



## Youth Violence Prevention 2023 APPLICATION FORM

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

Deadline: 4:30 pm CST on **April 3<sup>rd</sup> 2023**

*Official submission date and time will be based on the time stamp from the CDD Applications Inbox. Late applications will not be accepted*

Please limit your proposal and responses to spaces provided in this form. Responses to this funding opportunity should be complete and comprehensive but succinct. Materials submitted in addition to this application form (unless otherwise asked for) will not be considered in the evaluation of the proposal. **Do not attempt to unlock or alter this form.** Font should be no less than 11 pt.

Complete and submit the application and other required documentation **BEFORE** the deadline. **No late applications will be accepted.**

If you have any questions **related to the content of the application**, please contact: Dominic Davis – [ddavis2@cityofmadison.com](mailto:ddavis2@cityofmadison.com) or Yolanda Shelton-Morris – [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com)

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Jen Stoiber – [jstoiber@cityofmadison.com](mailto:jstoiber@cityofmadison.com)

Legal Name of Organization:	Boys & Girls Club of Dane County	Total Amount Requested:	\$ 30,000
Program Name:	TOPS Summer Internship Expansion		
Brief Program Description:	The goal of BG CDC's Career & Leadership Development programming is to engage our youth in employment-related training and internships that set them up for success in careers that lead them to focused higher education, accessible technical training, or straight into the workforce where they will be better prepared for income-generating opportunities. The opportunities provide the youth with real-life experiences and help youth learn how to better navigate potential conflict situations as part of the program. There is also evidence that supported summer jobs programs like those offered by BG CDC reduce violence among disadvantaged youth. In the United States, youth growing up in low-income neighborhoods with a higher rate of violence are disproportionately likely to be both victims and perpetrators of violent crime. Summer job programs hold promise as a shorter-term, lower-cost way to develop youths' skills and help them learn how to navigate a work environment, giving them more options for the future. Programs that target youth while they are still in school may be more effective than remedial interventions after they are already out of school and struggling in the labor market. Summer job programs hold promise as a shorter-term, lower-cost way to develop youths' skills and help them learn how to navigate a work environment, giving them more options for the future.		
Type of Program	<input type="checkbox"/> New Program <input checked="" type="checkbox"/> Program Expansion		
Contact Person:	Taylor Jackson	Email:	tjackson@bgcdc.org
EIN and DUNS #	EIN: 39-1925617 DUNS: 013150342		
Full Address:	1818 W. Beltline Hwy, Madison, WI 53713	Telephone:	608-257-2606

501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if applicable)	n/a
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**Target Population:** The target population for this funding opportunity is youth and young adults ages 14-26 who previously have been, currently are, or at-risk of being involved with the juvenile justice system. Responses provided below should elaborate on the organization's experience working with this target population.

**Organizational Qualifications:**

1. Briefly describe your organization's experience implementing services relevant to youth at risk of engaging in violence and/or youth violence prevention programming.

Organization wide, BG CDC has engaged at-risk youth and their families through club-based and school-based programming in the County of Dane, and in Walworth County since 2018 when Boys & Girls Club of Dane County and Walworth County Boards of Directors unanimously voted to become one non-profit organization. For the past three years, we have been consistent recipients of the OJJDP grant award for mentoring at-risk youth at each of our three satellite clubs located respectively in the Allied Dunn's Marsh neighborhood in Fitchburg, Taft Street in the heart of Madison, and Sun Prairie. The Sun Prairie Club provides over 20,000 square feet of programmatic space including multi-use classrooms, an arts/crafts room, full service kitchen and cafeteria, tech room and a gym/community "Wellness" space. Our fully-licensed after-school program can serve up to 190 youth daily and features a school-aged curricular framework, character and leadership development, education and career development, and sports, health and recreational opportunities. We have garnered years of experience managing federal grant funds specifically for programs centered around violence prevention efforts, and mentoring for at-risk youth. BG CDC also conducts our mentoring program at Verona Area High School (VAHS) through OJJDP funding, and through recent expansions with our AVID/TOPS academic success program.

In addition to our summer internship program which keeps youth employed and busy with our paid Career Development initiative, BG CDC has identified several areas in which mentors can continue to support our services at club locations, and at our partner high schools:

1. Minority male role models can speak to their experiences and resiliency
2. Minority males can detail their professional and educational experiences and success
3. Mentors who can move between black and Latino cultures in order to motivate and inspire members' confidence, resiliency, social-emotional and interpersonal skills
4. Mentors that pursued non-traditional avenues to successful careers/college
5. Mentors from a wide variety of professional experiences (business, health-care, public service, etc.)
6. Mentors that are representative of our membership Data and identified needs demonstrate the utility of effective interventions.

Mentoring is a key component, providing positive, proven effects on academic success and social and emotional learning improvements. Mentoring is extremely beneficial to improving the lives and educational opportunities for low income youth of color.

2. Describe how your agency will build relationships and authentically engage with individuals and households served. Specifically include information on previous strategies used to authentically

engage with youth who are previously, currently, or at-risk of juvenile justice involvement, BIPOC, and/or low-income households and individuals.

All of the youth served with BG CDC internships are directly involved with our programs either through AVID/TOPS or our TOPS College Success program. As such, we have already established an existing relationship with each prospective intern through our school-based programming, which including outreach to parents and guardians via our family engagement efforts. At BG CDC we strive to provide wrap around programming for our youth by staying connected through our food security efforts and our community resource programs for families who need assistance in other avenues. In the 2018 Annual Report of the Dane County Juvenile Court Program, referrals were made up of 62% black males/63% black females compared to 25%/30% for white youth. Several solutions to these alarming issues have been outlined in the Race for Results: Building a Path to Opportunity for all Children. This index, based on 12 indicators such as high school graduation, low poverty areas and math and reading proficiencies) also illustrates the clear racial disparities of the area: Wisconsin ranked as the 10th best state for white children but the last (46/36) for black children. White students are 6 times more likely to be "proficient" in math than their black peers. A need to authentically engage families and communities most affected by these factors should center around inclusive conversations, policies and solutions. Financial investments and those of time should be targeted to areas with the greatest need which are currently low-income families of color experiencing marginalization due to systemic barriers.

Over 80% of the population we serve are People of Color. Close to 90% of members are from low income households, 74% living at or below the federal poverty level. More than 80% of BG CDC youth qualify for free or reduced-price school meals, and over 50% come from single-parent households. We recognize that many of the barriers faced by our youth may stem from unfulfilled needs at home, which is why our approach is unique in that students participating in any one of our programs can benefit from all other services we provide, including food security, community resource distribution for COVID-19 related needs, mentoring and academic success programming, and our Career Development program through which we offer aid internships goes an extra mile to keep youth engaged and employed in the summer to help them make connections, and establish a sustainable future for themselves and their families.

#### **Program Design and Strategies:**

1. Describe your organization's program and proposed service delivery plan including recruitment and selection of participants, individual assessment process, anticipated number to be served, who will be served, duration, location, and goals.

The BG CDC Career & Leadership Development programs connect high school and college members of BG CDC to meaningful employment, while providing employers with diverse local talent. Our pre-internship and paid summer internship program allow students to learn and practice active and productive inquiry in the workplace as well as explore new career options that may otherwise not have been on their radar. BG CDC is resolved in our goal to provide equitable access to appropriate resources for underrepresented youth, and at-risk youth who participate in BG CDC programs. Our communities thrive and grow safer when all youth—especially those underserved and underrepresented—are productively engaged in the present, and prepared with a plan for the future. With this funding, we could support in total approximately 85 youth across our pre-internship programming, increasing the number of youth who have access to these opportunities through our CE I & II in-house career exploration and development programs; SMA, a version of CE geared towards developing our youth as leaders in advocacy and using their voices to highlight the issues they care about in their community; BOSS, and our partnership with UW Health, both of which are externally hosted partnerships based on

our CE models to provide students an opportunity to explore within a specific career field. With BOSS, this is architecturally focused, and with UW Health, this is focused on health sciences and how public health impacts our community.

Recruitment is via our AVID/TOPS & AVID/College Club classrooms. All interested youth must submit resumes and coverletters to be considered for internship positions. We also do this to help students get acquainted with every aspect of job seeking, and provide assistance for students who may need additional help with the process. We assess youth with a pre- & post-program survey, as well as weekly check-ins and feedback to gauge progress. We also integrate the MMSD employability skills model to allow youth to earn credit and assess growth. The program will serve primarily youth of color, who are first in their family to attend college & from low-income backgrounds. Historically, 80-90% of our summer program participants are youth of color.

The duration of the program spans from late April, when students are matched to internship positions, to late July or early August, which marks program completion, celebration of interns completing work with employers, and post program surveys. Interns are located at various locations, and work primarily at their employer's established location, however, BG CDC staff meet with all interns at BG CDC for mid-internship check-ins, and bi-weekly Career Development seminars to help build their professional profiles, and introduce youth to concepts like how to manage their finances, build active LinkedIn profiles, and how to sustain meaningful relationships in the workplace. Some interns will choose to continue at the workplaces they are matched with if they prove to be a great match with a particular employer. Depending on how their internship goes, some employers have retained our interns as official employees after successful completion of their internship. Our primary goal is to continue expanding job readiness curriculums to all high school juniors to serve students annually in cover letter writing, resume building, navigating new workplace environments, and providing alternative options for at-risk youth in order to combat juvenile delinquency rates in the Dane County communities we serve.

2. Describe the outreach/marketing and/or referral methods your organization intends to employ to generate participation in the program to reach the target population.

Primarily, interns and prospective interns are recruited through our AVID/TOPS academic success program at the high schools, and our College Success Program for post-secondary BG CDC affiliated students. Both programs serve predominantly students of color, underrepresented students, and first generation college students. We also extend our outreach through our club communities, at MMSD and VAHS career fairs. We utilize social media, and through networks of peers to extend our reach as far and wide as possible.

3. Describe how the program will facilitate the engagement of participants' families in the program. How will the program work with families to improve outcomes for the youth?

Unpaid internships have long been known for favoring privileged students while others are expected to work for free, essentially setting up income inequality before their careers even begin. BG CDC recognizes that compensating our youth for the work they engage in as interns increases their value assessment of time spent and rewards gained in our program, which leads to more successful outcomes for youth. We invite families to join at our program celebration to hear our participants present on their learnings & success. We can also involve weekly family communication/updates on the program & how to support youth members. If interested, family members could serve as guest speakers as well.

- Describe activities that will be provided to help build youth skill development and community connectedness for youth and their families.

Skills & community engagement: We provide opportunities to develop both soft skills & hard skills for participating youth beyond their internship work. BG CDC Career Development staff bring in professionals to engage interns in workshops covering different topics once a week. These include Job Search Strategies, Microaggressions in the Workplace, and how to navigate financial institutions to make future plans. Our pre-internship activities also include visits to see and hear from employers in the community and the careers they offer. Our youth can learn about the pathways available to them, and build their networks while making decisions about which internships they may want to apply for, and which employers and careers may be the best fit for their academic path, or future goals. Our employment-forward programming helps youth develop skills essential for workforce success including career exploration, job search skills, and reinforcing the skills and personal attributes necessary to sustain internships and long-term employment designed to set the participants up for success. Our youth prepare for income-generating opportunities through experiences that lead them to focused higher education, and accessible technical training.

- Proposed Timeline for Implementation (please use an additional sheet if you need more room)

Activity	Estimated Start and Completion Dates
Students matched to internship positions	April 15 <sup>th</sup> - April 30 <sup>th</sup>
Students complete bios, accept program participation & enroll in summer credit option, receive bus pass	May 15 <sup>th</sup> - May 26 <sup>th</sup>
Program Orientation & Start Date, Pre-survey & SMART goals	May 29 <sup>th</sup> - June 2 <sup>nd</sup>
Weekly Professional Development meetings	June 12 <sup>th</sup> - July 21 <sup>st</sup>
Program completion & internship celebration, post-surveys	July 24 <sup>th</sup> - July 28 <sup>th</sup>

**Staffing and Scale:**

- Proposed service numbers: Please complete the table below. Include number of unduplicated participants to be served, adult to youth/young adult ratios, number of service hours to be provided and frequency of activities or meetings. If you are proposing to provide a summer program at more than one location and the program structure is the same for all locations, please list all of the locations in the "Location(s)" cell in the table below. If the program structure varies amongst locations, please complete the rows for "Location #2" and the question following the table for any additional program locations.

Youth & Young Adult Violence Prevention Programming	Frequency* of Activities/Meetings	# of Service Hours Per Program Day	Annual Duration**	Adult to Youth/Young Adult Ratio	Unduplicated Participants
<b>Location(s):</b> BGCDC Intern Locations					
Summer	Interns work 5 days per week; Interns meet with BGCDC Career Development Staff once a week for Professional Development	6-8 hours	6-8 weeks	1:10	85
<b>Location #2:</b>					
Summer					

\*Frequency=number of times per week, month, year (i.e. 5 days per week, 2x per month, 4x per year)

\*\*Annual Duration=number of weeks or months annually (i.e. 10 weeks, 6 months)

If applicable, please list any other locations with differences in the program structure as compared to the summer programs included in the table above.

N/A

2. Personnel: List all staff that will be working on the proposed program/project, including volunteers. (please use an additional sheet if you need more room)

Staff Title	FTE	Duties
Director of Career & Leadership Development	40	Oversee development and planning of all summer career programming to ensure alignment across opportunities and meaningful engagement options for all youth. Manage partnerships for engagement with summer career development programming and support staff in the mentorship and facilitation of meaningful career activities.
Career Development Coordinator	40	Coordinate the student-facing elements of summer career programming to ensure activities align with employability skills growth and development and support student opportunity to earn school credit through these options. Coordinate flow of summer activities to cover a range of careers, employers, and partners to engage with youth.
Career Development Specialists (x2)	50 per staff member	Support with the logistics of summer programming including booking guest speakers, arranging bus transportation for field trips, lunch and snacks, etc. Support ensuring youth timecards are completed and youth are paid in a timely manner.

Staff Title	FTE	Duties
Director of Career & Leadership Development	40	Oversee development and planning of all summer career programming to ensure alignment across opportunities and meaningful engagement options for all youth. Manage partnerships for engagement with summer career development programming and support staff in the mentorship and facilitation of meaningful career activities.
Program Coordinators (x9)	40 per staff member	Facilitate meaningful career development activities, serve as a mentor to youth participants to ensure an engaging and meaningful experience, build strong relationships with youth to encourage their success in career programming and support in goal achievement.

3. Outcomes: Funded programs will be required to collect data and report on three outcome measures. Programs are encouraged to identify an additional outcome measure of interest. In the box below, describe the outcome measure and measurement tools and data collection process you might use to document and report the impact of your program.

<b>Outcome Objective #1</b>	Youth will complete the summer internship program.			
<b>Performance Standard</b>	<b>Targeted Percent</b>	85%	<b>Targeted Number</b>	85
	<b>Actual Percent of Actual Total Enrollees</b>		<b>Actual Number</b>	
<b>Measurement Tool(s) and Comments:</b> Attendance/payroll timesheets				

<b>Outcome Objective #2</b>	Youth will complete 20 hrs of pre-employment/internship training			
<b>Performance Standard</b>	<b>Targeted Percent</b>	85%	<b>Targeted Number</b>	85
	<b>Actual Percent of Actual Total Enrollees</b>		<b>Actual Number</b>	
<b>Measurement Tool(s) and Comments:</b> Attendance records				

<b>Outcome Objective #3</b>	Youth will complete financial literacy and/or college financial aid training			
<b>Performance Standard</b>	<b>Targeted Percent</b>	85%	<b>Targeted Number</b>	85

	<b>Actual Percent of Actual Total Enrollees</b>		<b>Actual Number</b>	
<b>Measurement Tool(s) and Comments:</b> Participation in "Benefits of Banking" program - Accounts opened - Attendance in financial empowerment sessions				

### **Cultural Relevance and Language Access**

1. **Capacity and Strategies:** Describe your organization's capacity and strategies to ensure language access and cultural relevance for your target population.

We provide program application materials and family communication in Spanish as well as English. For cultural relevancy there are a number of practices we use. We work to provide voice & choice in the options available, we work to ensure the folks connecting with our students represent the backgrounds of our members, and we collect member feedback regularly for input on programming.

2. **Staff Demographics:** Does the staffing of the program reflect the racial and cultural diversity of program participants? If not, what plans do you have to address this?

Organization wide, 26% of BG CDC employees are African American, 11% Asian/Pacific Islander, 37% White, and 26% Hispanic/Latino. Our organizational structure and staff demographics mirror and represent the people we serve as best as possible in order to fulfill our mission to inspire and empower all young people, to reach their full potential as productive, responsible, and caring adults. We have a standing affirmative action plan for each fiscal year, reflecting the demographic rendering of our staff, organizational leadership, and our board of directors. 63% of our staff are people of color, 49% of our senior leadership is made up of people of color, and 75% of leadership staff are women. We regularly conduct an internal analysis to make sure that we hire and retain staff equitably across the board, and to ensure that we are living up to the standards set by state requirements for organizations providing affirmative action programs in the name of equity, inclusion, and access to the people who need us the most.

### **Budget and Funding:**

*You may be asked to submit additional information on agency finances and/or your most recent audit statement.*

1. **Project Budget:**

BUDGET EXPENDITURES		TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED
<b>A. Personnel Costs (Complete Personnel chart below)</b>			
1.	Salaries/Wages (show detail above)	\$30,588	\$0
2.	Fringe Benefits and Payroll Taxes	\$5,900	\$0
<b>B. Program/Project Costs</b>			

BUDGET EXPENDITURES		TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED
1.	Program/Project supplies and equipment	\$7,069	\$3,000
2.	Office Supplies	\$300	\$0
3.	Transportation		
4.	Food	\$700	
5.	Other (explain)	\$0	\$0
<b>C. Space Costs</b>			
1.	Rent/Utilities/Telephone	\$0	\$0
2.	Other (explain)		
<b>D. Special Costs</b>			
1.	Other (explain): Youth Wages	\$51,000	\$27,000
2.	Other (explain):		
<b>D. TOTAL (A + B + C +D)</b>		\$95,557	\$30,000

2. Additional Information on Budget (if needed):

n/a

3. What percentage of total Agency Budget is this project?

1.14%

4. Other Funding: What other funding do you anticipate pursuing if the project is expected to continue?

Currently we have plans to apply for more funding through the Truist Foundation for the TOPS Internship Program for \$80,000.

We have dedicated staff in charge of grants prospecting for program sustainability, reporting, and keeping up with compliance measures. Our grants team continue to work on prospecting for more funding opportunities to continue our internship program each year, and we have relied on recurrent funders and the generosity of our partners whose continued support allow us to continue supporting BG CDC youth.