



Youth Violence Prevention 2023

APPLICATION FORM

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30 pm CST on **April 3rd 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 or Yolanda Shelton-Morris – 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

Legal Name of Organization:	Good Shepherd Lutheran Church	Total Amount Requested:	\$ 2500.00
Program Name:	Holy COW Food Cart Intern		
Brief Program Description:	We are looking to start a pilot program by hiring a summer intern from the target population to train the person on what it takes to run their own food cart. We would help the intern get their Food Manager's safety certificate, train them on proper food handling techniques, and also work with them on creating a business plan so they may one day start their own business. As an added benefit, the Holy COW's mission is to feed the hungry in our community using a pay-what-you-can model and we are planning on offering free fresh produce in addition to our regular meals for people to take home with them during many of our events. Finally, we plan on having regular community and Parks Alive meals at Meadowood Park which is in an NRT neighborhood which would benefit from family friendly events held in it on a regular basis.		
Type of Program	<input checked="" type="checkbox"/> New Program <input type="checkbox"/> Program Expansion		
Contact Person:	Rick Thomas	Email:	rthomas@gslcwi.com
EIN and DUNS #	39-1032545		
Full Address:	5701 Raymond Rd., Madison, WI 53711	Telephone:	608-212-7582
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if applicable)	

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.

This would be a new program, but we have worked cooperatively with other neighborhood organizations that work with at risk youth. Pre-pandemic, we worked extensively with the Mellowhood Foundation and our cart manager (Rick Thomas) has had training as a teacher and as a mentor.

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.

By working 1 on 1 and as part of a team of workers with a mission to provide food to the hungry and raise awareness for various social causes, we feel the youth would build relationships with co-workers. In our work with the Mellowhood Foundation, youth earned self-esteem through the power of work and through sharing meals and enrichment activities. Hopefully the youth that we work with would be encouraged to dream about business opportunities and a positive future.

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.

Our program is a 13 week pilot program where we work with a person from the target population in all aspects of running a food cart business including: licensing, food safety, cooking, ordering food, distribution, marketing and writing a business plan for their own business or food cart. We will plan on recruiting a candidate first from the local neighborhood (Meadowood) using our contacts at JFF and the Meadowood Health Partnership. If we are unable to find a candidate, the next organization we would use would be Just Dane and specifically Just Bakery. We are only serving 1 intern directly, but the food cart will be providing food to hundreds of people per week in and around Good Shepherd's Madison campus which is located at 5701 Raymond Rd. As a final goal, the hope is that by conducting numerous events in the Meadowood Park area, this location will see a decrease in crime.

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.

We plan to reach out to Joining Forces for Families and the Meadowood Health partnership to recruit an intern. We will also speak with the Balsam-Russett Neighborhood Resource Team to identify possible participants. Finally, if those avenues do not produce a qualified candidate, we will reach out to Just Dane (Just Bakery) to find a candidate.

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?

We will encourage the participant's family to come to the community events that we are at and will invite them to volunteer in the cart if they wish. Hopefully we will get to know the participant's family and will be welcoming and inclusive.

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

The participant will be involved in all aspects of running a non-profit food cart that feeds the hungry in our community. They will get their food safety manager's certificate, learn skills transferrable to

any commercial kitchen, and supervise volunteers after receiving training on how to do so. They will also learn how to order food, plan menus, market events to the community, and learn how to identify and distribute fresh produce. Finally, they will write a business plan for a small business that they are dreaming about starting.

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

Activity	Estimated Start and Completion Dates
Onboarding and Food safety manager class	6/5/23- 6/9/23
Introduction to setting up and running the cart	6/5/23-6/16/23
Menu planning and food ordering	6/19/23 - 9/1/23
Marketing training	6/12/23 - 9/1/23
Supervising volunteers	7/3/23-9/1/23
Running cart events	7/17/23 - 9/1/23
Business plan writing	8/14/23 - 9/1/23

Staffing and Scale:

1. 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
Location(s): Good Shepherd Lutheran Church, 5701 Raymond Rd., Madison, WI and Holy COW Food Cart - citywide					
Summer	2-3 per week	5-6	13 weeks	1 to 1	1
Location #2:					
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.

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
Outreach Director	1	Direct supervision
Pastor of Community Relationships	1	Help supervise when Outreach Director not present
Volunteers (Not currently identified)	.5	Work directly with participant and eventually be supervised by the participant

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.

Outcome Objective #1	Participant will get their food safety manager certificate			
Performance Standard	Targeted Percent	100	Targeted Number	1
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments: They will receive their certification				

Outcome Objective #2	Participant will learn to prep and serve food cart meals			
Performance Standard	Targeted Percent	100	Targeted Number	1
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments: As determined by Outreach Director. Do events run smoothly and serve fresh food to people coming to the food cart?				

Outcome Objective #3	Participant will learn how to order food and market the food cart.			
Performance Standard	Targeted Percent	100	Targeted Number	1
	Actual Percent of Actual Total Enrollees		Actual Number	

Measurement Tool(s) and Comments: As determined by Outreach Director. Do we have enough food for events and do we have good attendance at those events?

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 have several Spanish speakers on staff, and the Outreach Director is willing to learn. The participant will be encouraged to create menus and prepare foods that are culturally relevant. The Holy COW is not limited to any one kind of food and offers many different menus throughout the cart season.

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?

We have a small staff so we might not match the racial identity of the participant. Our Outreach Director has taken numerous courses and done trainings on cultural sensitivity, so the work environment will be as welcoming as possible.

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
A. Personnel Costs (Complete Personnel chart below)			
1.	Salaries/Wages (show detail above)	168 hours x \$15/hr =2520.00	2500.00
2.	Fringe Benefits and Payroll Taxes	200.00	200.00
B. Program/Project Costs			
1.	Program/Project supplies and equipment	200	0
2.	Office Supplies	10	0
3.	Transportation	0	0
4.	Food	50	50
5.	Other (explain)		
C. Space Costs			
1.	Rent/Utilities/Telephone	0	0
2.	Other (explain)		
D. Special Costs			
1.	Other (explain):		

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED
2. Other (explain):		
D. TOTAL (A + B + C +D)	2980.00	2500.00

2. Additional Information on Budget (if needed):

All of the wages in the budget will go to the intern. Good Shepherd will cover all other expenses including payroll taxes.

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

.25%

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

If this internship is successful, we will seek funding from our internal foundation in addition to other city and state grants.