



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:	Lussier Community Education Center, Inc.	Total Amount Requested:	\$ 52,235
Program Name:	Lussier Community Education Center, Inc.		
Brief Program Description:	Participants in the Youth Action Summer Internship will explore relevant social issues, learn about organizing, engage in positive identity development, build leadership skills, explore high school opportunities, explore college and career options, develop job readiness skills, and become part of a team.		
Type of Program	<input type="checkbox"/> New Program <input checked="" type="checkbox"/> Program Expansion		
Contact Person:	Christopher Libert	Email:	chris@LCECmadison.org
EIN and DUNS #	39-1938173 and 105512292		
Full Address:	55 South Gammon Road, Madison, WI 53717	Telephone:	(608) 833-4979
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.

The Lussier Community Education Center (LCEC) was incorporated in 1998 on the foundation of providing community services and youth programming to a low-wealth and racially marginalized community located on Madison's west side. Statistically, the community demographics that the Center serves (BIPOC youth and their families) find themselves entrenched in the criminal justice system at an advanced rate compared to their white counterparts. Additionally, the neighborhoods that many of our youth and their families reside in have experienced increasing levels of violence - the majority of our youth have been impacted by gun violence.

LCEC provides a multi-faceted approach to implementing services relevant to youth at risk of engaging in violence - afterschool and summer programming for youth ages Kindergarten through 18 years; employment for young adults with disabilities who benefit from essential vocational training; and volunteer and work placements for youth involved with the criminal justice system. Within each of these programs exists a strong focus on preparing youth to be advocates against violence in their communities. Much of this work begins with building trusting, sustainable relationships with the youth in our programs.

By providing a space where youth are free to exist as their own person, and where their basic needs for safety, nutritious foods, and belongingness are met, youth become less likely to engage in violence in our community. We see this as youth return to our programs year after year, and as these programs expand to include more youth.

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.

Lussier Community Education Center (LCEC) has a long-standing history of working to bridge the gap between the two versions of residency in Madison, WI: the wealthy, privileged individuals and businesses and the historically disadvantaged, majority BIPOC population. We believe in fostering strong relationships and authentically engaging with the youth, families, and households that built this Center with their advocacy and presence. Because of the importance of our work, we employ an array of strategies to maintain and ensure engagement with the community we serve:

1. **Active Listening and Empathy:** We prioritize understanding the unique challenges and experiences of the people we serve by actively listening to their stories and concerns. We ensure our staff is trained in empathetic communication, allowing us to build trust and rapport with our community members.

2. **Community Dinners:** Our monthly community dinner is an excellent opportunity for youth and families from our community to come together in a shared space, fostering connections and understanding. This event is free to attend and widely promoted to ensure maximum participation. Since the return of Community Dinners post-pandemic, attendance ranges between 60-150 youth and their families.

3. **Inclusive Youth Programs:** Our youth programs are designed to engage and empower youth previously, currently, or at-risk of being involved in the juvenile justice system, BIPOC, and low-wealth households. These programs expose youth to racial and social justice, as well as identity work, enabling them to understand the challenges faced by their community and take action to create positive change.

4. Collaborative Decision-Making: Whenever feasible and possible, we involve community members in our decision-making processes, ensuring their voices are heard and their perspectives are respected. This inclusive approach fosters a sense of ownership and investment in the success of our programs.

5. Partnership Building: We actively seek partnerships with local organizations, businesses, and community leaders who share our commitment to equity and social justice. These collaborations enable us to expand our reach and maximize our impact in the community.

6. Outreach and Accessibility: We use various communication channels, including flyers, mass texts, social media, and word-of-mouth to promote our programs and events, ensuring our message reaches as many youth and families as possible. We also make sure our center is physically accessible and welcoming to all members of our community.

7. Continuous Improvement: We regularly assess the effectiveness of our engagement strategies and make adjustments as needed to better serve our community. This includes soliciting feedback from community members and incorporating their suggestions into our programs and services. Community feedback is sought formally four times a year, and informally whenever volunteers, staff, and members of the Board of Directors have opportunities to engage with folks in our community.

By implementing these strategies, LCEC is committed to building relationships and authentically engaging with the youth and families we serve. Our goal is to empower our community members with the knowledge, skills, and resources they need to advocate for themselves and their peers, fostering a more equitable and just Madison for all.

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 LCEC offers two youth-oriented programs that will be expanded in summer of 2023 – the Youth Action Summer Internship (YASI) for select high school students and vocational placements for youth involved in the Dane County Deferred Prosecution Program design and strategies for each program are outlined below:

Youth Action Summer Internship

Description

Youth Action Summer Internship (YASI) is an 8-week long program that offers a concentrated summer experience focused on exploring relevant social issues, learning about organizing, engaging in positive identity development, building leadership skills, exploring high school opportunities and college and career options, developing job readiness skills, and becoming part of a team.

Activities during the YASI experience will include experiential and workshop learning. This is not another summer school class or lecture; it is hands-on and interactive exploration. Before the end of the internship, Interns and Staff participate in a delegation trip.

Recruitment & Selection

Activities

- Recruitment avenues:
 - Word of mouth from past student interns
 - Partnership with Madison Metropolitan School District (MMSD) allows LCEC staff to directly promote to high school students.
 - Partnership with management at Tree Lane Family Apartments (Section 8 Housing for families recently leaving the experience of homelessness) allows LCEC to directly promote to students living in apartments.
 - Partnerships with Elver Park Neighborhood Center and Theresa Terrace Neighborhood Center where students are referred from afterschool programs housed at these two Centers. These two Centers do not offer summer programming for youth ages sixth grade on.
 - Utilization of the diverse communication pathways in the LCEC (physical newsletter, social media, email campaigns)
- Application Process:
 - Interested and eligible students must submit an application packet that includes a personal interest statement addressing the strengths they bring to the internship, how the internship fits with their future plans or goals, a discussion about a role model in their life, and a discussion on what makes them a leader with examples.
- Selection:
 - Students are selected based on their demonstrable commitment to the program and the program outcomes.
 - Priority goes to students who identify as BIPOC.
 - Priority goes to students from Tree Lane Family Apartments and Wexford Ridge

Apartments.

Outcomes

- Diversity in applications and interns.

Personnel

- Teen Build Up and Buffett Scholars Coordinator

Individual Assessment Process

Activities

- Through the partnership with MMSD, student interns can earn academic credit towards high school graduation. This requires that they are assessed weekly during check-ins that include reflections on their progress towards skill advancement in active listening, team building, advocacy, leadership.)
 - Weekly touch-base with LCEC staff member to discuss progress towards goals and skill advancement. Additional questions touch on positives from the week prior and what the student intern would change going forward to foster greater success and positivity in future weeks.

Outcomes

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Personnel

- Teen Build Up and Buffett Scholars Coordinator

Goals

Activities

- Enroll 12 student interns in the YASI program.

- Double the retention of students enrolled in the program from the year prior. (Retain 6 youth from prior years)
 - Youth will have a 90% attendance rate in the 4x/week, 8 week/summer program.
 - LCEC will host 4 workshops on identity, intersectionality, power, and organizing for youth.
 - LCEC will partner with 8 nonprofit organizations and community partners to share resources and social capital with youth.
 - Youth will be exposed to various experiences and locales through x field trips.
 - Youth will engage in 120 hours of volunteer work while enrolled in program.
 - Youth leave program with improved critical thinking skills, heightened capacity for leadership and a greater sense of self.
 - LCEC staff will connect with parents/adults of youth at each drop-off and pick-up time.

Outcomes

- Through connections with parents/adults through intentional relational building during key times of the day, trust in community will be built and sustained.

Personnel

- Teen Build Up and Buffett Scholars Coordinator

Youth Served

11-12 high school youth who engage with the Teen Build Up program and are role models for elementary and middle school youth. The ideal candidate will be enthusiastic about working with other YASI student interns, open to participating in culturally relevant programming, and excited to develop their leadership skills through enriching experiences.

Duration

The YASI program will run from June 2023 through August 2023.

Location

The LCEC - 55 S Gammon Road, Madison.

Nonprofit organizations & community partners throughout the greater Madison area.

Delegation Trip to Chicago.

Vocational Placements for Youth Involved in the Dane County Deferred Prosecution Program

Description

Through a continued partnership with a Deferred Prosecution Case Manager at the Dane County District Attorney's Office, the LCEC hosts youth who are fulfilling volunteer hours as a diversion out of the formal criminal justice process. Youth are afforded vocational placement opportunities in Administration & Secretarial Work, Kitchen Assistant/Assistant Cook, and Building Maintenance & Upkeep. The LCEC will provide for as many financial needs of the youth as possible to assist them in fulfilling their hours. This could be funding transportation, providing meals, connecting youth with community services, etc.

Recruitment & Selection

Activities

- Youth is referred to the Community Engagement Manager (CEM) from a Case Worker at DPP.
 - CEM requests youth to complete Volunteer Application, Initial Interview, and Organizational Training.
 - If Youth resonates with the mission, vision, and values of the LCEC, they will be onboarded into the role of their choosing. It is preferential that the role aligns with their future goals for school or employment.
 - Youth and CEM coordinate schedule of volunteer hours to be completed.
- Outcomes
- Youth has established role that fulfills requirements set forth by DPP
- Personnel
- Community Engagement Manager

Individual Assessment

Activities

- Youth will complete the Vocational Placement Initial Self Assessment Form that asks for reflection on what the youth hopes to gain from the placement and what skills the youth wants to learn/improve.
- Youth will complete a Monthly Self Assessment Form to reflect on progress.
- Youth will complete a Weekly Check In Form to assess what will make the week successful and to ask questions relevant to the work or the organization.

Outcomes

- Youth will learn to reflect on progress towards goals.
- Youth will learn to reflect on current skillsets and how these can be advanced. Youth will be provided the opportunity to gain other relevant skills.

Personnel

- Community Engagement Manager

Goals

Activities

- Host 3-5 youth regularly at the Center.
- Cultivate relationships with additional Deferred Prosecution Case Managers to reach more youth in the Deferred Prosecution Program.
- Provide educational opportunities/skill advancement opportunities to youth while hosted at the LCEC.

Outcomes

- Host 3-5 youth regularly at the Center.
- Cultivate relationships with additional Deferred Prosecution Case Managers to reach more youth in the Deferred Prosecution Program.
- Provide educational opportunities/skill advancement opportunities to youth while hosted at the LCEC.

Personnel

- Community Engagement Manager

Youth Served

The Community Engagement Manager has the capacity to serve 3-5 youth at one time in this program. Youth in the program come in with a varied number of hours required to fulfill their obligation to the DPP ranging from 20 hours to upwards of 50. Throughout the year, the LCEC expects to have the capacity to serve between 12-20 youth in this program.

Duration

This program is ongoing. Because it caters to the needs of the youth, the duration is individually dependent on the number of volunteer hours that a youth has to complete.

Location

The LCEC - 55 S Gammon Road, Madison.

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.

Lussier Community Education Center understands the importance of effectively reaching and fostering a strong connection with the community and the youth, families, and stakeholders that comprise it. To achieve this, we have developed an integrated approach to outreach, marketing, and referral methods. The ground-level of our strategy begins with a mass text messaging system that allows us to share program updates, event reminders, and important announcements directly with our community members. Alongside this, we distribute a monthly newsletter, both digitally and in print, that highlights upcoming programs, partnerships, events, and success stories.

We recognize the power of social media in today's world, and so LCEC maintains an active presence on popular platforms such as Facebook, Instagram, and Twitter. By regularly posting updates, we engage with our community members in real-time and expand our reach. Furthermore, we work closely with local organizations, schools, and businesses, forming valuable partnerships that enable us to tap into established community networks and share information about our programs and services.

At the heart of our approach is the power of personal connections. We encourage satisfied youth, families, and community members to share their experiences and spread the word about our network of support. Additionally, our staff and volunteers actively engage with community members to promote our programs and follow up with potential participants. Lastly, our participation in—and hosting of—community events, fairs, and celebrations provide valuable opportunities for face-to-face engagement, enabling us to share information, answer questions, and enroll interested youth and families in our programs.

By weaving together these various methods, our organization has created a fluid and personable approach to community engagement. We are committed to continually evaluating and refining our strategies to maximize our impact and better serve the diverse needs of our community members.

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?
The success of our youth programming is intrinsically linked to the pursuit of active engagement with participants' families. Our programs are designed to not only uplift youth but also extend our support to these families, fostering a nurturing environment that promotes the overall well-being of our community.

Our dedicated staff and volunteers work closely with local organizations and like-minded professionals to create and run enriching programs that inspire self-advocacy, personal growth, and a sense of community responsibility among our youth. By instilling these values, we hope to ignite a spark that resonates within their families and encourages a deeper, intergenerational involvement in our programs and thus a greater connection to the community itself.

To improve outcomes for the youth, we proactively collaborate with families, offering resources and support tailored to their needs. We understand the profound impact that strong family connections can have on a young person's development, and our holistic approach ensures that we address the emotional, social, and practical aspects of family life.

Through our comprehensive efforts, we aim to empower families and promote self-advocacy for the historically disadvantaged folks we work with every day. By involving families in our youth programming, we create a network of support that fosters lasting change, transcending generations, and building a more equitable and compassionate future for all.

4. Describe activities that will be provided to help build youth skill development and community connectedness for youth and their families.
Participants in the Youth Action Summer Internship will explore relevant social issues, learn about organizing, engage in positive identity development, build leadership skills, explore high school opportunities, explore college and career options, develop job readiness skills, and become part of a team.
5. Proposed Timeline for Implementation (please use an additional sheet if you need more room)

Activity	Estimated Start and Completion Dates
Youth Program Manager (Kashunda Brown) and Teen Build Up and Buffett Scholars Coordinator (Lisbeth Solano) begin planning workshops, activities, field trips, delegation trip to Chicago, and volunteer experiences for incoming YASI participants.	April 2023 - May 2023
Application Packet for Youth Action Summer Internship disseminated widely.	April 2023 through May 14, 2023
Application period for Youth Action Summer Internship closed. Selection process begins.	May 14, 2023
Youth Action Summer Interns start.	June 20, 2023 - August 2023
YASI Delegation trip to Chicago.	July 31, 2023 - August 4, 2023
Recruitment for Vocational Placements	Ongoing.

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): Lussier Community Education Center - Youth Action Summer Internship					
Summer	5 days per week, 1 time per year	4	8 weeks	1/12	12
Location #2: Lussier Community Education Center - Vocational Placements for Youth					
Summer	Up to 5 days per week	Average 4 hours per day	Program runs annually. Youth hours decided by DPP and perceived severity of crime.	1/5	5+ (dependent on referrals)

*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.

- 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
Youth Programs Manager	0.5	Plan daily workshops, activities, field trips. Cultivate partnerships with local nonprofits where YASI partnerships could complete volunteer experiences. Coordinate Delegation Trip to Chicago (cultivate relationships with organizations to visit; communicate with parents of YASI participants)
Teen Build Up and Buffett Scholars Coordinator	1.0	Plan daily workshops, activities, field trips. Cultivate partnerships with local nonprofits where YASI partnerships could complete volunteer experiences. Coordinate Delegation Trip to Chicago (cultivate relationships with organizations to visit; communicate with parents of YASI participants)
Community Engagement Manager	0.125	Manage partnership with Deferred Prosecution Program and Case Managers as host site for youth.

Staff Title	FTE	Duties
Youth Programs Manager	0.5	Plan daily workshops, activities, field trips. Cultivate partnerships with local nonprofits where YASI partnerships could complete volunteer experiences. Coordinate Delegation Trip to Chicago (cultivate relationships with organizations to visit; communicate with parents of YASI participants)

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	Provide a safe space for youth to connect with their peers, grow as an individual, and give back to their community.			
Performance Standard	Targeted Percent	100%	Targeted Number	
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments:				
<ul style="list-style-type: none"> ● Collection of results via quantitative and qualitative tools. ○ Attendance records for youth enrolled in all programs stated above. ○ End of summer surveys to youth asking reflection questions relevant to time spent in program. ○ End of summer surveys to families asking reflection questions relevant to their youths' experience in programming. ● Youth giving back to their community will be measured by the number of volunteer hours served in the greater-Madison area throughout the summer. 				

Outcome Objective #2	Extend employment opportunities to youth and young adults in or at high-risk of juvenile justice involvement. Priority given to youth from marginalized backgrounds.			
Performance Standard	Targeted Percent	NA. % of youth enrolled in DPP unknown to LCEC staff.	Targeted Number	5+ youth throughout the summer
	Actual Percent of Actual Total Enrollees		Actual Number	

Measurement Tool(s) and Comments:

- Record number of youth hosted at the LCEC looking to fulfill requirements from the Dane County Deferred Prosecution Program.
- Record of attendance for youth. Goal to have youth hosted at LCEC make 90% of their weekly commitment of volunteer hours.
- Once youth complete required hours, ask for summary reflection on time spent at the LCEC. This reflection could include comments on skills gained or advanced, the importance of community work to the individual, and/or how this placement furthers their ability to function effectively in their own community.

Outcome Objective #3	Connect with families of youth enrolled in the YASI program.			
Performance Standard	Targeted Percent	75%	Targeted Number	9
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments:				
<ul style="list-style-type: none"> • Connect on a personal level with at least 9 of the families of youth enrolled in the YASI program. This could be a formal sit-down meeting, an informal touch base at a community gathering, or a phone conversation. • Gather adult feedback on their youth’s enrollment in the YASI program. This could be a reflection on the gains made by the youth, or a comment in their community involvement. 				

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.

All LCEC programming is designed in the best interest of the families and young people we serve. Backed by research and made through a justice and equity lens, we created the LCEC Framework – five foundational principles guiding our work. One of these principles is racial and social justice.

As a majority BIPOC staff, implementing diversity and inclusion at every level and in every program is a deeply personal value that is imbued throughout the work done at the LCEC. Cultural relevance is ensured as BIPOC staff partner with BIPOC youth to build trust and relationships, and to extend knowledge through the sharing of resources and lived experiences.

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?

Yes, the staffing of the programs reflects the racial and cultural diversity of the program participants. Currently, the LCEC staff comprises sixteen employees, twelve of which identify as a person of color - a 75% composition. Historically, summer youth programs have been composed of 95% BIPOC students.

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)	17,125	17,125
2.	Fringe Benefits and Payroll Taxes		
B. Program/Project Costs			
1.	Program/Project supplies and equipment	28,410	28,410
2.	Office Supplies		
3.	Transportation	1,900	1,900
4.	Food	1,650	1,650
5.	Other (explain)		
C. Space Costs			
1.	Rent/Utilities/Telephone	7,500	7,500
2.	Other (explain)		
D. Special Costs			
1.	Other (explain): Sleeping accommodations on delegation trip	1,500	
2.	Other (explain): Entrance fees for museums/cultural sights/events during program	1,500	
D. TOTAL (A + B + C +D)		56,885	52,235

2. Additional Information on Budget (if needed):

50% of Youth Program Manager's time for 12 week period: \$6361

100% of Teen Build Up and Buffett Scholars Coordinator's time for 12 week period: \$10,127

5% of Community Engagement Manager's time for a 12 week period: \$636

YASI Participants Stipends: \$24, 960 (interns working 20 hours/week for 8 weeks at \$13.00 per hours.

Vocational Placement Stipends: \$3,000 (\$600 per placement, 5 placements)

Basic Needs fund for Vocational Placements: \$475

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

3%

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

In 2022, LCEC received ARPA funding to support the Youth Action Summer Internship program. With two Executive Director's leaving the organization within a two-year period, an application for continued ARPA funding was not submitted. In future years, the LCEC expects to reapply for ARPA funding to continue and expand the YASI program.