

Boston Capacity Tank
Citizen's Bank Foundation 2008 Summer Enrichment Series
Request for Proposals

Introduction: The purpose of this Request for Proposals is to announce funds available through the **Citizen's Bank 2008 Summer Enrichment Series** to the Boston community, to support summer jobs for youth and teen cafes. These funds are made available by Citizen's Bank, in partnership with the City of Boston and the Black Ministerial Alliance of Greater Boston, through the Boston Capacity Tank. The Tank works with our Partners, United Way of Massachusetts Bay, Emmanuel Gospel Center, and Boston TenPoint Coalition, to provide capacity-building services to community-based organizations (CBOs) and faith-based organizations (FBOs) that work with at-risk and high-risk youth in Boston. The Tank helps FBOs and CBOs to become more sustainable and their programs to be more effective. Ultimately, the Tank's services help youths receive needed services and access relationships with supportive adults so they can accomplish positive results in life.

The purpose of the 2008 Summer Enrichment Series is to promote safety and positive development for our youth and communities this summer. Operating between Thursday, June 19 through Sunday, September 7, 2008, the Series includes:

- **20 to 30 summer jobs for court-involved youth ages 14-17 years.** To help young men and women with limited job opportunities to re-enter the mainstream and build a positive life for themselves and their families, these jobs will help youth with minor offenses earn money and learn valuable life skills.
- **5 to 7 Teen cafes in neighborhoods effected by youth violence,** operating one weekend night weekly for 10 weeks. Cafes will provide youth with food and a forum for creative expression and/or dialogue to decrease youth violence in their communities.

Eligibility requirements: Applicants must

- Be a house of worship, FBO or CBO which provides direct service to youth in the City of Boston.
- Have a demonstrated track record of at least one year of program operations serving teens (volunteer basis is fine).
- Have a 501(c)3 designation or a fiscal agent with a 501(c)3 designation or be a MA registered non-profit corporation.

Agencies may submit an application for both youth jobs and teen cafes; however, it is unlikely that both applications will be funded for a single organization.

Proposal Review Process, Grant Timeline and Requirements:

May 5, 2008 Guidelines released by email and posted at www.bmaboston.org.
May 9, 2008 Bidders' conference 9:30 -11 am at Twelfth Baptist Church, 160 Warren St.

May 23, 2008	Proposals due to BMA by noon by EMAIL, delivery or postal mail (see below).
May 23 to June 13	Grant review and recommendations by community volunteers; final funding decisions made by Tank Oversight Committee.
June 13, 2008	Applicants notified of funding decisions.
June 19 to September 7, 2008	Grant period
Week July 1st	Orientation and training for all grantees
June 19 to July 3	Youth job interviews and placement
July 18, 2008	First grant payment (half award amount)
August 8, 2008	First financial report due
Sept. 12, 2008	Final financial report due; program report due
Sept. 30, 2008	Final grant payment (contingent upon submission of complete reports)

Use of Grant Funds:

- The youth jobs grants may be used to pay youth salaries at \$8.50/hour plus fringe benefits at 10% (FICA, taxes, and unemployment). If youth are hired within a larger existing youth employment program which pays youth stipends, you may pay youth stipends and other program costs. Job sites must cover the cost of the adult supervisor and any other related costs with other funds. The Summer Enrichment Fund will make available between \$30,000 and \$45,000 total, to support youth jobs at about 8 job sites. Maximum grant is \$6,080.
- Teen café grants may be used to pay for food, equipment, and other activities costs related to youth dialogue and self-expression. The Summer Enrichment Fund will make available between \$25,000 and \$35,000 total to support 5 to 7 teen cafes. Maximum grant is \$5,000.

Application Checklist: A complete application includes **EIGHT (8) copies** of the following:

- _____ Cover letter (Youth signature and Executive Director/Pastor signature for youth cafes)
- _____ Cover page (see attached)
- _____ Narrative (3 pages) following the format outlined below for Youth Jobs or Teen Cafes
- _____ Job descriptions for youth and for supervisor (Youth Jobs applicants only)
- _____ Grant budget and brief narrative (no other program budget is required)

Please include **ONE (1) copy** of the following:

- _____ Agency budget
- _____ Most recent audited financial statements (or Form 990 if budget less than \$500,000).

Application Submission Instructions:

You may submit your proposal by email, postal mail, or hand delivery.

Email instructions: Please email one Word document to sjohnson@bmaboston.org by noon on Friday, May 23. This document should include your cover letter, cover page, 3-page narrative, job descriptions (for jobs applicants), grant budget and narrative. Please include the name of your agency in the file name. Please send your budget and financial statements by postal mail, they may be postmarked by May 23; they do not need to arrive May 23.

Postal mail or delivery instructions: Eight (8) copies of the application are due to the BMA office by 12 noon on Friday, May 23 (receipt deadline):

Sharlene Popplewell-Johnson
Black Ministerial Alliance of Greater Boston
2326R Washington Street, 4th floor
Roxbury, MA 02119

If you have questions about these guidelines or your application, please contact Sharlene at 617-445-2737 x12, or sjohnson@bmaboston.org. She is in the office Wednesdays, Thursdays, and Fridays.

Guidelines for Youth Jobs

Preferred youth: The Tank seeks to place in summer jobs a total of 20 to 30 youth ages 14 to 17 with a minor juvenile record, who therefore may have limited opportunities for employment. Approximately 8 sites are expected to receive grants to hire 2 to 4 youth per site. This program is not structured to provide the necessary support for youth with violent or serious offenses or with heavy gang involvement. Job sites shall give preference to 14-year-old youth, who are not eligible for most other summer employment opportunities. Youth to be hired will be referred from within each job site's relational networks, or from the Boston Juvenile Court system. We hope that by participating in this program and related supports, these youth will experience incremental successes that will lead to later success in personal development, school, and future employment.

Requirements for Job Sites

Hiring and payroll:

- Sites will hire 2 to 4 youth to work a minimum of 20 hours per week, for a minimum of 6 weeks. Maximum of 160 hours total per youth. (Up to \$1,520 per youth is available to sites, or 160 hours at rates below.)
- Sites will work with the Tank to hire youth that meet the criteria described above.
- Sites will work with youth and families to submit required work permits.
- Sites will pay youth \$8.50 hourly wage and must process their own payroll (or hire a payroll service), including required 10% withholding for FICA, taxes, and unemployment insurance.
- Time sheets for each youth must be emailed or faxed to the Tank at the end of each week.
- Sites will submit complete payroll records documenting all grant funds spent, on August 8 and September 12, for the weeks preceding. Sites will submit a final report on September 12.

Supervision and Support for Youth:

- Sites will have previous experience employing teens in summer jobs.
- Sites will develop clear written youth job descriptions that help youth develop employment-related skills and relationship skills, with age-appropriate performance expectations.
- Sites will provide ample supervision and creative support for youth hired, including regular opportunities for constructive feedback and debriefing. Supervisors must participate in grantee orientation and training the week of June 30.
- Sites will create a safety plan, which addresses youth behavior on the job and any potential danger from the outside environment. Sites are strongly encouraged in the hiring process to talk with youth about any affiliations and areas or people they should avoid to be safe.
- Sites will create a plan to address hiring, challenges in youth job performance, and firing. The Tank will provide a template for sites upon request.
- Sites are expected to provide their own general job readiness training for youth hired, as well as training necessary for the specific job for which they are hired. The Tank is happy to assist you upon request.
- Sites are encouraged to provide mentoring opportunities for youth hired, in addition to the supervisor.
- Sites will gather contact information for the supportive adults in the youths' lives, and will involve them as they deem helpful to ensure the youths' success: parents, social workers, case workers, etc.

Youth Jobs Narrative Format (maximum 3 pages, 12-point font, 1" margins):

Please number your responses to each question and address these questions in this order.

1. Briefly describe your agency's previous experience providing summer employment to youth.

2. Briefly describe the youth you plan to hire and how you know they fit the preferred criteria described above (do not identify them personally). Alternatively, if you plan to receive referrals from the court system, describe the characteristics of the youth you would consider a good fit for your program.
3. Describe the job responsibilities and duties of the youth to be hired, including # youth to be hired, # hours/week, start date and end date of employment (total hours should not exceed 160), and your agency's pay dates for that period. What employment-related skills and relational skills will this job help the youth develop? Please attach a job description.
4. Describe the job responsibilities and duties of the supervisor. Please attach a job description.
5. Do you have a personnel policy to address such matters as timeliness, dress, appropriate conduct on the job, supervision, job performance, use of technology, sexual harassment, etc? If so, please describe it. Describe how you will address any challenges that may arise related to youth job performance.
6. In the event of turnover, how will you maintain a waiting list of potential youth to hire, to ensure that all your slots stay filled?
7. Describe your safety plans related to teen employment:
 - How will you prevent incidents involving your youths' behavior that could jeopardize safety on-site? How will you address such an incident if it occurs?
 - How will you prevent potential danger from the outside environment? How will you address such an incident if it occurs?
8. Grant budget, including salary and fringe, showing rate, hours, weeks, and total amount per person.

Funding Criteria for Youth Jobs Proposals:

- Youth to be hired fit the description of preferred youth.
- Youth jobs offer meaningful experiences to engage youth, which are likely to develop transferable and appropriate employment skills and relationships for youth.
- Job sites provide consistent and appropriate supervision.
- Job sites are safe for everyone in the environment. Preference is given to sites in neighborhoods most impacted by youth violence, as defined by recent Boston Police Department statistics on youth violent crime.

Guidelines for Teen Cafes

Teen cafes will provide an engaging, creative space for youth to develop positive relationships with each other and adults, to participate in dialogue around stopping youth violence, and/or to express themselves creatively. The Tank seeks to fund grants to 5 to 7 sites in Boston, each of which will provide a weekly café for 10 to 12 weeks this summer. Preference will be given to sites in neighborhoods most impacted by youth violence. Each grant will provide up to \$5,000, or up to \$500 per night. Teen café sites are required to engage youth in the planning process, and are encouraged to plan creative activities. Possible ideas include: an outdoor event with music, talent show, spoken word, film nights with discussion, community service opportunities, positive social gathering, and game nights.

Requirements for Teen Cafes:

- Each teen café site will commit to one consistent location and one consistent weekend night for all ten to twelve weeks. For purposes of this grant, only the following are considered weekend nights: Thursday, Friday, Saturday, or Sunday. Sites are encouraged to plan a back-to-school event.
- Each teen café site will commit to target one of the following age ranges: 11 to 13 year olds, 14 to 17 year olds, 18 to 20 year olds. Planned hours of operation and activities will be age-appropriate.
- Teen café sites are encouraged to work in partnership with at least one other FBO or CBO in their neighborhood to engage youth, provide staffing, and conduct activities.
- Applicant (lead) agency will accept complete responsibility for safety at the café site. Sites are encouraged to engage police at the beginning and end of activities.
- Grants will be used to pay for food and activity costs, for example, a DJ, art supplies, sound equipment rental or purchase, games, etc. Sites are strongly encouraged to purchase discounted food from the Boston Food Bank.
- Teen café sites will require all youth to sign in to each event, including youth phone and parent phone or other emergency contact.
- Teen café sites will reach at least 25 youth per night
- Teen café sites will have a plan to ensure the safety of everyone in the environment, including safe transportation to and from the cafe. Sites are encouraged but not required to provide transportation to cafés.
- Teen café sites will ensure a minimum of one adult for every ten youth present. The following adults must be present each night, at a minimum: Program Director (or Youth Pastor), and spiritual support contact (FBOs only). Sites will arrange for the following adults to be on-call during the hours of operation as needed: Street worker (should mediation become necessary), trauma response staff, emergency contact with first aid certification.
- Teen cafes at churches will not be primarily evangelistic events.

Teen Cafes Narrative Format (maximum 3 pages, 12-point font, 1" margins):

Please number your responses to each question and address these questions in this order.

1. Describe what you did to engage youth in the planning process for your teen cafes. What age range are you targeting? What night and hours will you operate?
2. What is the address for your teen café site? Briefly describe the space the youth will occupy.
3. What agency/agencies will you partner with to host your cafes? Briefly describe the strengths each agency brings to the process and their roles and responsibilities.
4. Describe your outreach plan, including the youth you want to engage and your plan to attract at least 25 youth per night. Sites are encouraged to reach out to disengaged youth in your neighborhood.

5. Describe the activities planned for your youth cafes. How will these activities contribute to keeping youth safe this summer and developing positive relationships? How will the youth be involved in implementing the activities? If relevant, how will you share your youths' expression with the broader community?
6. Describe the adults you will provide to staff the cafes, including their relationship to your organization (paid/volunteer, number of years of service), and their roles and responsibilities. What is your minimum youth/adult ratio (10:1 is required at a minimum)? Briefly describe your screening and training policy for your staff and/or volunteers.
7. Describe your safety plan, including safety during transportation to and from the café. Sites are encouraged but not required to provide transportation to cafés.
 - How will you prevent an incident involving your youths' behavior that could jeopardize safety on-site? How will you address such an incident if it occurs?
 - How will you prevent an incident involving potential danger from the outside environment? How will you address such an incident if it occurs?
 - How will your youth be transported to and from the café?
 - What other concerns do you have regarding safety? Please be sure your safety plan addresses all the concerns.
8. Include a brief grant budget and narrative.

Funding Criteria for Teen Cafe Proposals:

- Teen café activities provide an engaging, age-appropriate, creative space for youth to develop positive relationships with each other and adults, to participate in dialogue around stopping youth violence, and/or to express themselves creatively.
 - Teen café site will be safe and well-staffed. Preference is given to sites in neighborhoods most effected by youth violence, as defined by recent Boston Police Department statistics on youth violent crime.
 - Teen café site provides a strong outreach plan and a strong partnership plan (if relevant).
 - Teen café site engages youth effectively in the planning and implementation of activities.
- The Tank will attempt to distribute grants evenly among age groups, weekend nights, and neighborhoods.

