



Boston Capacity Tank Partnership Grants Request for Proposals

Introduction: The purpose of this Request for Proposals is to announce funds available through the Black Ministerial Alliance's Boston Capacity Tank to the Boston community, to support youth employment and teen cafes for Mattapan youth. These funds are made available through the Department of Public Health and United Way of Massachusetts Bay. The Tank works with our Partners, United Way of Massachusetts Bay, Emmanuel Gospel Center, and Boston Ten Point 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 2009-2010 partnership grants is to promote safety and positive development for our youth and communities in Mattapan. Operating between Thursday, October 1, 2009 through June 4, 2010, these funds will support:

- **10-14 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. Youth are offered 28 weeks of employment with a maximum of 10 hours per week during the academic season and a maximum of 20 hours during school vacations.
- **3 Teen cafes in Mattapan,** operating one weekend night weekly for 28 weeks. Cafes will provide youth with 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:

Wed. Sep. 3 Application released by email and posted at www.bmaboston.org.
Mon. Sep. 14 Applications due to BMA by noon via email.

Fri. Sep.25	Final decision on funding
Mon. Oct.1	Café and job sites in operation
Oct. 1 to June 4	Grant period
Fri. Sep. 30	Orientation and training for all grantees
Fri. Dec. 4	First narrative and financial reports due
Feb. 5, 2010	2 nd narrative report and financial reports due
Apr. 5, 2010	3 rd narrative report and financial reports due
June 17, 2010	Final narrative report and financial report due

Use of Grant Funds:

- The youth jobs grants may be used to pay youth salaries at \$9.50/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 may cover the cost of the adult supervisor. **Partnerships grants will make available \$41,230.00 total**, to support up to 14 youth jobs to at least 4 job sites. **Maximum grant is \$10,307.50.**
- Teen café grants may be used to pay for teen leaders stipends, equipment, and other activities costs related to youth dialogue and self-expression. The **Partnership grant will make available \$23,770.00** total to support **3 teen cafes**. **Maximum grant is \$7,923.33.**

Application Checklist: A complete application includes the following:

- _____ Cover letter from Executive Director/Pastor plus email from youth peer leader 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)
- _____ Agency budget
- _____ Most recent audited financial statements (or Form 990 if budget less than \$500,000).

Application Submission Instructions:

You may submit your application by postal mail or hand delivery.

Email instructions: Please email one Word document to sjohnson@bmaboston.org by noon on Monday, September 14, 2009. This document should include your cover letter, cover page, 3-page narrative, job descriptions (for jobs applicant and teen cafes hiring café leaders), 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 September 14, 2009.

Postal mail or delivery instructions: One original and two (2) copies of the application are due to the BMA office by 12 noon on Monday, September 14, 2009 (receipt deadline):

Sharlene Popplewell-Johnson
 Community Partnerships Grants Manager
 Black Ministerial Alliance of Greater Boston
 7 Palmer Street, Suite 301
 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 Monday, Wednesday and Fridays.

Guidelines for Youth Jobs

Preferred youth: The Tank seeks to place in summer jobs a total of 10-14 youth ages 14 to 17 with a minor juvenile record, who therefore may have limited opportunities for employment. Approximately 5 sites are expected to receive grants to hire up to 3 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 3 youth to work a maximum of 10 hours per week during school hours and 20 hrs/week during school vacations for a total of 28 weeks.
- 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 \$9.50 hourly wage and must process their own payroll (or hire a payroll service), including required 10% withholding for FICA, taxes, and unemployment insurance..
- Sites will submit complete payroll records documenting all grant funds spent.

Supervision and Support for Youth:

- Sites will have previous experience employing teens.
- 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 on Wednesday, September 30, 2009..
- 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 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 3 sites in Mattapan, each of which will provide a weekly café for 28 weeks during the school year. Each grant will provide up to \$7,923.33 for café activities. 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, and 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 28 weeks. For purposes of this grant, only the following are considered weekend nights: Thursday, Friday, Saturday, or Sunday.
- 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 activity costs, for example, a DJ, art supplies, sound equipment rental or purchase, games, etc.
- 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 affected 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.

Boston Capacity Tank

Application for 2009-2010 Partnership Grants

*One original and (2) copies due to BMA office by noon Friday, September 4, 2009 by hand delivery or postal mail
OR email one document*

Section I: Overview

Application is for (check one): **Teen Cafés**

OR **Youth Jobs**

Teen café night (check one):

Thursday

Friday

Saturday

Sunday

youth planned to hire total: _____

youth planned to hire from court referral: _____

youth planned to hire from relational networks: _____

hours planned to work this summer per youth: _____

Teen café age range (check one):

11-13 years 14-17 years 18-20 years

Applicant is (check one): Faith-based Organization or Church OR Community-based Organization

Agency or Church Name: _____

Main Address: _____
Street City State Zip

Phone: _____ Fax: _____ Web Site: _____

Director of Faith-Based or Community Organization (Pastor, Minister, Rabbi, Imam, Executive Director, etc.):

_____ Email: _____ Phone: _____

Contact for this Proposal (Name & Title): _____

Contact Phone: _____ Contact Email: _____ # years with Organization: _____

Job or Café Location if different from main address: _____

What neighborhood does your project serve? _____

How long has agency/church provided services to youth? _____ Summary of Proposal (fewer than 4 lines):

Section II: Budget Summary and Requested Grant Amount

Total (Current) **Organization** Budget \$ _____

Total Grant Request \$ _____

Agency has (check all that apply):

501(c)3 status

Fiscal agent with 501(c)3 status

MA registration as non-profit corporation

Please check if agency received previous support from:

United Way's Faith and Action Initiative

Black Church Capacity Building Program

Boston Capacity Tank

BOSTON CAPACITY TANK
2009-2010 GRANT REQUIREMENTS FOR TEEN CAFES AND YOUTH
JOBS
EFFECTIVE JULY 1, 2009

Please use the checklist below to ensure that all documentation for funding is included in your application. Only Mattapan-based organizations in the 02126 area code may apply. Applications for funding must be sent to Sharlene Popplewell-Johnson, Community Partnerships Grants Manager by **12 noon on Friday, September 14, 2009** via postal mail with an original and two copies. Please note that agencies awarded funds through DPH and United Way will be expected incur expenses before reimbursement is granted. Agencies must show proof of expenses related to the specific project by submitting payment receipts, invoices, payroll registers, time sheets, contractual agreements etc. in order to be reimbursed by the BMA. Awarded agencies will be contacted via email and sent all relevant documentation to assist in the accountability of BCT funds.

For agencies applying for youth jobs:

Priority will be given to agencies that hire youth between the ages of 14-17 with minor court-records. Jobs must provide employment to youth through June 4, 2010 for at least 28 weeks beginning October 1, 2009. Youth must be paid a minimum of \$9.50/hr including fringe and work a maximum of 10 hours per week during the school year and a maximum of 20 hours/week during school vacation. **Please limit request for 3 youth jobs only.** Job sites may receive up to \$10,307.50 to support youth employment and supervisor costs. Each job site must be equipped to provide youth with proper supervision, training, connection to other youth programming and mentorship.

Less experienced jobs sites may receive a program assessment if appropriate; BCT staff may provide technical assistance for job sites in need of additional help in developing a strong youth employment/development program.

For agencies applying for teen cafes:

Sites must be able to provide a consistent location and time to host cafes during weekend days and times when most youth-serving agencies are closed. Priority will be given to agencies that stay open after 9 pm. Agencies must have a strong outreach plan to attract community youth not currently connected to the site and demonstrate a plan to keep young people engaged. Job descriptions must be provided for teen café youth leaders as well as a draft schedule of café days and times.

For All Applicants:

PLEASE NOTE THAT FUNDS MAY NOT BE USED TO PURCHASE FOOD OR BEVERAGES.

- BCT Application (Due Monday, September 14, 2009)
- Budget and Budget Narrative
- Youth employee job descriptions
- Supervisor job description
- Audited Financials or Form 990

In addition to the above, agencies requesting funding for Teen Cafes must provide the following:

- Teen Café Leader Job Description
- Calendar of Teen Café Days and Times