



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:	Madison-area Urban Ministry D/B/A JustDane	Total Amount Requested:	\$ 28,968
Program Name:	Just Bakery		
Brief Program Description:	Just Bakery Summer Youth Cohort employment & workforce opportunity for at risk youth		
Type of Program	<input type="checkbox"/> New Program <input checked="" type="checkbox"/> Program Expansion		
Contact Person:	Linda Ketcham	Email:	linda@justdane.org
EIN and DUNS #	EIN 23-7298482, DUNS 1675-47298		
Full Address:	2115 S. Park St. Madison, WI 53713	Telephone:	608-256-0906
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:

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

JustDane has been providing supportive services for youth at risk of engaging in violence since 2003 when we created our Mentoring Connections program. Mentoring Connections works with children ages 4-17 who have one, and sometimes two incarcerated parents, providing community based 1:1 mentoring with trained volunteers. Our Program Coordinator, Jaylin Stueber provides light case

management support for the families as well as recruiting, screening, and training volunteer mentors and match support once the child/youth has been matched with a mentor. In 2020 we entered into a collaboration with Operation Fresh Start for the Drive to Succeed initiative. Drive to Succeed works with youth 17-21 years old, who are justice involved and who have not obtained their high school diploma or equivalency and do not have a driver's license. The program provides group and individual mentoring with the youth, educational assistance/tutoring to assist the youth in achieving academic success and access to Driver's Education training, including behind the wheel time so that they can obtain their Driver's License. The reason we focus on these two areas are that a high school diploma or equivalency and a Driver's License are the two most frequently referenced requirements to obtain employment and offer a pathway to higher lifetime earning potential. Additionally, driving without a license is one of the most frequent entry points into the justice system for youth in this age range.

Prior to the pandemic, our Just Bakery also offered a condensed version of our program for at risk youth ages 14-16. This proposal requests funds to reinstate that offering as an expansion of our Just Bakery program specifically for youth. In previous cohorts (2018 & 2019) Students earned their ServSafe certification, in some instances we worked with the school district for students to earn summer school credits. Students were paid for participating in the program. We had an 80% completion rate for the program.

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.

Over the past fifty years JustDane has built authentic relationships within the community among individuals and households served, as well as with BIPOC, LGBTQ+, immigrant, individuals, households, low-income neighborhoods and organizations. We have not always done that work perfectly and we have learned a lot along our journey and we recognize that this is a lifelong journey. We believe that building authentic relationships requires both internal organizational work, as well as time spent in proximity, on the ground, authentically engaging with BIPOC, LGBTQ+, immigrants and/or individuals, households, and low-income neighborhoods. As referenced in an earlier section of this proposal, our staff is diverse with staff members who have both personal and professional relationships with our participants, with BIPOC, LGBTQ+, immigrant, individuals and households, and with low-income neighborhoods. We recognize that if, as an employer building relationships and authentically engaging within the community means that we have built relationships with and authentically engaged our staff as well.

Internally, our work includes ongoing self-reflection and focus on increasing our organizational self-awareness. This includes reading up and providing trainings on race, equity, diversity and inclusion internally for our staff, understanding our own privilege and biases. It means that we recognize that such training and education is crucial even in an organization with a diverse staff and Board because we recognize that our values of honor and respect may transcend culture, we cannot make assumptions role of community traditions and cultural context when engaging a BIPOC community, regardless of one's personal identification as a member of such community. Organizations must understand the intersectionality of issues. Authentic engagement with the community for us means that we engage from a place of humility, authenticity, respect for the person and the community. These values, in addition to the lived experiences of our staff and program participants with lived experience have led us to centering our process and practices on the use of community based and participatory approaches to

decision making and engagement. In 2020 our agency by-laws were revised to codify what had been a long-standing practice into agency governance policy - the requirement that our Board of Directors include the voices of people with lived experience and includes former program participants in both our adult and youth programs.

Building relationships and authentically engaging with individuals, households, or communities requires that we are on the ground whether at a meeting, in a neighborhood, at a forum. We have to be in the community. It's why our staff are regularly at the Beacon, at community resource fairs, neighborhood events. Being on the ground, being present is a necessary part of building a relationship and engaging. But that is not enough, listening is critical. Listening requires self-awareness, it means that we recognize and honor the community's wisdom, that we understand and know the history and context, that we be prepared to be uncomfortable, transparent, that we follow-through on the promises we make and that we use our organizational privilege to push issues and to help open doors for community leaders to lead. Listening means that we recognize when not to speak, knowing that active listening means active learning, it means we seek to identify, define and talk about cultural differences, it means we're willing to center the community's voice, leadership and experience.

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.

Consistent with the broader strategy to mitigate conditions contributing to youth violence, JustDane is proposing to provide an 8 week, 16 hour per week youth workforce development opportunity for youth ages 14-16 through a Just Bakery Youth Cohort. The cohort will be specifically for youth ages 14-16 who are justice involved or at high risk for juvenile justice involvement (including youth who have an incarcerated parent). Just Bakery staff who have lived experience within the juvenile justice system will provide the instruction and supportive services for the cohort. Just Bakery staff will utilize the principles of Critical Mentoring as developed by Dr. Torie Weiston-Sedran. Critical Mentoring recognizes youth as capable and offers them a platform (space and place) for meaningful exchange, passes the mic to encourage youth to find their own voice and focuses on development of leadership skills among youth. This happens within a learning environment where youth are obtaining a nationally recognized food industry certification, life skills, case management and peer support.

Anticipated number to be served: Ten students will be enrolled in the program.

Who will be served: The Just Bakery Youth cohort will serve at risk and justice involved youth ages 14-16.

Duration: The Just Bakery Youth Cohort will be an 8 week, 16 hour per week training program for at risk and justice involved youth ages 14-16. Classes will be Monday through Thursday from 9:00 a.m. until 1:00 p.m. A light breakfast and lunch will be served for students.

Location: The program will be offered at Lakeview Lutheran Church at 4001 Mandrake Road, at the corner of Mandrake Rd. and Northport Dr. The church is on a bus route and is within walking distance of both Kennedy Heights and Northport Packers apartments. Lakeview Lutheran Church is providing program space in-kind and includes both appropriate group space and a licensed commercial kitchen for students to train in.

Recruitment: Youth will be recruited from JustDane's current Mentoring Connections program as well as among children of adults within our adult reentry program. We will also recruit through area community centers, youth organizations, food pantries, and area congregations. We will meet with staff from Northport Packers and Kennedy Heights Community Center. We believe that the \$250 per week training stipend for students will be an incentive for participation.

Selection of participants: interested students and their parent or guardian will attend one of two orientation sessions with Just Bakery staff to review the program guidelines, focus area, length and attendance requirements. If a student is interested they will be able to complete an application at the orientation or at home and send it in by email. The child's parent or guardian will also need to sign a consent form for the child to participate.

Eligibility criteria will include: ages 14-16, preferably a 5th grade reading and comprehension level. The orientation sessions will be held at different times to accommodate parent/guardian schedules for attendance. We will also provide snacks for the events and a \$25 gift card to the parent/guardian to offset any transportation cost to attend the orientation session. Youth will be selected for the program based on eligibility criteria and willingness to commit to attending 80% of the classes.

Services: The Just Bakery Youth Cohort includes four training and support elements/ services:

1. Life skills training that includes: Problem solving; money management, time management, communication skills, interpersonal relationships, employment soft skills, resumes and employment applications; nutrition and, baking/cooking.
2. National Restaurant Association ServSafe Certification a nationally recognized Certification that will increase employability along with wage potential for the youth.
3. Peer Support for youth and families with Certified Peer Support Specialist.
4. Case Management for families who have a youth enrolled in the program.
5. Peer Support and process group for youth involved in the program through a daily peer group facilitated over lunch.
6. Peer Support for parents of youth in the program.

Schedule: Life skills and ServSafe will be the focus on the Monday, Tuesday and Thursday class. The baking/culinary lesson will be the focus of Wednesday classes. Students will be in formal class from 9-12 and then will have lunch discussion/process group style facilitated by the Certified Parent Peer Specialist and the Mentoring Connections Coordinator.

Case management support will be available to families from the time of enrollment through 12/31 to assist in connecting them to additional resources in the community, benefit enrollment and general support.

Program Goals:

1. Provide training that opens youth up to the possibilities of a career pathway in food service industry.
2. Increase the employability and earning potential of students enrolled in the program.

3. Increase independent living and overall life skills including: interpersonal communication skills, employability soft skills, cooking skills, financial literacy knowledge and decision making skills for youth enrolled in the program.

4. Prevent justice system involvement for at risk youth and/or prevent further justice involvement for youth already involved in the justice system.

5. Support youth and families in accessing needed services and in engaging within the community.

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.

JustDane has developed a multi-pronged outreach/marketing and referral process for engaging youth who fall within the target population of this proposal. Strategies include: 1. Telling our story - our JustDane and Just Bakery websites and social media will describe the Just Bakery Youth Cohort. The website and social media will emphasize that the training is paid. 2. Engaging with prospective students: Just Bakery staff will connect with the families already engaged in our adult reentry and our youth programs to talk with them about the opportunity for their children ages 14-16 to participate in the Just Bakery Youth Cohort. We will also connect with Madison Middle and Senior High Schools to share information about the program, as well as other organizations with the City that support youth, including all of the community centers. 3. Promotions and advertising - we will advertise with area media including Madison 365 and Club TNT to promote the program within the community.

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?

JustDane's Mentoring Connections program already provides regular activities for the families within our programs and we will leverage those events to include families involved in the Just Bakery Youth Cohort. Activities include: summer cookout, movie night, focus group for program input and improvement. Families will also be offered case management support with JustDane staff for ongoing support. The Parent Peer Support Specialist will be available to support parents who may be struggling with their own mental health or substance use challenges. Parents who are justice involved and meet the criteria for our reentry peer support programs will be connected with peer support through those programs. Parents who are not justice involved will be connected with the Peer Support Specialist funded through this proposal.

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

the Just Bakery Youth Cohort will offer a variety of activities focused on skill development and community engagement/connectedness. Those activities include:

1. Tour of Madison College for youth and their families

2. Parents/guardians will be invited to attend JustDane's monthly Service Fair to learn about other community resources.

3. At least three family events will be provided from July through December for youth and families.

4. In addition to the regular classroom instruction, youth will develop and make a classroom presentation about food safety or a favorite recipe for their class and instructors, to assist in customer service and public speaking skills.

5. Youth will participate in mock employment interviews with area employers to hone their interviewing skills.

6. Youth interested in employment will be assisted with employment search and retention support.

7. Youth will participate in daily process group over lunch each day to provide space and place to discuss areas of concern and to practice communication skills.
8. Youth will focus on cooking skills one classroom day per week, learning cooking and baking techniques, measuring and mixing methods, the importance of following instructions, all to increase self-sufficiency/independent living skills.
9. Evaluation - the final activity will be an evaluation session wherein students provide feedback to the instructors about the program, identify strengths and recommendations for improvements. There will also be an anonymous satisfaction survey for students to complete.

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

Activity	Estimated Start and Completion Dates
Outreach & student recruitment	4/20-5/31
Student and parent/guardian orientation and application	6/12 & 6/13
Student selection and notification	6/12-6/23
Final arrangements for transportation for students & distribution of classroom supplies	6/26-6/30
Classes begin	7/3-8/28
Family activities	July - August
Graduation celebration with youth and families	8/28/23
Ongoing family support services	6/15-12/31

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): Lakeview Lutheran Church, 4001 Mandrake Rd. Madison, 53704					
Summer	Four times per week	4 classroom instruction/support 5-10 hours of support services through case management and	8 weeks	Two staff per 5 youth (2 program staff at all times)	10

		peer support for families			
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.

Three family fun activities will be held during the course of the program. Locations are yet to be determined but will be social activities that may include attending a Mallard's game, a cookout, bowling or movie along with a shared meal. One of the events will be the annual JustDane holiday party for families enrolled in our youth initiatives.

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
Mentoring Connections Coordinator	.5	Co-facilitate life skills training and youth support daily
Just Bakery Lead Production Assistant	.10	Cooking and baking instruction
Peer Support Specialist	.10	Facilitate process group over lunch hour daily
Just Bakery Lead Instructor	.5	Serv Safe certification training and co-facilitated life skills training with Mentoring Connections Coordinator

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	Students increase their employability and earning potential by obtaining nationally recognized ServSafe certification.			
Performance Standard	Targeted Percent	80	Targeted Number	8
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments: Obtainment of nationally recognized ServSave Certification and development of employment interviewing skills.				

Outcome Objective #2	Students will not have new contact with the justice system
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Performance Standard	Targeted Percent	80	Targeted Number	8
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments: New police contacts will be tracked.				

Outcome Objective #3	Students will increase employment soft skills, life skills and self-efficacy in communication skills, activities of daily living (including cooking skills), financial literacy and problem solving and employment.			
Performance Standard	Targeted Percent	100	Targeted Number	10
	Actual Percent of Actual Total Enrollees		Actual Number	
Measurement Tool(s) and Comments: Pre and post test in each of the life skills training areas. Feedback from employer volunteers conducting mock interviews. Parent report.				

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.

Unfortunately for our youth cohort we are only able to provide training with students in English. For students for whom English is not their primary or first language we will obtain the ServSafe manual in Spanish (it is not available in other languages at this time).

JustDane approaches our work from a place of cultural humility, a recognition and understanding of history, of imbalances of power and opportunities, recognizing our biases and respecting the values of other individuals and cultures. It is a lifelong process of understanding. Part of our daily process groups with youth will make space for conversations about culture, history and learning about these topics as well as being a place for students to share about their culture within the group.

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?

Instructors in the Just Bakery youth cohort are all individuals who have lived experience with the justice system, with 50% of the instructors having involvement with the system as juveniles. Our instructors understand the pressures facing our students both within their family and within their peer groups. Fifty percent of the youth cohort instructors identify as Black and 50% identify as white, non-hispanic. In previous cohorts 70% of students identified as Black and 30% identified as white, non-hispanic.

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)	\$10,600	\$8672
2.	Fringe Benefits and Payroll Taxes	\$3,092	\$1,546
B. Program/Project Costs			
1.	Program/Project supplies and equipment	2500	1500
2.	Office Supplies	250	250
3.	Transportation	2000	1000
4.	Food	800	800
5.	Other (explain)	0	0
C. Space Costs			
1.	Rent/Utilities/Telephone	2500	0
2.	Other (explain)	0	0
D. Special Costs			
1.	Other (explain): stipends for student training at \$250 per week per student	20000	16000
2.	Other (explain):	0	0
D. TOTAL (A + B + C +D)		\$41,742	\$28,968

2. Additional Information on Budget (if needed):

The majority of the budget will be used for student stipends and assistance with transportation to and from class. JustDane will leverage other unrestricted funds to help fund the program, including meals for the students. Staff time includes: .5 Mentoring Connections Coordinator(20 hours per week at \$21 per hour x 8 weeks \$3,360), .50 Just Bakery Lead Instructor (20 hours per week at \$21 per hour x 8 weeks \$3,360), .20 Peer Support Specialist (8 hours per week at \$17.00 per hour x 8 weeks \$1,088), .15 Just Bakery Lead Production Assistant (6 hours per week at \$18 per hour x 8 weeks \$864), prorated Just Bakery manager time for program supervision, orientation and outreach at \$1,928. Benefits include prorated amount of payroll taxes and employee benefits (medical, dental, vision, life and long-term disability insurance).

Program supplies include National Restaurant Association ServSafe curriculum books and the exam fee at \$85 per student. It also includes ingredients for the cooking lessons and kitchen equipment (handheld mixer, ingredients, measuring cups, measuring spoons etc... so the students can prepare a baked good for their final baking project and that project will be made at home and brought to the classroom.

Office supplies include notebooks, pens, materials for props students may use for their classroom presentations, copying of lifeskills workbooks. Transportation includes assistance for students to get to

class either through purchase of bus passes or gas cards for students/families who drive their student to class.

Food is for student means, breakfast and lunch, the cost is not included in the City portion of the budget.

Rent is in-kind through Lakeview Lutheran Church, other staff office, phones and wifi is leveraged through JustDane.

Training stipends will be paid to participating students at \$250 per week (\$15.62 per hour).

JustDane will leverage both the Mentoring Connections and Peer Support Specialist to provide ongoing long-term support to families post class completion (8/28-12/31) and those costs are not included in the above budget.

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

1.5%

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

To continue the program past this year we will be pursuing additional fundraising and foundation support, including individual donations, as well as in-kind donations such as food and space which are included in this budget. Pre-pandemic we provided a youth cohort for three years, each year with an 80% completion rate. During the pandemic it proved too difficult to engage youth and families in this kind of program virtually. We know there is ongoing support for the program and utilizing these funds to restart the program we will resume fundraising for it for subsequent years.