



Request for Proposals - After-School Enrichment Programs

Overview

The YMCA 21st Century Community Learning Center at JF Deering Middle School in West Warwick is a program of the YMCA of Greater Providence – Kent County branch. The YMCA has collaborated with the West Warwick School district since 2002 to provide quality after-school programs for middle school students.

The program's ultimate goal is to increase the success of middle school youth, academically, socially and emotionally through the development of successful partnerships between schools, families, and communities. The Community Learning Center looks to create high-quality, enriching, comprehensive, and integrated programs for middle school youth within and beyond the traditional school day and school year.

The key components of the Community Learning Center are as follow:

- Collaboration between the school and community-based organizations to provide high quality out-of-school time programs (after school, before school, summer, vacation(s), and weekends) that serves large numbers of students.
- Expand opportunities for parent/family involvement in their child's education, in activities at the school and in governance.

The YMCA of Greater Providence

Mission Statement

"The Mission of the YMCA of Greater Providence is to build healthy spirit, mind and body for all, through programs, services and relationships that are based upon our core values of caring, honesty, respect and responsibility."

Vision

"To become the most valued resource for families and individuals seeking healthy lifestyles and wellness."

Values

Caring - We nurture and guard the well-being of youth and adults; and we promote healthy lifestyles, self-esteem, self-reliance, optimism, and fun.

Honesty - We trust and earn the trust of others through integrity, honesty, collaboration, tolerance, and consistent self-appraisal.

Respect - We believe all people have worth; we embrace diversity; and we always treat people with respect.

Responsibility - We use our resources responsibly and act in the interest of the entire community.

Program Overview

- **Session Dates (See attached calendar for details):**
 - 1: September 15 – October 31 (7 weeks)
 - 2: November 10 – January 23 (8 weeks)
 - 3: February 2 - April 3 (8 weeks)
 - 4: April 20 – June 12 (8 weeks)
- **Daily Schedule (Monday-Thursday)**

Dismissal – 2:05 pm	Healthy snack provided
2:05-3:00 pm	Academic Learning Groups
3:00-4:15 pm	Enrichment Activities
4:15 pm	Late Bus

A program of the YMCA of Greater Providence – Kent County Branch

900 Centerville Road · Warwick, RI 02886 · (401) 828-0130

Contact Information: Aimee Falso, Program Director · 401-265-3411 · afalso@pymca.org

Program Address: John F. Deering Middle School · 2 Webster Knight Drive · West Warwick, RI 02893 · (401) 822-8445

YMCA 21st Century Community Learning Center
at John F. Deering Middle School



2008-2009 School Year

PROVIDER INFORMATION

Agency/Organization Name: _____

Primary Contact Person: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____ **Website:** _____

PROGRAM SNAPSHOT

Session Number(s): _____

Title of proposed program: _____

Total amount requested: _____

Number of students served per session: _____

Preferred Day(s) of Week: _____

Number of day(s) per week offered: _____

This program fits into which core asset area: (check all that apply):

Arts & Humanities Character Development Health & Wellness

Academic Support Literacy Science & Technology

Service Learning Social Competency

Brief program description to be included in student flyer (1-2 sentences):

Have you provided an after-school program at JF Deering Middle School in the past?

Yes No If yes, what program and when did you offer it? _____

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PROGRAM INFORMATION & STAFFING

1. Room/space request:

Please indicate what type of room you need to run your program. Please check all that are suitable.

Gymnasium Art Room Classroom Library/computer lab Kitchen
Other: _____

2. Days of the week:

One-day programs (check all possible days): Mon Tu e Wed Thu

Two-day programs (check one): Mon/Wed Tue/Thu Either

3. Student Enrollment:

Total number who can be enrolled: _____

Grades to be served: 6th 7th 8th

4. Staffing information and requirements*

- a. Please list the names and titles of all program instructors.
- b. It is the program provider's responsibility to provide appropriate substitute(s) if the primary instructor(s) must be absent from an after-school program. Briefly describe your plan to provide a substitute if a primary instructor is absent.
- c. Attach a resume for each instructor and/or briefly describe specific youth development skills and experience instructors have working with middle school youth.

Primary instructor(s):

- 1.
- 2.
- 3.

Substitute instructor(s):

- 1.
- 2.

***Please note that all instructors (primary and substitute) must have a current BCI and CANTS check on-file before working with students.**



PROGRAM DESCRIPTION

1. Mission and vision statement

1. Describe your organization's or project's mission.
2. Why would your program be a uniquely valuable part the YMCA Community Learning Center?

2. Program description and curriculum

Describe your program structure and curriculums, addressing the following key points in your answer

(Mandatory: attach at least one written curriculum or lesson plan):

- a. Specific skills youth will learn
- b. Sample activities
- c. Final projects/outcomes/performances, etc.
- d. Any plans for field trips or other travel during the program

EXPECTATION OF PROGRAM PROVIDERS

- a. Programming, activities and staff support and model the YMCA mission, vision and values. Providers will be given an overview of these at the provider meeting in September.
- b. Participate in recruitment fair held at John F. Deering Middle School. If enrollment numbers are low, providers will be asked to volunteer to participate in other in-school recruitment activities. See attached calendar for dates.
- c. Attend a provider meeting in September and January. See attached calendar for dates.
- d. Prepare youth to participate in and attend special end-of-session Celebration events. See attached calendar for dates.
- e. Find and prepare substitute instructor(s), if needed. These changes need to be communicated to the program director as far in advance as possible.
- f. Arrive at the school at least 15 minutes prior to activity beginning to allow for communication with program staff and proper set-up time.
- g. Contact student's families twice during each session to up-date on progress, encourage participation, and invite to end of session Celebration.
- h. Immediately communicate with program staff regarding any student issues or concerns that arise during class.
- i. Complete and submit required documentation including attendance, discipline, and incident/accident forms.

Also, please note that recruitment and retention are crucial measures for all programs. YMCA 21st CCLC staff will certainly work with providers to develop strategies to successfully enroll and retain youth in programs. However, for those programs who enroll fewer than 6 youth to attend sessions and who have an average daily attendance rate persistently below half of the number of enrolled youth by the third or fourth week of the program, the YMCA 21st CCLC reserves the right to cancel the program. This would be done only as a last resort. Please know that well before such a drastic step, especially with providers who are making a good faith effort to recruit and retain youth, staff will contact providers to work together to improve and maintain high youth attendance.



BUDGET FORM

1. Budget Details

As you prepare the attached budget form for your program, please consider the items listed below. Reviewers will consider the quality of the experience for youth at the same time they are looking at the cost per youth for the proposed programs.

- a. Any administrative costs included in the budget request should be minimal and must be directly related to the implementation of the program. If these funds are requested, detail the reason in your budget narrative.
- b. Daily snacks are provided for all youth participants, so providers do not need to include requests for these items as part of their budget request.
- c. Any equipment that applicants are asking to be funded should be identified as reusable or not. If materials are reusable, these items will be the property of the YMCA Community Learning Center.
- d. For those requesting funding for field trips or other off-site events related to your program, please detail these costs in the "Other Costs" section of the budget form and give a detailed description in the budget narrative.
- e. Use the following information for determining the number of total hours per session for staff.
 - Class Time: 1 hour 15 minutes per day
 - Prep Time: 30 minutes maximum allowed per class
 - Follow-up Time: 15 minutes maximum allowed per class

* Prep Time and Follow-Up time will be approved on an as-needed basis and further explanation may be requested.

2. Budget narrative

Applicants are required to include a budget narrative describing key items from the completed budget form by answering the following questions. If a particular question does not pertain to your program, please respond "not applicable" for that question.

- a. What is the hourly rate that you are requesting for each instructor implementing the program? How did you determine this hourly rate?
Hourly rates should be commensurate with each staff persons' level of experience (beginner, intermediate, advanced, expert), not only in programmatic knowledge and level of education, but also in proven track record working with youth (especially middle school youth).
- b. If requesting additional preparation time for staff (beyond .5 hours per program day), please describe in detail why the additional time is needed.
- c. If you are requesting funding for materials, please describe how these will be used and, if reusable, how they will be stored, reused, etc.
- d. If you are requesting funding for "other" items, please detail how these expenses are related directly to the implementation of the program.
- e. Are you providing the program with an in-kind contribution of materials, equipment, space, etc.?
- f. List and describe any **matching funds or funds from other sources** that you will use to support this program.
- g. List any other details that you feel will be helpful for reviewers.



Budget Form

Provider Name: _____

Title of proposed program: _____

Staff	Payment	Sub-Total
List each staff by role	Rate x hours	List total payment for each staff
	TOTAL STAFF COSTS:	

Supplies	Quantity & Cost	Sub-Total
Describe type of supplies	List the quantity and cost for each item	List total cost for each supply line
	TOTAL SUPPLIES COSTS:	

Other Costs	Description	Sub-Total
Describe item(s)	Describe and list specific quantities.	List cost per item and total below
	TOTAL OTHER COSTS:	

TOTAL PROGRAM BUDGET REQUEST: _____

YMCA 21st Century Community Learning Center
at John F. Deering Middle School



Proposal Packet Checklist

- Cover page
- Program Information & Staffing
- Program Description
- Budget Form
- Budget Narrative

To be filed after funding is awarded:

- Independent Contractor form
- W-9
- DWC-11
- CANTS and BCI for all staff
- Organizational 501©3 tax exempt # (or EIN #)

If you have questions about this proposal, please contact:

Aimee Falso

YMCA 21st Century Community Learning Center at JF Deering Middle School

E-mail: afalso@gpymca.org

Phone: (401) 265-3411

Submit ALL application materials to:

Aimee Falso

Program Director

YMCA 21st Century Community Learning Center at JF Deering Middle School

c/o Kent County YMCA

900 Centerville Road

Warwick, RI 02886

Fax: (401) 828-4690

E-mail: afalso@gpymca.org

Proposals can also be dropped off at the YMCA mailbox in the JF Deering Middle School main office

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