post-secondary education. The NCWIT Award for Aspirations in Computing offers both a national and local affiliate competition to generate support and visibility for women's participation in communities nationwide.

Collegiate Member

A collegiate member is a young woman who received an Award for Aspirations in Computing in high school and/or a young woman who is an undergraduate in college majoring in a computing degree, attends an NCWIT Academic Alliance member institution, and has successfully completed the AiC Community application. <http://www.aspirations.org/participate/college-students>

NCWIT Alliance Member

NCWIT [Alliance](#) member institutions tap into a learning community infrastructure that encourages reform across the full education and career spectrum, uniting the computing community with an amplified voice for the increased participation of all groups.

- The [Academic Alliance](#) members work towards institutional change in higher education.
- The [Affinity Group Alliance](#) brings together national and local Affinity groups that provide support, networking, and professional development.
- The [Entrepreneurial Alliance](#) helps young companies establish diversity at the start.
- The [K-12 Alliance](#) works on the image and teaching of computing.
- The [Workforce Alliance](#) leads efforts in corporate organizational reform.

NCWIT Associate Alliance Member

An Associate Alliance Member is a local non-profit or school that has joined the K-12 Alliance as an Associate Member. Projects focus on increasing the recruitment, retention, and advancement of girls in computing and technology studies and careers, and inspiring girls to become more interested and confident in computing.

AspireIT Leader

A recipient of the Award for Aspirations in Computing (from any year and including runners-up) or collegiate member of the Aspirations in Computing Community that has applied for and/or has been





funded by NCWIT to create and implement an NCWIT AspireIT Program. This individual, in partnership with their Program Partner, understands the role and commits to provide a quality Program. Aspirations in Computing Award recipients may form a committee or team of Program Leaders to plan and implement the NCWIT AspireIT Program.

AspireIT Partner Organization

A Partner Organization is an NCWIT Alliance or Associate Alliance member serving as a partner to the Program Leader (and the rest of the team, if applicable). The Program Partner serves as the Fiscal Agent for the Program.

To receive funding from NCWIT, the Program Partner must have 501(c)(3) or 501(c)(6) that does not materially lobby, or government entity tax status per the IRS.

Program

A program has the same Leader, Partner Organization, and content being taught.

Program Session

A Program Session is a distinct group of participants being taught a program. If you are offering a program at multiple locations where each is more than likely to have different participants attending, than each location would be a different Program Session. The AspireIT Portal will allow you to setup separate registrations for each.





Mandated Documents and Program Tasks Checklist

NOTE: This document is also available in the [AspireIT Toolkit](#)

Below is a checklist of program requirements for the AspireIT Program. The AspireIT Portal will walk you through all of these steps and provide you with the forms needed. Failure to complete these tasks will jeopardize future AspireIT funding for your program(s).

>>> Be sure to read your Award Email for specific deadlines related to your award cycle! <<<

Communication is key to a successful team and partnership. AspireIT Leaders and AspireIT Partner Organizations should always be cc'd on any communications to and from NCWIT.

AspireIT Leader: *The Aspirations Community member who submitted the application. Responsible for the overall project management and execution of the funded program.*

AspireIT Partner Organization: *The partnering organization whose primary roles are to support, mentor, and assist the Program Leader. This is a leadership opportunity for the AspireIT Leader, so please hold them accountable for completing the tasks outlined below. Please refrain from submitting them yourselves or allowing parents, volunteers, etc., to submit on their behalf. This is a learning experience for your AspireIT Leader*

FAILURE TO COMPLETE THE TASKS BELOW BY INDICATED DEADLINES WILL AFFECT THE PROGRAM LEADERS AND PARTNERS ABILITY TO ACCESS FUTURE AspireIT FUNDS





Activity	When	Leader	Partner Organization
Pre-Program			
Execute Partnership Agreement (sent to organizational legal contact) <i>NOTE: You may not move forward with your program until this step is completed. If your program is run without an executed agreement, NCWIT will be unable to provide funds.</i>	ASAP after award		✓
(Optional) Join the AspireIT Facebook page, if you are not already a member. Email us at AspireIT@ncwit.org if you need an invitation. You must be a member of the AiC Facebook page to join.	ASAP	✓	
Orientation: Complete in AspireIT Portal	ASAP after Agreement Execution	✓	✓
Consent & Waiver: Complete in AspireIT Portal for Leader and Partner Organization Contact	ASAP after Agreement Execution	✓	✓
Session Description: Create and Publish in AspireIT Portal <i>Don't worry, you can go back and make updates later if you need.</i>	ASAP after Agreement Execution	✓	Assist
<i>NOTES: Checks will not be processed until all of the above activities are completed. These activities MUST be completed PRIOR to the start of your program or NCWIT will be unable to provide funds.</i>			
Consent and Waivers for team members. <i>Anyone who will be working with your program MUST sign the NCWIT waiver prior to working with students. Use this link, and have them input your program name for the "program ID"</i> https://www.smartwaiver.com/w/56f9692217163/web/	At least 1 week prior to program start.	✓	
First Day of Program			
Participant Consent & Release (C+R) Forms <i>These must to be completed through the portal. If NCWIT C+R Forms are not signed, then participant should not be allowed to stay for program.</i>	No later than 1 st day of program.	✓	Assist
Participant Pre-Survey (5-10 min to complete)	1 st day of program	✓	
Last Day of Program			
Participant Post-Survey (5-10 minutes to complete)	Last day of program	✓	
Within 30 days of Program End			
Final Program Report (find in AspireIT Toolkit)	30 days post program	✓	Assist
Partner Organization Survey (find in AspireIT Toolkit)	30 days post program		✓





Send program photos to AspireIT@ncwit.org <i>Do not send us any photos for whom you do not have releases for everyone in the photo.</i>	30 days post program	✓	
Share agenda, lesson plans and recruitment materials via AIT Facebook group (optional)	30 days post program	✓	

Frequently Asked Questions

1. Who is eligible to apply?

All Aspirations in Computing Award winners and runners-up age 14 and older and collegiate members of the NCWIT Aspirations in Computing Community may apply to be Program Leaders. Each Program Leader works in partnership with an NCWIT Alliance or Associate Alliance member. Partnerships may be established with either non-profit or for-profit members (only non-profit partnerships can apply for funding). If applicants are reapplying, consideration is given to Programs only if all previous Program requirements were met before the current application deadline and at the discretion of NCWIT representatives.

2. What if my Program Partner is not currently an NCWIT Alliance member?

If your Program Partner is *not* currently an NCWIT Alliance member and would like to be, please visit <http://www.ncwit.org/alliances> to learn about the Alliances, access a list of members, and information on joining.

3. What if my local middle or high school is interested in having an NCWIT AspireIT Program?

NCWIT encourages partnerships. Your school will need to partner with an Aspirations in Computing Award recipient or Collegiate member of the Aspirations in Computing Community to serve as the Program Leader and the school must become an Associate member of the K-12 Alliance to serve as the Program Partner.

<http://www.ncwit.org/alliances/k-12>

4. What if there is a local non-profit I know of that is interested in having an NCWIT AspireIT Program?

NCWIT encourages partnerships. The local non-profit will need to partner with an Aspirations in Computing Award recipient or Collegiate member of the Aspirations in Computing Community to serve as the Program Leader and the non-profit must join NCWIT as an Associate member of the K-12 Alliance to serve as the Program Partner.

<http://www.ncwit.org/alliances/k-12>





5. How will decisions be made?

The Selection Committee will compare applications to review criteria as listed in the RFP, and choose Programs from the applications that best meet the criteria provided.

6. What commitments are involved with being awarded an NCWIT AspireIT Program?

Please review the roles and responsibilities section of the RFP for a detailed description. If you receive funds from NCWIT, they must be used for programming as outlined in this RFP and the Program application.

7. Can I submit an application if I have had prior NCWIT AspireIT Program(s)?

Yes, absolutely. NCWIT encourages NCWIT AspireIT Programs to continue to provide future programming for girls. However, your application will not be considered if you have not completed the post-Program reporting tasks from your prior Program.

8. Can I have members on my NCWIT AspireIT Program Leadership Team in addition to the Program Leader and the Program Partner?

Yes, NCWIT encourages partnerships. You must have the Program Leader and Program Partner as defined in the RFP (see roles and responsibilities and above glossary), but you may also have additional members on your team. This will allow flexibility for your Program to work together with peers and other institutions that may be excellent team members but aren't award recipients or collegiate community members and/or NCWIT Alliance members. The Program Leader and Program Partner must work as a team together and be able to have excellent communication and leadership skills to convey roles, expectations and accountabilities to the rest of the team. You should all be working together towards a common goal to fulfill your Program objectives.

9. What if I need help finding a partner?

If you need help finding a partner and/or leader, please email aspireIT@ncwit.org for helpful tips.

Other Questions?

Please contact NCWIT AspireIT Team
aspireit@ncwit.org

