

# CHILDREN'S INVESTMENT STRATEGY

CITY OF PHILADELPHIA  
DIVISION OF SOCIAL SERVICES



Mayor John F. Street's  
**Children's Investment Strategy**

*When You Invest in a Child,  
the Rewards Last a Lifetime.*

## **Request for Proposals Programs to Serve Children, Youth and their Communities During Non- School Hours**

**Issued: September 30, 2002**

**APPLICATIONS DUE: November 15, 2002**

For further information, please contact:  
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**REQUEST FOR PROPOSALS  
PROGRAMS TO SERVE CHILDREN, YOUTH AND THEIR  
COMMUNITIES DURING NON-SCHOOL HOURS**

**IMPORTANT DATES**

**RFP RELEASE: Monday, September 30, 2002**

**PROPOSALS DUE: Friday, November 15, 2002**

To: Atiya Abney  
Special Projects Manager  
Philadelphia Safe and Sound  
2532-34 N. Broad Street  
Philadelphia, PA 19132

**AWARDS TO BE ANNOUNCED: First week of December 2002**

**FOR FURTHER INFORMATION PLEASE CONTACT:**

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## I. The Philadelphia Children’s Investment Strategy

In 2001, the City of Philadelphia under the leadership of Mayor John F. Street launched the Children's Investment Strategy (CIS). The CIS is an effort to improve the health, safety and academic outcomes for Philadelphia's children and youth through effective and creative youth development and after school programs. The CIS intends to increase funding over the next three years to support a citywide expansion of services to approximately 100,000 children and youth in need. Over the last year, the CIS has provided more than 115 grant totaling more than \$10 million to provide activities and supports for the children and youth of Philadelphia. The Children's Investment Strategy targets its funding to distressed and emergent neighborhoods identified by mapping risk factors highlighted within the Children's Report Card, community resources and Neighborhood Transformation Initiative (NTI) indicators.

To provide support to the CIS funded programs, the City of Philadelphia contracts with Philadelphia Safe and Sound to support and guide the funding and program implementation process for the CIS.

With this Request for Proposals (RFP), the Children's Investment Strategy begins its third round of providing funds to support programs serving children, youth and their communities during non-school hours. Organizations may apply for funding to support after school/ youth development programs and Beacon School Programs.

- After School/Youth Development Programs (AS/YD)- These grants will support the establishment of new or expanded after school/youth development programs in a school identified by the School District of Philadelphia as being academically distressed (See Attachment H) Awards for AS/YD programs will be approximately \$8-\$20 per child per day.
  - These programs must:
    - Be located in public school buildings
    - Provide an academic enrichment program in reading and mathematics for at-risk students using research-based curriculum selected by the School District of Philadelphia. For programs serving youth between the grades of 3-8 the required academic enrichment curriculum are *The Voyager Curriculum for Literacy* and the *Princeton Review Curriculum for Mathematics*. Implementation of the above will take four (4) hours per week and a certified teacher must implement the mathematics curriculum.
    - Provide activities that encourage children and youths' physical fitness and health.
    - Provide children and youth opportunities to develop their artistic abilities.
    - Provide children and youth opportunities to develop the social skills that will guide them throughout their lives. Activities should encourage cooperation, team building, leadership development,

behavior management among participating children and youth and community service activities.

- **Beacon Schools-** These grants are aimed at creating school-based community centers that provide a continuum of after school and youth development activities that will engage children, their families and community members from birth to adulthood. Beacons must be located in public schools. Beacon awards will be approximately \$267,000 for the initial six-month grant period, and \$355,000 for full year continuation grants.
  - Beacons must be located in public school buildings and must provide:
    - *The Voyager Curriculum for Literacy* and the *Princeton Review Curriculum for Mathematics* for the academic component of the after school programs.
    - Youth leadership development opportunities
    - Recreational and cultural activities for all community members
    - Community Organizing and community service activities
    - Parenting classes and peer support groups
    - Employment training connections and services for youth and adults
    - Medical and mental health referral services
    - Basic needs assistance referral services

## **II. Priorities**

For **After School Programs**, priority will be given to proposals that:

- Are located in a school identified by the School District of Philadelphia as being academically distressed. See Attachment H
- Serve additional students and/or provide additional slots through new and/or expanded programs.
- Provide an academic enrichment program in reading and mathematics for at-risk students using designated research-based curriculum selected by the School District of Philadelphia. For programs serving youth between the grades of 3-8 the required academic enrichment curriculum are *The Voyager Curriculum for Literacy* and the *Princeton Review Curriculum for Mathematics*.
- Offer continuous out-of-school programming, which begins no later than January 2, 2003, and ends no earlier than June 30, 2003.
- Plan to partner with the School District of Philadelphia and existing systems and organizations serving youth, in order to provide a varied and attractive program.

- Demonstrate the ability of the organization to leverage matching monetary support of no less than 15% of the total CIS grant by July 1, 2003.
- Demonstrate the administrative capacity to collect and comply with CIS monitoring and evaluation requirements.
- Demonstrate willingness and plan to reduce barriers to the delivery of services to children, youth and their families with special needs, and/or diverse social, racial and cultural backgrounds
- Operate between 150-188 school days for a minimum of 4 days per week, 3 hours per day and a minimum of 15 full days should include school vacations and in service days during the year. This requirement will be pro-rated for a January 2003 start-up.
- Evidences that the program is licensed or prepared to demonstrate how it will achieve licensing by June 30, 2003. Licensing requirements are available at:  
<http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>

**For Beacon Schools, priority will be given to proposals that:**

- Are located in one of the following schools, Gratz High School, Strawberry-Mansion High/ Middle School, University City High School, Turner Middle School, Lewis Middle School, Barratt Middle School, Sulzburger Middle School, Bebbler Middle School, and Cramp Elementary School.
- Demonstrate a history serving, leading and developing partnerships within the targeted community
- Experience working with and collaborating with schools
- Have capacity (in terms of time, staffing and infrastructure) to manage a large complex project
- Exhibit strong support of community residents and the ability to involve them in all aspects of the Beacon School's development and governance.
- Demonstrate partnerships with local service providers, family members of youth served and community members and the ability to involve them in all aspects of the Beacon School's development
- Demonstrated understanding of youth development principles and an extensive experience in their application
- Demonstrated understanding of, and experience with, in-depth tracking, monitoring and evaluation of program effectiveness and outcomes
- Evidences that the program is licensed or prepared to demonstrate how it will achieve licensing for after-school programs by PA DPW by June 30, 2003. Licensing requirements are available at:  
<http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>

### **III. Activities that will not be supported**

This funding will not support the following activities:

- Projects that do not have an academic component
- Short-term or seasonal activities
- Capital projects including the new construction or purchase of a building
- Scholarships
- Replacement of other government funding (such as childcare subsidies)

### **IV. Applicant Guidelines**

Only one application will be accepted from an organization for each type of funding. An applicant may, however, be a partner on other proposals. An organization must submit two separate applications in order to apply for both AS/YD and Beacon School funding.

Grants awarded as a result of this RFP will be for a period of 6- months beginning January 2003 through June 30, 2003. Successful programs will be eligible for continuation funding July 1, 2003 - June 30, 2004.

Several factors will be taken into consideration when determining the size of the grant awards including the appropriateness of the budget for the proposed activities; the amount of CIS support requested relative to other sources of support and to the organizations operating budgets; and the organization's fiscal history and capacity.

#### **Technical Requirements**

All programs funded through this application must:

- Maintain staff-to-student ratios prescribed by the Core Standards, and secure child abuse clearances and criminal record checks for all staff and volunteers;
- Verify non-indebtedness to the City of Philadelphia
- Obtain liability insurance that meets City of Philadelphia requirements
- Meet minimum information system requirements of a Windows 98 SE or later computer with Internet Explorer 5.1 or higher, a dedicated 56K modem and internet access, non-USB connected printer, not Lexmark brand printer or present a specific plan for acquiring these by start-up.

#### **Training Requirements**

Each provider must ensure that appropriate staff members attend all mandatory meetings and/or trainings by Philadelphia Safe and Sound. The list of mandatory

meetings includes but is not limited to monthly provider meetings, trainings, and technical assistance sessions.

### **Program Outcomes and Evaluation**

Philadelphia Safe and Sound will be responsible for program monitoring, evaluation and reporting. This process is ongoing through regular interaction between Philadelphia Safe and Sound and providers working together on behalf of the persons targeted to receive these services. The goal of these activities is to assure the efficient, timely and appropriate delivery of high quality services. Providers that are awarded funds by the CIS will be required to participate in the development and implementation of a standardized evaluation system that uses performance measures as evaluation tools. The evaluation design will measure the effectiveness of the overall initiative, as well as individual programs. Providers will be required to submit specific outcome data, reports and other documentation that will be explained during the mandated evaluation technical assistance workshops. All grant recipients must agree to participate in all levels of the overall evaluation.

Through this grant, the CIS seeks to reinforce the following outcomes:

- Increase participants' academic performance and school attendance by providing academic enrichment programs;
- Improve participating youths' life skills, social, civic and employment competencies;
- Decrease youths' self-destructive behavior (i.e., drug and alcohol use, premature sexual activity);
- Improve participating children and youths' sense of community identity and pride, and civic responsibility.

### **V. Pre-Submission Question and Answer Session**

Philadelphia Safe and Sound is offering a session during which potential applicants can ask programmatic and fiscal questions about this RFP. Attendance is required at the session most appropriate for your submission. The session will be held:

**Thursday, October 17, 2002 12:30- 4:00 p.m.**  
**For After School Program Applicants 12:30- 2:00 p.m.**  
**For Beacons Program Applicants 2:30- 4:00 p.m.**  
**Julia de Burgos Middle School**  
**301 Lehigh Avenue**  
**Philadelphia, PA 19133**

Because of space limitations at each site, applicants interested in attending these sessions are asked to fax the RSVP Form by **5:00 p.m. Friday, October 11, 2002 to (215) 226-5477**. Please no phone calls or e-mail, only fax.

## **VI. Application Deadline and Award Notification**

The schedule for the application and approval process is as follows

**Deadline for Submission of Proposals:**           **Friday, November 15, 2002,  
4:00 p.m.**

**Announcement of Funded Programs:**           **First week of December 2002**

**Proposals must be received at Philadelphia Safe and Sound by 4:00 Friday, November 15, 2002. Proposals received later than the deadline for submission will not be considered for funding.** Requests for extensions of the deadline will be denied. Proposals may not be submitted by fax or by e-mail. Submit **ten (10)** copies of the proposal, its attachments and sets of supporting documents to:

**Philadelphia Safe and Sound  
Children's Investment Strategy  
2532-34 N. Broad Street  
Philadelphia, PA 19132  
Attn: Atiya Abney**

Philadelphia Safe and Sound will provide applicants with written receipts for proposals, as they are submitted. During the proposal review period Philadelphia Safe and Sound may contact applicants regarding the contents of the proposal package. In addition, PSS and/or City of Philadelphia Division of Social Services' staff may contact applicants with questions about their organization's financial history or outlook. All applicants will be notified of final funding decisions in December 2002. Because of the volume of materials received by Philadelphia Safe and Sound, no items submitted as part of the proposal can be returned.

Organizations that receive grants under this RFP will be expected to adhere to Philadelphia Safe and Sound's established narrative and financial reporting schedules, host site visits by Philadelphia Safe and Sound staff and other CIS contractors, participate in the evaluation of CIS funded programs, and attend all mandatory meetings and technical assistance workshops.

## **VII. The Proposal Review Process**

Philadelphia Safe and Sound will identify qualified applicants based on the assessment criteria described below. A review team comprised of local experts

in the field of children, youth, family and community issues will review proposals. Recommendations based upon these reviews will be submitted to the City of Philadelphia's Division of Social Services, which will make all final decisions regarding the selection of grantees.

The reviewers will assess the merit of each application based on the information in the proposal. Gaps in an application will limit the ability of the reviewers to make a fair and thorough assessment of the request for support. Large volumes of proposals are anticipated in response to this RFP. Given the competitive nature of the grant selection process, applicants must make a strong and compelling case for support.

Each proposal will be assessed according to the following criteria:

- *Target Community and Population-* The community and the population of children, youth and families served by the program/ center.
- *Ability to Meet Needs of Targeted Community-* Familiarity with and understanding of the needs of the targeted population, and the strategies and approaches that will be taken in the proposed project in order to address those needs
- *Collaboration-* Strength of the community partnership and its key partners. The knowledge experience and skills of the community partners and the governance and decision making structure for the proposed program/ center.
- *Organizational Capacity-* The capacity of the organization to oversee a complex after school, youth development, program. The organizations experience and ability to provide quality social services (including youth development services), partner with schools, and provide vision and leadership.
- *Program Design-* The effectiveness of the program design, including the plans for ensuring community engagement and leadership, creating an inviting program/ center, plans for coordination with the School District of Philadelphia for academic enrichment activities, recruiting and retaining neighborhood youth, and families, as well as diverse, responsive and well-trained staff and volunteers. The ability to develop effective and essential program services designed to demonstrate progress toward well-defined outcomes will be essential.
- *Additional Fundraising-* Strength of the plan for building the program capacity by attracting or redirecting resources to enhance outcomes for the programs/center
- *Budget-* Appropriateness and reasonableness of the budget items for the services to be provided

## **VIII. Proposal Narrative Format and Content**

### ***Narrative Format***

- The first page of each narrative must be printed on the organization's letterhead.
- Each narrative must not exceed fifteen (15) double spaced, single sided pages.
- The proposal narrative(s) should be printed in 12-point font, with page margins of no less than one inch. Please include a footer containing the page number, the organizations name and type of funding requested on each page.

### ***Narrative Content***

Clearly and concisely describe what the organization proposes to achieve over the next 6- months. The proposal narrative(s) must respond to each section below and must use the same headings.

### **Guidelines for After School Programs**

#### **Section 1. Organizational Background and Capacity**

- Provide a profile of the organization (i.e. history, and mission, programs and services provided, populations served, major funding sources, and experience offering after-school and/or youth development programs).
- Describe the internal and external resources available to the organization to support the proposed activities' implementation and success (e.g. volunteers and collaborative relationships).
- Describe the organizations approach to and capacity for evaluating the impact of its programs and services to clients. If the organization does not currently conduct program evaluation, describe plans for developing this capacity.

#### **Section 2. Purpose for which Funds are Requested**

- Describe the target population of the proposed project. How was target population identified? Include details such as age, cultural and ethnic backgrounds of target population, and number of youth to be served through this program.
- Summarize the needs of the targeted population and how those needs will be addressed with the proposed program
- Describe your proposed program. What curriculum will be implemented to enhance academic performance of participants? When and where will your program meet?
- Describe in detail the daily activities of the participants. Upon what research and best practices will you design your program?
- Describe the expected outcomes for participants engaged in the proposed activities. These outcomes should be specific and measurable and should relate clearly to the identified CIS objectives

- Describe the staffing for carrying out the proposed activities, including their specific roles and credentials. Attach resumes and/or job descriptions for key staff.

### **Section 3. Core Standards for Philadelphia Youth Programs**

- Assess your ability to meet Level 1 Core Standards and describe your plan for meeting those standards, which you do not currently meet. If you believe you have met all Level 1 standards, assess and describe your plan for meeting Level II standards.

### **Section 4. Documentation and Measuring Outcomes**

Providers will be asked to obtain parental or caregivers' consent so that information regarding participating children and youth programs, including academic performance, and other school based information can be monitored. The provider will also be responsible for collecting social security numbers for caregivers and participants, and each student's pupil identification number, contact information, TANF means test worksheets, participant emergency contact information, participant health history forms and attendance data.

- Describe how the organization will utilize reports produced by the CIS database to measure progress toward the proposed outcomes. Describe any potential or actual barriers in collecting, tracking measuring and assessing progress toward desired CIS outcomes.
- Identify the staff person who will be responsible for ensuring that the appropriate data will be collected, entered into the CIS database, maintained and assessed monthly.

### **Section 5. Fundraising and Resource Development Plan**

- Describe your plan and fundraising goals for the coming 18- months to build the capacity of your after school program by attracting new in-kind programs or new grant funds. A comprehensive timeline is to be part of the plan. The timeline includes a detailed description of how the applicant organization will meet fundraising goals.

### **Section 6. Recruitment and Retention**

- Describe your plans for outreach into the community to recruit children, youth and families for participation and retaining these participants in the programs and activities
- Describe your plans to ensure that the staff and volunteers are well trained and responsive to community participants, ensure that staff hold the necessary skills, expertise and are representatives of the diversity of the community, ensure staff retention rates are high, and ensure that staff are being properly developed.

- Describe the staffing plan for carrying out the proposed activities, including the specific roles and credentials of necessary staff. Attach resumes and/or job descriptions for key staff.

### **Section 7. School Partnership Description**

Describe the Philadelphia Public School that will serve as the partner with your community agency in the after school program by discussing the following:

- *Description of interest.* Describe the willingness of the principal and teaching staff to integrate the after school program in the school mission and school improvement plan.
- *Leadership.* Describe the capacity and willingness on the part of the principal to enlist the support of the teaching staff in the development of the academic component of the program, and to participate actively in on-going discussions toward the development of an after school program which is linked to the students' and school's academic performance.
- *Program Vision.* Describe existing school activities or programs that demonstrate a commitment to youth development principals and community involvement.
- *Academic Program Linkages.* Describe how the after school program components will link to each student's academic needs. For example, will teachers from the school provide or supervise the academic program components? Will there be regular meetings between after school program staff and school teaching staff that would enhance student achievement?
- *Availability of space.* Describe in detail the physical space in the school which would be dedicated to the after school program, including office space for program staff, designated space in the school which will be used for after school programming, and any shared space (classrooms, gymnasium, cafeteria, etc) which has been agreed to by the principal and the partner agency.

### **Section 8. Academic Program Description**

Describe how your program will address the individual educational needs of each participant, including but not limited to literacy, academic enrichment and remediation, homework assistance, school attendance and related activities designed to help students succeed academically. Include the following in your response:

- How your program staff will collaborate with staff of individual schools/classrooms to gain information related to strengths and needs of individual students;

- The specific researched-based curriculum, i.e. Voyager, Explore, Foundations, that you will adopt to structure the academic component of your program,
- The specific strategies your program will use to address student academic needs meeting or exceeding the standards of the School District of Philadelphia, as described in the Curriculum Frameworks. Frameworks available at <http://www.phila.k12.pa.us/teachers/frameworks/main/index.htm>;
- The qualifications of the staff for ensuring the above.

### **Guidelines for Beacon School Proposals**

BEACONS MUST BE LOCATED IN PUBLIC SCHOOLS. Priority will be given to a program in one of the following schools. Gratz High School, Strawberry-Mansion High/ Middle School, University City High School, Turner Middle School, Lewis Middle School, Barratt Middle School, Sulzburger Middle School, Bebbler Middle School, and Cramp Elementary School.

#### **Section 1. Organizational Background and Capacity**

- Provide a profile of the organization (i.e. history, and mission, programs and services, populations served, major funding sources, and experience offering after-school and/or youth development programs.
- Describe the internal and external resources available to the organization to support the proposed activities' implementation and success (e.g. volunteers and collaborative relationships).
- Describe the organizations approach to and capacity for evaluating the impact of its programs and services to clients. If the organization does not currently conduct program evaluation, describe plans for developing this capacity.
- Describe the capacity of the lead agency to provide vision and engage the community, the partnering school/ community facility, local service providers and the potential program participants; and serve as an advocate and ambassador for its initiatives.

#### **Section 2. Target Community**

- Describe the community to be served by the Beacon. State the geographical boundaries that define the proposed target community, along with relevant demographic and socio-economic characteristics.
- Describe the population that will be served by the Beacon. Discuss the characteristics and primary age groups of the community to be served.
- Provide a community description that demonstrates your familiarity with and understanding of the strengths and challenges of the targeted population. Outline the strategies and approaches that will be taken in the proposed project in order to address these needs and barriers. Also, provide an

explanation of the process used to assess the needs of this population and explain how those needs will be assessed over time.

### **Section 3. Collaborations and Partnerships**

- Beacon School Partnership
  - Describe how the school has demonstrated a history and interest in making the school a center for learning for the wider community. Describe the principal and teaching staff's willingness to integrate the Beacon in their school mission and strategic plan.
  - Describe the capacity and willingness on the part of the principal to enlist the support of the teaching staff in the development of the Beacon Center, and to participate actively in on-going discussions toward the development of a Beacon program, which is linked to the school's academic performance.
  - Describe the existing school activities or programs that demonstrate a commitment to youth development principals and community involvement.
  - Describe how your after school program components will link to each student's academic needs. For example, will there be regular meetings between Beacon after school staff and school teaching staff, which would enhance student achievement?
  - Describe in detail the physical space which would be dedicated for the Beacon, including office space for Beacon staff, designated space in the school which will be used for Beacon programming, and any shared space (classrooms, gymnasium, cafeteria, etc.) which has been agreed to by the principal and the Beacon agency.

### **Section 4. Program Planning**

- Please provide a brief statement of the vision for and goals of your Beacon
- Describe plan for the establishment of the Beacon by January 2, 2003
- Describe plan for operational after school and youth development programs by January 30, 2003
- Describe the plan for the development of the youth and community councils by April 1, 2003
- Describe plan for achieving an average daily enrollment of 100 children and youth participating in after school and youth development programs by June 30, 2003. An annual unduplicated count of 1000-1500 community participants by January 30, 2004. And, a fully operational Beacon by June 30, 2004
- Describe plans to develop a Beacon that will be accessible to children, youth and families in the community, inviting to the diverse groups within the community, and safe for participants of all ages.

## **Section 5. Academic Program Description**

- Describe how your program will address the individual educational needs of each participant, including but not limited to use of the Voyager Curriculum for Literacy and The Princeton Review Curriculum for Mathematics for the academic component of the after school program. Include the following in your response
  - How your program staff will collaborate with staff of individual schools/ classrooms to gain information related to strengths and needs individual students?
  - What will be the specific researched-based curriculum, that you will adopt to structure the academic component of your program for high school aged youth?
  - What are the specific strategies your program will use to address student academic needs meeting or exceeding the standards of the School District of Philadelphia, as described in the Curriculum Frameworks. Framework available at [www.phila.k12.pa.us/teachers/frameworks/main/index.htm](http://www.phila.k12.pa.us/teachers/frameworks/main/index.htm)
  - What are the qualifications of the staff to ensure the above.

## **Section 6. Recruitment and Retention**

- Describe your plans for outreach into the community to recruit children, youth and families for participation and retaining these participants in the centers programs and activities
- Describe your plans to ensure that the Beacon staff and volunteers are well trained and responsive to community participants, ensure that staff hold the necessary skills, expertise and are representatives for the diversity of the community, ensure staff retention rates are high, and ensure that staff are being properly developed.
- Describe the staffing plan for carrying out the proposed activities, including the specific roles and credentials of necessary staff. Attach resumes and/or job descriptions for key staff.

## **Section 7. Developing Effective and Essential Program Services**

There are four (4) Core Elements of the Beacons. They are (a) community safety and organizing, (b) academic enrichment and support, (c) youth development, leadership, and community service, and (d) employment and training

- Describe the types of programs that will be offered and how you will address the core program elements in your Beacon.
- State the number of children (ages 5-11), youth (ages 12-17) and adults (18 and over) expected to participate in each of the centers activities this fiscal year (through June 30, 2003)

- Discuss how each of the planned programs/ activities will address the challenges outlined in Section 2 of the targeted community.

### **Section 8. Documentation and Measuring Outcomes**

Providers will be asked to obtain parental or caregivers consent so that information regarding participating children and youth, including academic performance, can be monitored. The provider will also be responsible for collecting social security numbers for caregivers and participants, students' pupil Identification number, contact information and attendance data for the CIS database.

- Describe how the organization will utilize reports produced by the CIS database to measure progress toward the proposed outcomes. Describe any potential or actual barriers in collecting, tracking measuring and assessing progress toward desired CIS outcomes.
- Identify the staff person who will be responsible for ensuring that the appropriate data will be collected, entered into the CIS database, maintained and assessed monthly.

### **Section 9. Fundraising and Resource Development**

- Describe your plan and fundraising goals for the coming 18- month to build the program capacity of the Beacon by attracting new in-kind programs or new grant funds. A comprehensive timeline must be part of the plan. The timeline should include a detailed description of how the applicant organization will meet fundraising goals

## **IX. Guidelines for Project Budget Forms and Budget Narratives**

Applicants must complete a Project Budget Form, a Revenue Worksheet and a Budget Narrative for each type of support requested. Attach one set of these

budget materials to each of the ten (10) copies of the proposal narrative. For those organizations awarded a grant, this budget will form the basis of the financial reporting throughout the grant period.

### ***General Components***

- Budget Detail Form (Please duplicate the form and submit 6 and 12 month budgets)
- Budget information Form (Summary)
- Budget Summary of Subcontractor(s) (one for each subcontractor)
- Most recent single audited statement
- Revenue Worksheet
- Other audited financial statements

## **X. Attachments and Supporting Documents**

Please assemble ten (10) proposal packets containing the Proposal Summary Sheet with the Proposal Package Checklist, Proposal Narrative, Budget Package, the attachments, and the sets of supporting documents described below. Completeness of the application is essential. Missing sections in the proposal narrative or missing attachments will limit the ability of reviewers to accurately evaluate the request.

### ***Guidelines for Proposal Summary Sheet***

Please complete the Proposal Summary Sheet with the Proposal Package Checklist and attach to each proposal. It is important that applicants assemble the application package in the order suggested in the Proposal Package checklist.

### ***Guidelines for Attachments***

The following are required attachments for the CIS funding requests:

- 6-month work plan for implementation and completion of the proposed activities. Include each month of the grant period, the tasks to-be-completed during that month, and the staff person responsible for completing each task.
- Resumes of key staff, job descriptions for new positions, and resumes or informational materials on subcontractors/ consultants (if they have been identified). All resumes should be current
- Letters from collaborating organizations, if applicable, describing their specific role(s) and/or commitments for the activities for which support is requested
- Letters from other funders, if applicable, documenting their commitment to support the proposed activities during the time period of the grant.

- Detailed Memorandum of Understanding signed by the Principal and agency Executive Director. The MOU should include:
  - Detailed space usage and plan
  - Strategies for agency/ school collaboration and communication regarding improving and enriching individual student achievement
  - Plan for regular, ongoing communication between after school staff and agency staff
  - Strategies for how school staff and agency staff will collaborate on the academic component of the after school/ beacon program

### ***Guidelines for Supporting Documents***

The following are required supporting documents for the CIS funding requests:

- **Audited financial statements:** Send audited financial statements for the most recently completed fiscal year. The audit must include the accompanying opinion letter and all notes. If the organization has recently completed a fiscal year for which an audit is currently being prepared, please include a copy of the draft audit or an unaudited statement of financial position and statement of activity.
- **Board List:** Provide a list of the organization's board members as of the date this application is submitted. Include names, titles and professional affiliations. Record the submission date on the board list.
- **IRS Status:** Provide a photocopy of the organization's 501 (c )(3) IRS determination letter stating that the organization is exempt from income tax or a photocopy of the organization's IRS determination letter stating that the organization is not a private foundation under section 509 (a) of the IRS code.
- **Name Change:** If the organization's name has ever been changed, include a copy of the IRS document reflecting this change.