CHILDREN'S SERVICES COUNCIL
MARTIN COUNTY
"INVESTING IN OUR FUTURE"

# 2019-20 REQUEST FOR PROPOSAL
# Youth Development/Academic Support

**Quick Links**

Children's Services Council of Martin County

Whole Child Connection

Funded Programs

***Youth Development/Academic Support***

Join us for a presentation and discussion for the CSCMC 2019 Funding Opportunities to enhance Youth Development/Academic Support in Martin County

**2019-20**

**RFP**

**Question and Answer**

## 2019-2020 Request for Proposal

Each year on a rotating basis, CSCMC releases a funding priority area for open competition. For Fiscal Year 2019-20, the priority area is ***Youth Development/Academic Support***.

Organizations submitting proposals will be required to demonstrate how their proposed program's main focus and program impact are aligned with the Focus Areas listed below.

Funding for programs selected will begin July 1, 2019 through June 30, 2020. Program funding is on a monthly reimbursement basis. Before completing the Application for Funding, please review the *CSCMC Program and Funding Policies* and the *CSCMC Sample Contract and Budget* *located at www.cscmc.org*.

## Youth Development/Academic Support Focus Areas

**1. Out-of-School Time (OST) Programs** provide regularly scheduled, structured, and supervised activities where learning opportunities take place outside of the typical school day. These programs may occur before or after school, weekends, or during seasonal breaks.

Programs funded in this category must provide a comprehensive approach to youth development either through a defined program or through mentoring. The program services typically include academic tutoring, creative skills development, and physical fitness improvement. After school programs must comply with Florida Statutes regarding licensure requirements.

2. School-to-Work/Job Connection Programs **ensure that youth gain workforce experience and have a safe, productive way to spend their time. Job readiness training and subsidized wages are provided for youth who work at selected employers.**

Programs funded in this category must provide youth with instruction, mentoring, work preparedness, leadership, and

**Session**

**Thursday,**

**January 10, 2019**

**10:00 AM**

**Download our**

**2018**

**Annual Report**







employability skills.

## Question and Answer Sessions

*(All meetings will be held at Children's Services Council, 101 S.E. Central Parkway, Stuart, FL)*

All Organizations submitting an application for funding should plan to attend the Question and Answer Session.

**Thursday, January 10, 2019, 10:00 AM**

## Proposal Due Date

**Monday, February 11, 2019 at 3:00 PM**

**All Applications must be submitted online.**

## How to Apply

1. **Go to Children's Services Council of Martin County website at www.cscmc.org and complete the CSCMC Online Application for Funding and Budget Forms.**

2. **All Applications for Funding will be completed and submitted online.**

*CSCMC Applications for Funding must be approved by both the President/Chairperson of the Board and the Executive Director/Chief Executive Officer of the organization.*

## For More Information

**Go to www.cscmc.org or contact Laura Haase at lhaase@cscmc.org, or Jennifer Ahern at jahern@cscmc.org.**

# Example Funding Request

What is total funding amount requested from CSCMC? **$100,000**
Is this program currently funded by CSCMC? **No**
If this program is CURRENTLY funded by CSCMC, what is the amount? (if applicable): **NA**
What is the total Program Budget (CSCMC funds + other funds) for the proposed contract term? **$150,000**
If this program is currently funded by CSCMC, are there any significant changes being proposed to the program model, participants served, program locations, staffing, or curriculum? If so, please explain. (750 words) **NA**
If your agency is **NOT** currently funded by the Children's Services Council of Martin County, please provide an agency overview including history, years of operation, general service mission, primary services provided, and target population. (500 words)
Stuart After School Program (SASP) began in 1990 when a group of citizens realized the need for a quality after school program in Stuart. The mission of SASP is to provide high quality after school and out of school programs to children in the Stuart community. SASP has been in operation since May 1991. As a not-for-profit, SASP is governed by a Board of Directors. SASP currently employs 5 full-time staff and 10 part-time staff.
We have very little turnover in our full-time positions. SASP is providing services at two elementary schools in Stuart: Stuart Elementary School and Martin Elementary School. We receive a small fee for service ($20/per week per child). Through our scholarships fund, we are able to offer discounted fees based on household income and need.
SASP received accreditation from the National After School Program and is Gold Star Ranked in South Florida. SASP provides a safe and secure environment for the children participating in our program.
SASP believes that learning does not end when the school day ends. SASP provides: Homework Helper, Literacy and Math Skills, ZULA Science Discovery Program, Junior Achievement Enrichment, SPARK Recreational & Nutrition Programs, Cultural Arts & Special Events and Community Service Projects.
SASP explains the year they were established, their staff, locations, current programs and mission as well as their accreditations.
**Participants to be served:**
Primary Youth to be served with CSCMC funds: 400
Primary Adults to be served with CSCMC funds: 0
Group Youth to be served with CSCMC funds:
Group Adults to be served with CSCMC funds: 300
**Primary Goal**
The primary goal is to help children participating in SASP be more **successful students** in school by providing productive homework time. By offering a dedicated space for homework, a structured routine, assistance to help children with their needs, and communicating effectively with both the parents and the teachers, Homework Helper improves student performance and helps build healthy study habits.

Programs that currently use Homework Helper have seen a 50% improvement among 95% of participants in student performance. Homework Help also helps children to feel more confident in school. When children can complete their homework with confidence in their after school program and arrive home later in the evening, they have more time to spend with their families, eat dinner, go to bed earlier and get a healthy night's sleep.

The first sentence describes the goal of the program. The remainder of this application, including the program description, service components, and performance measurements, should explain how Homework Helper will attain the goal outlined in this entry.

**Program Description- concise-**

Homework is defined as any task assigned by a schoolteacher, intended to be carried out, during non-school hours. Assigned activities or tasks, helps students practice, reinforce, and apply newly acquired skills and knowledge. In an effort to help participants be more **successful students**, SASP would like to implement Homework Helper Program. The goal of Homework Helper is to help students become more successful in school. Homework Help is a **behavior-changing** program.

The students' IReady test scores, their reading level improvement, classroom participation and grades will measure success.

The Homework Helper Program has several elements:

*Homework Space*: Students participating in SASP range from K- 6 grades. Students will be divided among appropriate age groups in areas where students can work individually and in small groups. The environment will have comfortable seating, group seating for activities, computers with headphones for online classwork and resources such as dictionaries, books, paper, pencils and colors.

*Communication with Teaching Staff*: SASP currently has an agreement in place with the two elementary schools in Stuart that provide open communication between the teachers and the program staff at SASP. Teachers provide their weekly homework assignments and suggested enrichment activities. Parents sign a waiver allowing teachers to send SASP staff a progress report quarterly on each student participating in SASP.

*Qualified Program Staff for Tutoring and Small Group Instruction*: The SASP staff will consist of 1 full-time certified elementary teacher, and 2 part time certified elementary teachers to provide tutoring, small group instruction and oversight of the progress of our students.

*Progress and recognition*: SASP will meet with students and their parents quarterly to discuss the student's progress, achievements and areas of improvement. This helps engage the parents and family in the process. We will also host quarterly celebrations to recognize the hard work and achievements the students are making.

*Parent Engagement:* SASP will host 2 Parent Workshop Sessions, one at the beginning of the school year and one in the middle of the school year. All participants are required to have one parent or guardian to attend the

sessions. The sessions explain the program and offer helpful tips on how parents can support their children and staff to ensure success.

The concise program description explains how Homework Helper will help participants become more successful students. The description outlines the areas in which students will make gains, and how the program will be delivered.

**Research Based- replicated elsewhere?**

Homework Helper is a research-based program developed out of ABC Institute for Higher Learning. Homework Helper is being utilized in over 300 after school programs in Florida and over 1,000 programs in the United States. In 2016, Manatee County CSC implemented Homework Helper in all of their funded after school programs. Since that time, the enrollment in the after school programs has grown by 30%, grade level reading scores across the district have increased by 10% and over 80% of the participants Iready scores have increased by 25%.

The applicant answers all questions asked. SASP explains how this program is being used in a similar county, and provides the relevant data.

**Dosage**

Homework Helper will take place Monday – Thursday for 45 minutes after school. Times will be scheduled based on age groups. Grades 3-6 will participate in Homework Helper after they arrive and eat their snack. K- 2 will arrive, eat snack, then play outside for 30-45 minutes before attending Homework Helper.

Every child participating in Homework Helper will participate in a minimum of 2 small group activities weekly. When participating in small group activities, the participants will utilize the first 30 minutes to complete homework assignments then the last 15 minutes for a small group activity. Activities will be based on level and need.

Every participant will have a review of progress by the full time, certified teacher quarterly and also have a meeting with their parents to discuss that student's progress.

One-on-One Tutoring Sessions will be scheduled by the staff if and when a challenge has been identified or if the teacher requests extra time be given to a certain subject or task. We estimate that 50% (200) of our participants will require one-one-one tutoring sessions.

The applicant lists the dosage, in days/hours. SASP also outlines a brief schedule to draw a picture of what the after school time will entail. They also note that every participant will take part in 2 group activities weekly. This description tells the reviewer everything they need to know about the time spent in the program and the different components being offered.

**Target Population**

SASP currently provides after school services for approximately **400** elementary school students attending Martin and Stuart Elementary Schools. Both schools are considered Title 1 schools, which means that over 50% of their students qualify for free or reduced lunch.

Both schools are located in the City of Stuart near low-income neighborhoods. Over 75% of the children attending SASP are on a reduced

fee schedule or a scholarship.
SASP will hold 2 parent workshops to explain the Homework Helper program and offer parents suggestions on how to support their children, and staff through the process. Parents are required to attend both sessions. The sessions will be offered on 3 different days to accommodate their busy schedules.
All students attending Stuart and Martin Elementary Schools are eligible to attend SASP. When children are enrolled, a staff member meets with the parents to explain the program and has the parent sign an agreement to attend the required meetings. The parent also signs an agreement provided by the school allowing the teachers and school staff to communicate with the SASP staff and provide the students data, test scores, grades and progress. This allows our staff to fully support the teachers in their efforts and ensure the Homework Helper is an extension of the learning already taking place in the classroom.
Although we encourage parents to enroll their children at the beginning of the school year, students may enroll at any time.
Funding from CSCMC will allow for SASP to provide Homework Helper to all participants in both locations.
The numbers listed in this entry should match the numbers listed in the Program Participants Section. This entry describes the target population, their location, socioeconomic
status and lists the numbers served and how. SASP also describes the intake, screening and enrollment process.

**Staff Recruitment:**

SASP works with Florida College to recruit qualified and trained staff. Because SASP offers competitive wages/benefits, paid time off and 401k, there is very little turnover. Our program managers are fully credentialed in After School Program Management from Florida College. We have 1 full-time certified teacher to plan, assess and train the program staff. In addition, SASP also employs 2 part-time certified teachers to provide tutoring and small group instruction.
SASP abides by the Florida After School Network Guidelines and is fully licensed by the Department of Children and Families. Our staff to participant ratio is 1:10.
Florida College offers several professional workshops throughout the year. All program staff attends a minimum of 2 professional development workshops a year. We also provide an in house 8-hour workshop for Summer Slide Prevention at the end of April, before the summer session begins.
The applicant briefly but concisely describes how staff is recruited, how they are retained, and mentions that SASP has very little staff turnover. They also include qualifications and professional development.

**Program Service Component:**

**Program Service Component Name:**

Homework Helper – Homework Time

**Number of Participants to be Served:**

400

**Description of Service Component:**

Homework Helper Homework Time will take place daily for 45 minutes. Participants will be divided in groups (as described in the program description) and have a dedicated space to complete their homework. The space will include all the tools and essentials that participants may need for their assigned tasks and activities. SASP staff will communicate directly with the teachers in the elementary schools to ensure activities and homework tasks are an extension of the learning-taking place in the classroom.

**Program Service Component Name:**

Small Group Instruction

**Number of Participants to be Served:**

400

**Description of Service Component:**

Small group instruction will be lead by a certified teacher on staff. The instructor will work in groups of 2-4 students at a time for 15 minutes 2 times per week. Tasks and activities will be based on participants level, content and need. One example of a small group activity is a Literature Circle: a group of students will read a literature selection together and discuss their favorite part. Once they are comfortable with this process, they can map the story on large chart paper or put on a play for the class, etc. This allows children to "own" literature.

**Program Service Component Name:**

One-on-One Tutoring

**Number of Participants to be Served:**

200

**Description of Service Component:**

One-on-One Tutoring will be facilitated by a certified teacher on staff to participants based on need. A student can be referred for tutoring by their teacher or one of the SASP program staff. Because the participants' progress is heavily monitored, staff can easily identify when a student is struggling and requires extra attention. The tutoring will take place during homework time and the tutor will work directly with the student on their assigned homework tasks.

**Program Service Component Name:**

Progress and Recognition

**Number of Participants to be Served:**

400

**Description of Service Component:**

SASP staff will receive a progress report from the participants' teacher that will include test scores, IReady scores, any relevant data that will explain if the student is improving, and what challenges (if any) they are facing.
Staff will meet individually with each student and their parents to go over the progress. Staff will identify two positive elements for each participant to encourage their continued participation and success. SASP will hold a quarterly celebration for the participants. The celebrations can be field trips,

parties, or a civic group activity.

**Program Service Component Name:**

Parent Engagement

**Number of Participants to be Served:**

400

**Description of Service Component:**

All program participants are required to have a parent or guardian attend the Parent Workshop Sessions that take place two times a year. The sessions are offered on three different days to accommodate parent's schedules.

The sessions describe the program and give parents a snapshot into their child's after school time. SASP outlines the program expectations, rules and explains the communication process. We also give parents tips on how to help support their child and staff at SASP.

For this section, go back to your program description and make sure you include every service component that was outlined in the description.

Collaboration:

In this section SASP would provide their Collaboration Agreement with the Elementary Schools that describes the expectations of both parties.

If any of the services provided by SASP will be contracted out, then details will be listed as well. For example: SASP will subcontract tutoring services with ABC Tutoring Services.

The description would include the subcontractor's rate, the scope of services, qualifications and time spent in the program.

For Example: ABC Tutoring Services only hires certified teachers with expertise in literacy and elementary education. ABC Tutoring will provide 2 tutors 4 days a week. The tutors will work for 2 hours a day at $20/hour.

**Performance Measurements:**

1. Performance Measurement: Reading Proficiency
Instrument: IReady reading scores
2. Performance Measurement: Reading Level Increase
Instrument: Fountis & Pinnell
3. Performance Measurement: Attendance
Instrument: attendance tracking sheets provided by SASP
4. Performance Measurement: Classroom Participation
Instrument: evaluation by classroom teachers

**Funding:**

Describe the organization's plan to diversify this program's funding base.

The total cost of the Homework Helper Program is $150,000. SASP has received a grant for $50,000 from the Community Foundation. If SASP expands our services to other elementary schools, we will do so with funding from 21st Century Foundation and other community grants and resources.

46 words used in this entry. If CSCMC is not funding the total amount of the program, explain where other resources are coming from. Also include information on how you will serve more participants if the program expands