



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:	Kennedy Heights Community Center	Total Amount Requested:	\$ 36,200.00
Program Name:	Summer Program for Older Teens		
Brief Program Description:	To organize Summer Youth-Led Programs in the Northside of Madison. Kennedy Heights Community Center primarily serves community members residing within our premises. Over the years and currently, we serve participants from the surrounding communities such as Ridge Crest Apartments and Habitat for Humanity Housing south and west of us. For this reason, we would like to expand our services to include them this summer.		
Type of Program	<input checked="" type="checkbox"/> New Program <input type="checkbox"/> Program Expansion		
Contact Person:	Elsa Caetano and Ava Thompson	Email:	director@khcommunitycenter.org or office@khcommunitycenter.org
EIN and DUNS #	39-1519846		
Full Address:	199 Kennedy Heights, Madison, WI 53704	Telephone:	608-244-0767
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if applicable)	N/A

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.

Kennedy Heights Community Center is located in the heart of over 325 units of low-income multifamily housing which include surrounding communities such as Ridge Crest Apartments and Habitat for Humanity housing south and west of us. The Kennedy Heights community comprises 104 racially and ethnically diverse multifamily households with an estimated 65% of households being Black/African American, 25% being Asian, including Hmong, Cambodian, and Laotian, 7% being Latino, and 3% being White.

Kennedy Heights Community Center primarily serves community members residing within our premises at 199 Kennedy Heights. Through our After School and Summer Camp programs, we have been successfully providing well-established safe gathering space, activities, programs and safe adults who provide the youth with opportunities that encourage the development of interpersonal and psychosocial competencies such (as focus, planning, self-control, awareness, flexibility, and collaboration) which will assist them in navigating adulthood.

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.

Our strategies will consist of: 1. Reach out to teens in the three communities through their adults (parent/guardians, Property Managers (in order to reach some families at Ridgecrest Apartments), or Neighborhood Association leaders) and one-to-one outreach whenever it is appropriate. We have already been successful in increasing the number of Teens we have enrolled and attending programs regularly from 1 Teen when we reopened our Teen Program in 2022, to 6-8 teens ages 12-15 and a 19-year-old young adult. 2. Hold two-three 2-hour teen focus groups (with a stipend compensation for participation) this April and May with the assistance of our partners at YWCA with whom we have already been doing this work, alongside our middle school participants. These focus groups will allow us to engage them in conversations about short-term and long-term actions that could address their needs. From here we will invite 6-8 teens (ages 14-19) to apply to lead a summer "older teen program" that will run for 8-10 weeks this summer. We will offer these applicants a stipend compensation for their leadership and participation during the program.

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.

We hope that they are receptive to the center continuing to engage the teens in biweekly conversations through the restorative justice process with the YWCA where they will take away alternative options for conflict resolutions.

We hope they will be receptive to giving a try in engaging in at least two conversation-based focus groups with the Police in the Department of Community Outreach and Resource Education (CORE) Team. Many of its members have proven to be caring adults for our village. We are already working successfully with this team through our monthly Pizza with Police events in our Adult Resource Program.

We would like to offer the teens the opportunity to go on bi-weekly field trips to a place of their choice as long as it is age appropriate. We would like to assist them in organizing and holding 4 Block Parties mainly led by the teens:

- o First Block Party at Kennedy Heights: June
- o Second Block Party at Habitat for Humanity Housing: July

- o Third Block Party at Ridge Crest Apartments: August
- o Fourth Block Party at Kennedy Heights: September

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 have already put out a call to our residents that we are looking for older teens to engage in two 2-hours focus groups this April with an incentive for participation. We have already identified 5 older teens in the community who will take part in the focus group. We will create marketing materials through our social media pages and through fliers which will be distributed door-to-door in each of the three communities. We will use the same enrolment forms we use for our teen program applicants and engage with the applicant's parents/guardians for their approval of participation in the program.

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?

Families will be invited to assist their youth in planning the activities planned such as the block parties and to join the field trips as chaperons with compensation through stipends.

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

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

Activity	Estimated Start and Completion Dates
2-3 two-hour Focus Groups	04/18/2023-05/16/2023
Biweekly conversations through the restorative justice process with the YWCA where the youth will learn alternative options for conflict resolutions.	06/20/23-08/22/2023
First Block Party at Kennedy Heights: June	06/16/2023
Second Block Party at Habitat for Humanity Housing: July	07/22/2023
Third Block Party at Ridge Crest Apartments: August	08/17/2023

Activity	Estimated Start and Completion Dates
Fourth Block Party at Kennedy Heights: September	09/23/2023
Field Trip	TBD
Field Trip	TBD
Field Trip	TBD
Field Trip	TBD

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): Kennedy Heights Community Center Focal Point					
Summer	1-2 days per week	2-6 hours per day	10 Weeks	1/10	15
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
Middle School Program Coordinator	1.0	Assit Coordinating Programs and Activities
Office Manager	1.0	Assist in gathering needed supplies
Executive Director	1.0	Assit in coordinating, outreach, communication with parents/guardians ans partners.

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	Develop participants' conflict resolution skills through RJ conversations.			
Performance Standard	Targeted Percent	80	Targeted Number	15
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments: End of program survey tool to be determined but most likely an informal survey questionnaire.				

Outcome Objective #2	Develop participants' leadership skills through teen led activities.			
Performance Standard	Targeted Percent	80	Targeted Number	15
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments: End of program survey tool to be determined but most likely an informal survey questionnaire.				

Outcome Objective #3	Empower participants to see themselves as part of the solution to creating a safe community.			
Performance Standard	Targeted Percent	80	Targeted Number	15
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments: End of program survey tool to be determined but most likely an informal survey questionnaire.				

Cultural Relevance and Language Access

- Capacity and Strategies: Describe your organization's capacity and strategies to ensure language access and cultural relevance for your target population.
Kennedy Heights has in place a language access plan in place and staff in house who have training in cultural cultural humility.
- 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?

Yes and No--The organization has a third of our staff who are persons of color and culturally diverse. We aim to keep diversifying our team as we have the opportunities to do so through future new employment opportunities and volunteer positions. At this moment we have been successfully diversifying our Board of Directors and Resident Advisory Committee.

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)	Lead Teen Stipend *8 @16/hour * 10 hours/week *8 weeks= \$10,240.00 Office Manager: 2 hours/week = \$1800.00 Middle School Program Coordinator 5-10 hours/week = \$3,200.00 Program Management and Staff hourly rates: Executive Director 5-8 hour/week = \$3,360.00 Trip chaperons could be parents or young adults ages 19-26 *8 @ 30/hour * 4= \$4,800.00	\$23,400.00

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED
2. Fringe Benefits and Payroll Taxes	TBD-we need to understand if we are able to pay teens through stipends or if we will need to add them to our payroll.	
B. Program/Project Costs		
1. Program/Project supplies and equipment	\$1000.	
2. Office Supplies	TBD	
3. Transportation	Field Trip Bus Rentals @ 600*4=\$2400	\$2,400.00
4. Food	\$1,200.00	
5. Other (explain) Snack for weekly meetings *10 @ 120/week: \$1,200.00 Slushy or Ice Cream Truck *4= \$2,000.00 Food trucks *4=\$4,000.00	\$7,200.00	\$7,200.00
C. Space Costs		
1. Rent/Utilities/Telephone	N/A	
2. Other (explain)	N/A	
D. Special Costs		
1. Other (explain): DJ *4	\$2,000.00	\$2,000.00
2. Other (explain): Raffle prizes: \$2,000.00	\$2,000.00	\$2,000.00
D. TOTAL (A + B + C +D)	38,400.00	36,200.00

2. Additional Information on Budget (if needed):

Our annual budget: \$418,922.78

Older Teen Summer Program Budget: Total budget for your project and other sources of financing

- Snack for weekly meetings *10 @ 120/week: \$1,200.00
- Slushy or Ice Cream Truck *4= \$2,000.00
- DJ *4= \$2,000.00
- Food trucks *4= \$4,000.00
- Raffle prizes: \$2,000.00
- Art Booth: Maybe Children's Museum -older teens themed=\$1000.00
- Lead Teen Stipend *8 @16/hour * 10 hours/week *8 weeks= \$10,240.00
- Trip chaperons could be parents or young adults ages 19-26 *8 @ 30/hour * 4= \$4,800.00

- Field Trip Bus Rentals @ 600*4= \$2400

Project Term: 10 weeks during the Summer and beginning of Fall

Office Manager: 2 hours/week =\$1800.00

Middle School Program Coordinator 5-10 hours/week = \$3,200.00

Program Management and Staff hourly rates:

Executive Director 5-8 hour/week = \$3,360.00

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

A little over 6% of our annual Budget.

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

We intend to apply for a couple grants through the Madison Community Foundations's Community Impact Grants this summer and American Family Insurance Dreams Foundation Grant Program.