



AdviseMI High School Request for Proposals

Timeline

Request for proposals available:	September 18, 2020
Application deadline:	November 13, 2020
Initial high school partnerships announced:	December 11, 2020
Adviser candidate interviews:	Winter/Spring 2021
Program begins:	August 2021
Adviser training (<i>Required</i>):	August 2, 2021
Adviser reports to high School placement:	August 30, 2021*
Grant period ends:	June 2024*

**Dependent on academic school calendar*

Program Context, History and Need

Michigan College Access Network (MCAN) mobilizes state and local leaders to increase college readiness, enrollment, and completion rates. MCAN is committed to expanding the quantity and quality of college access professionals serving in Michigan high schools.

In Michigan, the student-to-counselor ratio exceeds 700:1 and high schools have inadequate capacity to provide one-to-one college advising. High school students need support navigating the complex process of college admissions and financial aid. We believe that well-trained school counselors are poised to be the best method of ensuring students access to postsecondary education. Where school counselors are overstretched, college advisers are able to serve as a capacity builder and a support in partnership with the high school counseling staff.

Previously, MCAN partnered with the National College Advising Corps to establish college advising programs at University of Michigan and Michigan State University. MCAN launched the AdviseMI program in fall of 2015 to help serve a growing need of college advisers in the state. AdviseMI now places 56 advisers serving 71 high schools. In 2018, the program received the Governor's Service Award for Outstanding National Service Program. In total, the three advising corps programs in Michigan place 100+ advisers serving 125+ high schools.

The Model

Since 2015, the AdviseMI program has embedded well-trained, dedicated, near-peer college advisers in high schools that serve significant numbers of low-income and first generation college-going students. The goal of the program is to increase the number of high school students who enter and complete postsecondary education. The advisers are recent college graduates from partner colleges. After an intensive four-week training, advisers are poised to help students navigate the complex college exploration process, retake college admissions tests, apply to colleges that are a good match/fit, complete the FAFSA, secure financial aid, and matriculate to college. These game-changing advisers serve as experts, mentors, champions, and guides to the students they serve in partnership with school counselor(s), where they exist. They also play a transformative role in the buildings in which they are placed by fostering a college-going culture in collaboration with school staff and providing needed supplemental support to overburdened school counselors.

For the 2021-2022 academic year, MCAN expects to maintain its current relationships with the 71 previously-granted high schools. Pending AmeriCorps approval, MCAN anticipates hiring an additional 1-5 advisers and placing them in 1-10 high schools. New partner high schools will be selected via a response to this request for proposals.

AdviseMI college advisers are recent graduates of the program's 18 partner institutions, listed below.

College & University Partners

Adrian College	Albion College	Aquinas College
Baker College	Central Michigan University	Eastern Michigan University
Ferris State University	Kalamazoo College	Lake Superior State University
Madonna University	Northern Michigan University	Oakland University
Saginaw Valley State University	Siena Heights University	University of Michigan – Dearborn
University of Michigan – Flint	Wayne State University	Western Michigan University

Funding and Administration

MCAN has secured investment commitment from these leading colleges and other funding partners to sustain the program over multiple years. By braiding together relatively small amounts of funding from multiple sources, the program does not cause a financial strain on any one organization. **Successful applicant high schools, a local philanthropic partner, or other entity must provide a cash match for each adviser.** MCAN will administer the program by employing and training the advisers.

Intent to Apply

All applicants are required to submit an Intent to Apply Form prior to gaining access to the online application portal. You can access the [Intent to Apply form here](#).

High School Partnership Expectations

MCAN is seeking response from high school leadership (administrators and school counselors) who are committed to supporting a dedicated, full-time, college adviser and dramatically raising their college-going rates through a systematic team approach. Interested high schools are asked to complete this application online, provide several assurances and attach a minimum of three letters of support (described below). By completing the application, high schools commit to participating in the program for a minimum of three academic years (2021-22, 2022-23 and 2023-24) and providing the required cost share. The funding expectation will increase over the first three years of the program.

Annual cost share requirement:

Year 1 High Schools	\$9,000
Year 2 High Schools	\$12,000
Year 3 and beyond High Schools	\$15,000

These funds can be provided by district and non-district sources, including but not limited to: a community foundation, an intermediate school district, a United Way, a family foundation, a corporation/business, a local government, or any combination. Match funding must be secured by the high school. If you need assistance locating cost share or drafting a funding request, MCAN can provide support.

Award Process

High schools will be selected through a competitive selection process. Final decisions regarding selection will be based on the information provided in your application, the school buy-in as demonstrated by the letters of support provided, and the level of need communicated in the proposal.

MCAN expects a high volume of applicants for the 2021-2022 program year and, as such, will provide a pre-review process for proposals completed by Friday, October 30. High schools will receive feedback and comments on their proposal prior to formal submission through this process. Pre-reviewed proposals are not guaranteed to be selected.

About Michigan College Access Network

MCAN's mission is to increase college readiness, participation, and completion in Michigan, particularly among low-income students, first-generation college going students, and students of color. In order to build and sustain a vibrant economy and strong communities based on a highly-educated population, MCAN works to ensure everyone in Michigan has the opportunity to access and succeed in postsecondary education. MCAN's Sixty by 30 is the movement to increase the proportion of Michigan residents with college degrees and postsecondary certificates to 60% by the year 2030. At its core, MCAN believes:

College is *Postsecondary Education*: MCAN uses the term "college" to refer to the attainment of valuable credentials beyond high school, defined as postsecondary certificates and academic degrees.

College is *a Necessity*: Postsecondary education is a prerequisite to success in a knowledge-based economy. Everyone must pursue and complete a postsecondary credential or degree beyond high school.

College is *for Everyone*: The postsecondary education attainment rates among low-income students and students of color are significantly lower than those of other students. MCAN is committed to closing these gaps.

College is *a Public Good*: Postsecondary educational opportunity and attainment are critical to a just and equitable society, strong economy, and healthy communities.

MCAN seeks proposals that align to its mission and values as articulated above.

For more information or to set up an application pre-review, contact Melissa Steward, AdviseMI Program Director, at 517.316.1713 or via email at melissa@micollegeaccess.org.

AdviseMI High School RFP

This paper application is merely for reference purposes as you prepare to complete your application. All applications must be completed online.

PART 1 – APPLICANT INFORMATION

High School Name: _____

School District: _____

Principal Name: _____ Email: _____

Site Supervisor Role: Each school must identify an on-site staff member to provide supervision, guidance and support to the college adviser. This person will approve timesheets and serve as the primary point of contact between the AdviseMI program staff and the school.

Assigned Site Supervisor: _____ Title: _____

Site Supervisor Main Phone Number: _____

Site Supervisor Email: _____

High School Information:

Street Address: _____

City: _____ MI _____ Zip: _____

Main Phone: _____

Principal Signature: _____ Date: _____

Data (first three data points from mischooldata.org):

Estimated 2021-2022 Senior Class size: _____

District Free and Reduced Lunch Rate (%) _____

2016-17 Postsecondary Enrollment Rate (12-month %) _____

Student-to-Counselor Ratio (e.g. 200:1) _____

of School Counselors (e.g. 1 FTE or 2.5 FTE) _____

Joint Applications:

Schools with small senior class size are encouraged to apply alongside a second school of equal or smaller class size that is geographically close so that they can share a single adviser. In 2020-2021, 15 AdviseMI advisers split their time between two schools. No more than two schools can share an adviser.

Is this a joint application? Yes/No

If yes, please enter the second applicant school's information below:

High School Name: _____

School District: _____

Principal Name: _____ Email: _____

Site Supervisor Role: Your high school must appoint a site supervisor to serve as the college adviser's mentor and primary point of contact for the AdviseMI program staff. Site supervisor responsibilities include: providing site orientation to the adviser, supervising and supporting adviser's day-to-day activities, approving weekly timesheets, evaluating adviser's performance and advocating for advisers in the school and in the community among others.

Assigned Site Supervisor: _____ Title: _____

Site Supervisor Main Phone Number: _____ Summer Number: _____

Site Supervisor Email: _____ Summer Email: _____

High School Information:

Street Address: _____

City: _____ MI _____ Zip: _____

Main Phone: _____

Principal Signature: _____ Date: _____

Data (first three data points from mischooldata.org):

Estimated 2021-2022 Senior Class size: _____

District Free and Reduced Lunch Rate (%) _____

2016-17 Postsecondary Enrollment Rate (12-month %) _____

Student-to-Counselor Ratio (e.g. 200:1) _____

of School Counselors (e.g. 1 FTE or 2.5 FTE) _____

PART 2 – PROPOSAL CONTENT

Please include the following:

1. Describe your high school's need for a dedicated college adviser including any gaps in your current staffing.
2. *Counseling Department Structure:*
 - a. What is the staffing structure of your student support services, inclusive of the school counseling department and any college access programming?
 - b. AdviseMI is proud to be an AmeriCorps program. Do you have any other AmeriCorps members serving in your school? If so, what is the name of this AmeriCorps program and what is their role in the building?
 - c. Do you currently have, or have you had in the past, an MSU College Advising Corps member or a University of Michigan College Advising Corps member serving in your building?
3. Describe your high school's current college access programming.

4. What goals does your high school want to achieve by bringing an AdviseMI Adviser in the building? A specific, bulleted list of goals is recommended here.
5. *Site Supervisor Role: Your high school must appoint a site supervisor to serve as the college adviser's mentor and primary point of contact for the AdviseMI program staff. Site supervisor responsibilities include: providing site orientation to the adviser, supervising and supporting adviser's day-to-day activities, approving weekly timesheets, evaluating adviser's performance and advocating for advisers in the school and in the community among others.* Please indicate the school staff member and their title you are designating as the site supervisor.
6. As a partner high school, you will be asked to agree to participate in the program for 3 years from 2021-2024. This includes providing an increasing annual cost share from 2021-2024 of \$9,000, \$12,000, and \$15,000, respectively. Please state your commitment to participate in the program for 3 years and provide the required match.
7. Please check the boxes below indicating your agreement to do the following:
- Provide the college adviser dedicated and appropriate office space including a personal desk space, computer with internet access, a phone, and access to a printer by the end of the first month of the academic school year
 - Provide the college adviser with access to your student information system, minimally including student schedules, student contact information, student demographic information, student standardized test scores and student academic performance history
 - Provide the college adviser with a school orientation in August prior to the first day of the academic school year
 - Provide support in the form of a site supervisor and ensure that person will have the necessary time to fulfill that role including mentoring the college adviser, quarterly conference calls with the program staff, and site visit participation
 - Send designated site supervisor to a full-day program orientation in August in Lansing.
 - Assist in the selection of the college adviser by participating in regionally located interviews, which may require travel to Lansing (Winter/Spring 2021)
 - Work collaboratively with MCAN to communicate and address any problems that may arise
 - Maintain counseling staffing- reductions in counseling staff are an immediate violation of terms of the program and will result in removal of the adviser
 - Provide cost share funding by July 31 of each program year
 - Join MCAN as an organizational member
 - <https://www.cvent.com/pub/eMarketing/Pages/SignUp.aspx?p=720a2306-0cfa-415d-b0c3-b53c11dad178&m=>
 - Agree to participation in MCAN's College Bound Michigan initiatives

PART 3 – REQUIRED ATTACHMENTS

1. Include a letter of commitment to the program from the high school principal/building leader articulating their vision for creating a college going high school and moving the needle on college enrollment in their community

2. Include a letter of commitment to the program from the school counseling department articulating their support.
3. Include a letter of commitment to the program from the site supervisor articulating their support.

PART 4 – OPTIONAL ATTACHMENTS

1. Letter of support from Superintendent
2. Letter of support from Local College Access Network (where one exists: contact MCAN for information)

PART 5 – PROPOSAL SUBMISSION

Applications can only be submitted by Michigan high schools.

No applications submitted by other organizations on a high school's behalf will be accepted.

MCAN uses SurveyMonkey Apply, an online grant submission and review system. All grant applications must be submitted through this system. You will create a username and password for this system which can be used for this and future grant applications. If you currently have a username, you can log into the system from the link below. If you have applied for a previous grant with MCAN, such as a Reach Higher grant, you can use your same username and password.

You cannot submit the application using this document. This is for review purposes only.

Submit Application on or before November 13, 2020

Deadlines

Prior to Application
 November 13, 2020
 December 11, 2020

[Intent to Apply Form](#)
 Proposal Submission
 Initial Site Selection Notification