



# School-Age Child and Youth Development Services

## PART 1 – ORGANIZATION NARRATIVE FORM

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

**Deadline: 4:30 pm CDT, MAY 15, 2023**

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

The intent of this application and subsequent contract is for all organizations to present a set of opportunities within the umbrella of one contracted program for each age group, i.e. elementary, middle and high school. Only programs that involve different participants for that age group, separate staff, a different schedule and are not an activity occurring during or as part of another program should be considered a stand-alone program with a separate application.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com) or Mary O'Donnell, Community Development Specialist [modonnell@cityofmadison.com](mailto:modonnell@cityofmadison.com). We are committed to assisting interested organizations understand and work through this application and funding process.

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Legal Name of Organization:	Neighborhood House Community Center	Total Amount Requested:	\$ 75,000
Program(s) included in this application:	Program Name: Elementary Afterschool Program	Amount Requested: \$ 20,000	
	Program Type: Elementary Afterschool Multi-Focus		
	Program Name: Elementary Youth Summer Day Camp	Amount Requested: \$ 30,000	
	Program Type: Elementary Summer Multi-Focus		
	Program Name: High School Summer Camp & Weekend Evening Program	Amount Requested: \$ 10,000	
	Program Type: High School Year Round Multi-Focus		
Program(s) included in this application:	Program Name: Middle School Summer Camp & Weekend Evening Program	Amount Requested: \$ 15,000	
	Program Type: Middle School Year Round Multi-Focus		
	➤ <i>If you are applying for more than four programs please contact Jennifer Stoiber at <a href="mailto:jstoiber@cityofmadison.com">jstoiber@cityofmadison.com</a></i>		
Contact Person:	Laura Gundlach	Email: <a href="mailto:laura@neighborhoodhousemadison.org">laura@neighborhoodhousemadison.org</a>	

Organization Address:	29 S. Mills St. Madison WI 53715	Telephone:	608-255-5337
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if no)	

**Organizational Qualifications:**

1. Organization History and Mission Statement

Founded in 1916, Neighborhood House Community Center is Madison’s first and oldest community center with a mission to provide high-quality programming and social services that facilitate the growth of a diverse, responsible, and welcoming community. Neighborhood House's long-term vision is that it will create opportunities for area residents to strengthen the quality of their community by making connections, building relationships, and embracing diversity through social, educational, and recreational activities.

When an influx of Italian and Jewish immigrants moved into the Greenbush neighborhood in 1916, Neighborhood House Community Center was created to respond to the needs of the growing community. Neighborhood House’s first programs sought to welcome a population that was often overlooked by providing support such as citizenship and language classes, as well as health and child care. Through the years and many changes, Neighborhood House continues to respond to the neighborhood and its residents’ needs by providing programs for youth and adults, social opportunities, and essential social services. Neighborhood House is open to and welcomes all Madison residents, but puts a particular focus on the south and west sides in addition to our direct neighborhood.

Today, Neighborhood House continues to provide a wide range of resident-informed programs and services that focus on the local community and its needs. Neighborhood House offers programs at no cost for children, older adults, adults with disabilities, families, low-income individuals, and our local community. Youth programming includes daily afterschool, one-on-one mentoring, high school internship programs, a toddler play program, and summer camps for ages six through eighteen. Programs for adults and families include classes and programs for seniors, social and job training programs for adults with disabilities, wellness and fitness classes, and community events.

Our social services focus on assisting individuals with a variety of needs. We currently provide free legal aid, transportation assistance in the form of bus passes and gas cards, an open technology lab, seasonal services like holiday gifts and free school supplies, a warmline phone line, resource navigation, free laundry, and community food programs that include an in-house food pantry open five times a week, monthly take and bake meals, a weekly hot meal, distribution of fresh produce to affordable housing communities.

In addition to the programs and services administered by Neighborhood House staff, the center is also home to dozens of diverse community organizations that meet on a recurring basis or host one time meetings and events.

2. Describe your organization’s experience implementing programming described in the School-Age Child and Youth Development Service Continuum and relevant to the programs you propose in this application. List all current school-age child and youth programs with their inception date.

Neighborhood House has been offering youth programs since its inception over 100 years and has always identified children and youth as a top programming priority and vital population to be served. Neighborhood House has been known for holding a large number of youth programs and have always hired high quality program directors to facilitate these programs.

Neighborhood House has been offering summer camp and afterschool programming in various forms for decades. The current youth programs include Youth Afterschool (Elementary and Middle School), Youth-Adult Mentoring,

Elementary Youth Summer Day Camp, Middle School Camp, Madison Community Experience (High School Camp), Impact Internships (High School Internships), Off Days, and Fun Fridays.

Summer camp has taken place for at least 60 years, when Neighborhood House moved into its current building on Mills Street. Summer camp has looked different over those decades and has served a variety of age groups. The current framework for elementary youth day camp has been in place since 2011. Middle School Camp in its current form began in 2022 and the Madison Community Experience began in 2021.

Afterschool/school year programming has also taken place at Neighborhood House for many decades. Youth-Adult Mentoring began in 2011 and afterschool programs for elementary and middle school students began in 2012, with more of a drop in style and afterschool. The current form of afterschool has programming occurring every day for two age groups and a set schedule of activities began in 2021. Off Day, a full day program on days when Madison schools are not in session, also began in 2021. Fun Fridays first took place in 2018.

Lastly, our high school internship program began in 2021.

3. Describe any significant changes or shifts at your agency since 2019 or anticipated changes in the next two years. For example changes in leadership, turnover of management positions, strategic planning processes, expansion or loss of funding. What, if any affects have or will these changes make regarding the agency's ability to provide proposed services? If there are no changes, write "No changes".

Neighborhood House has implemented many positive changes since 2019. In 2021, Neighborhood House's Youth Director, Laura Gundlach, took over as Interim Executive Director following the departure of the former executive director.

Since then, Neighborhood House has made a concerted effort to expand all programs and services - including youth programs. Youth programming has expanded from drop in afterschool programming and mentoring to: daily afterschool care for elementary and middle school youth for at least 3.5 hours every school day; one-on-one mentoring; monthly recreational programs for elementary and middle school students; high school internship program, Off Day, a full day program for elementary and middle school on days when MMSD does not have school, and True Play, a toddler play program for ages 5 and under and their parents.

Neighborhood House has written and undertaken an updated strategic plan for 2022 - 2024. The six goals of this plan include: Provide diverse programs and services that meet the needs of our community; disseminate information and access efficiently, broadly, and intentionally to diverse populations; provide a safe and functional physical space for users; strengthen and diversify fund development capacity and financial oversight; create a diverse and engaged board of directors; and foster a supportive workplace environment where employees feel valued and invested in the organization.

Neighborhood House expanded funding from \$192,000 in 2019 to \$341,000 projected for 2023. We continue to seek out and cultivate diverse funding streams including corporate and private grants, individual donations, building use fees, and more.

One future change that Neighborhood House is planning for is the redevelopment and construction of a new physical space. Neighborhood House's executive director and board of directors are in the early planning stages of this endeavor and do not plan for major interruptions to youth programming. During construction, Neighborhood House will move to an alternative building located nearby on Regent Street and utilize community partner spaces and parks. At this time, youth program numbers may be a bit smaller due to limited physical space. When the new building opens up, we anticipate that youth programming will grow larger in the new, bigger space.

4. Describe your organization's experience, education and training requirements for management and school-age child and youth program staff. Include how you support these requirements and other professional development opportunities.

Neighborhood House's staff that work with the center's youth and child programs all have extensive professional, educational, and volunteer experience in implementing high-quality youth programming.

Youth Program Leaders and Camp Counselors are highly preferred to have or be pursuing a degree in education, social work, or other youth serving or human services field. Staff with other educational backgrounds require having a least one year of work or volunteer experience with youth programming. Upon hire, youth staff are given general training and introduction to Neighborhood House, as well as training for the specific program they work with. Neighborhood House's Executive and Youth Directors facilitate these initial trainings. Regularly scheduled youth staff trainings take place throughout the program year. Staff are also offered and encouraged to partake in additional outside professional development and training opportunities through Wisconsin Afterschool Network and other training resources. Neighborhood House is always working to add opportunities for growth and advancement within our own staff. We strive to make sure that youth staff gain more responsibilities and opportunities to take more ownership over the programs we support - whether this is through online trainings, supervisor feedback, creating opportunities for staff to lead during actual programming, and working in hours for planning program activities. Many volunteers or staff in support roles have taken opportunities to hone their skills in working with youth and gain positions with more responsibility.

Management staff in youth programs are required to have at least a bachelor's degree or equivalent work experience with youth and/or other human services. In addition to relevant work and educational backgrounds, staff are required to take at least one training or professional development each year. In addition to staff that work directly with youth programs, many other Neighborhood House staff that work with other services also have experience facilitating youth programs and can offer support and insight when needed.

Our current Youth Program Director, Angel Calderon, holds a Bachelor's degree in Social Work and has been involved with Neighborhood House youth programs since 2019. Angel began as a volunteer mentor providing one-on-one support and then worked as a camp counselor and afterschool program leader. Angel has years of experience with other youth-serving organizations, including YWCA in Madison and completed an internship with their restorative justice program. Angel has completed trainings in Guiding Children's Behavior in Afterschool Programs, School Age Curricular Framework, Trauma-Informed Care Approach to Afterschool Programs, and Positive Youth Development for Youth Work Professionals

Current Executive Director Laura Gundlach holds a Masters of Science degree in Education - Curriculum and Instruction and brings thirteen years of experience in youth programming and education to the organization. Laura has worked with a variety of youth-serving organizations in Madison and Wisconsin at large, including The Salvation Army, Mentoring Positives, Wisconsin 4-H Youth Development, and Madison Schools and Community Recreation. Laura also has two years of experience teaching in a classroom and afterschool setting at a public charter school in New Orleans, Louisiana. Laura joined Neighborhood House in 2018 and spent three years as Neighborhood House's Youth Program Director before moving into the Executive Director position. As Youth Program Director, Laura created new youth programming and expanded and improved the existing programs. Under Laura's leadership youth program enrollment has quadrupled and program offerings have expanded to include all age groups of early childhood, elementary, middle and high school. variety in programming year round. Laura is certified in CPR/AED & First Aid and Youth Mental Health First Aid, and has completed trainings in School Age Curricular Framework, Trauma-Informed Care Approach to Afterschool Programs, Social-Emotional Learning Strategies, and Guiding Children's Behavior.



# School-Age Child and Youth Development 2023 Request for Proposals PART 2 - Program Narrative Form

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Deadline: 4:30 p.m. (CDT) on **May 15, 2023**

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Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

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Legal Name of Organization:	Neighborhood House Community Center	Total Amount Requested for this Program:		\$ 15,000
Program Name:	Elementary School Year Programs	Total Program Budget:		\$ 64,572
Program Contact:	Laura Gundlach	Email:	<a href="mailto:laura@neighborhoodhousemadison.org">laura@neighborhoodhousemadison.org</a>	Phone: 608-255-5337

AGE Group and Program TYPE: Select ONE Program Type under ONE Age Group for this form.

**Elementary**

- Multi-focus School Year Only
- Multi-focused Year Round
- Multi-focus Summer Only
- Topical/ Skill/Population

**Middle School**

- Multi-focus School Year Only
- Multi-focused Year Round
- Multi-focus Summer Only
- Topical/ Skill/Population

**High School**

- Multi-focus School Year Only
- Multi-focused Year Round
- Multi-focus Summer Only
- Topical/ Skill/Population

**PLEASE NOTE:** Separate applications are required for each age group and distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.

**1. PROGRAM OVERVIEW**

A. Need: Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

Neighborhood House has recognized a growing need in Madison, Wisconsin, and the country at large for free, high-quality out of school time programming for youth and children. Childcare outside of school hours is essential for working parents and their children.

Research from youth.gov shows that "school-age children and youth spend 80 percent of their waking hours outside of school, while 1 in 5 young people in the U.S. are alone after the school day ends." Therefore, summer and afterschool programs at Neighborhood House have a huge opportunity to help youth reach their highest potential academically and socially in a safe environment. Regular participation in Neighborhood House's high quality youth programs can lead to improved social-emotional competencies, academic support, school support, safety, and physical activity and health (Benefits for Youth, Families, and Communities, youth.gov, 2020).

In Madison specifically, In the 2013 "Race to Equity Report" the Wisconsin Council on Children and Families revealed that the advantages and opportunities that non-Hispanic whites and minority populations receive greatly differ. Within Madison "...allowing such a close link between color and disadvantage to persist can only serve to nurture stereotypes, foster profiling, and produce differential expectations for achievement within the community at large...". These disadvantages that have been exacerbated by racial and socioeconomic factors significantly impact the educational and enrichment opportunities for all children of color, but especially teens of color.

Underserved youth and youth of color miss out on valuable educational opportunities that many affluent white children receive in the form of in-depth enrichment summer experiences. Neighborhood House wants to be a community actor that not only contributes to the change in the equity gap, but also empowers the next generation of Madison community leaders.

Additionally, the City of Madison's policy paper, Building Human Capital: School Age Child and Youth Development, identifies wellness and social-emotional well-being as the areas that youth need more programming in. Neighborhood House incorporates overt programs that address these needs, as well as building them into much of the youth program routines and all activities.

- B. Goal Statement: What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

Neighborhood House's goal is to provide free, high quality youth programs that develop youth socially, academically, emotionally, and physically.

Neighborhood House aims to provide free youth programs that foster positive peer and youth/adult relationships; empower youth through choice and ownership; create a safe, inclusive, and welcoming environment; expose youth to a variety of new and diverse enriching experiences; build life and social-emotional skills; and, support parents and families through other services.

This goal perfectly aligns with the scope of work presented in the RFP. Neighborhood House has provided youth programming for decades, with the past three years being some of the most important and influential during and after the Covid-19 pandemic. Neighborhood House is a place where youth have always been able to connect with their peers, develop skills, and feel safe. This became even more vital as youth and children became almost totally isolated during Covid-19. Neighborhood House provided social interaction and academic support during that time and as Madison slowly recovered from the pandemic, Neighborhood House continued to focus on being a resource and safe haven for all children. Neighborhood House has only seen an increase in need for free, quality childcare since then. Parents need the connective services and financial and social supports offered by a community center and its free youth programming. More importantly, children need a place that offers them a place for: essential social interaction with their peers and caring adults, academic support, safety and security, healthy food, exposure to new experiences, and development of skills in a variety of areas including art, science, and social-emotional learning.

- C. Program Summary (3-5 sentences):

Neighborhood House's Elementary School Year Program provides a free program that focuses on creating community and providing educational and enriching experiences for 50+ children between the ages of six and twelve. School year program occurs five days a week for at least 3.5 hours per day and participants are exposed to varied activities, field trips, and opportunities that build their physical, cognitive, academic, and social-emotional skills. Dedicated staff and community partners work to provide a fun and stimulating experience for students and support their families.

## 2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal.

Our intended service population includes low-income children and children of color ages six through twelve years old (grades 1 through 5) in Madison. For elementary afterschool, we prioritize our direct neighborhood and Madison's south and west side neighborhoods, mostly attending Franklin and Randall elementary schools. We serve a large Hispanic and Spanish speaking population, due to our proximity to the the South Park Street Corridor where many Spanish speaking families live. We prioritize families and children that are facing hardships such as homelessness, parental incarceration, and language barriers.

Participants and their parents were involved in this proposal by using the formal and informal feedback we have received over the past few years to constantly evaluate and change programming to suit the needs of the community.

- B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	18	32%
Black/African American	6	11%
Asian	9	16%
American Indian/Alaskan Native	1	1%
Native Hawaiian/Other Pacific Islander	0	0%

Multi-Racial	13	23%
Balance/Other	10	18%
Total:	57	
Ethnicity		
Hispanic or Latino	12	21%
Not Hispanic or Latino	45	79%
Total:	57	
Gender		
Boy/Man	24	42%
Girl/Woman	20	35%
Non-binary/GenderQueer	3	5%
Prefer Not to Say	0	0%
Total:	57	

C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth and/or their families. Describe how the proposed program will be culturally relevant to the population served.

Neighborhood House's Youth Programs always enroll a large number of participants that speak English as a second language. While in the past few years we have had up to seven different languages spoken by youth at one time, the majority of these youth and families speak Spanish. Therefore, we follow the Neighborhood House Language Access Plan and have a least one direct staff member that is fluent in Spanish. Additionally, we prioritize having additional staff that are fluent in Spanish or other languages. At this time, we have staff that are fluent in Lao, Thai, Mandarin, and Hindi in addition to Spanish.

All written materials, including application forms, emails, handouts and fliers for parents, and project directions for youth are distributed in both Spanish and English. These are translated by staff that are fluent in Spanish and have experience in written translation. School Year staff that are fluent in Spanish work with Spanish-speaking youth and parents on daily basis to provide direct verbal communication in Spanish.

Neighborhood House has prioritized having a diverse and culturally aware staff that reflects the communities that we serve. 31 % of staff identify as White/Caucasian, 24% of staff identify as only Hispanic, 19% of staff identify as Asian, 19% identify as Black/African-American, and 7% of staff identify as multi-racial. Neighborhood House staff bring diverse backgrounds and experiences that are apparent in the programming that occurs. Activities are centered on different cultural traditions and experiences - such as cooking activities that reflect the youth and staff's heritages, projects that explore different cultures, and offer ample opportunities for youth to share and teach about their culture. Neighborhood House staff also work with youth to create a space where all students feel welcome in the community.

D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and assessment procedure you will use for this program.

Neighborhood House has fostered a strong network of community partners to recruit children that are in need and could benefit from our free, enriching programs. We have strong connections with the social workers and teachers at our neighborhood elementary schools, Franklin and Randall. These key staff identify families and youth that not only live nearby, but also need free childcare for any number of reasons, like lower income level. We also have a strong connection with the tenant services coordinator at a large area of affordable housing located nearby. In addition to our community contacts, we have benefitted from a strong network of parents that refer other families to our youth programs. Lastly, we have a large contact list of center users to which we disseminate information. This takes place via email, flyering the neighborhood, social media posts, posting on the school district's community webpage, and emailing past participants.

We continuously and actively engage community partners, schools, youth, and parents over the course of a year. We recruit students to engage in a variety of programs that happen year-round; send families information on youth and family events happening at the center; share information on our social services, such as our food programs, law clinics, and holiday gift distribution; meet with school staff; and,



solicit feedback from relevant stakeholders. Our goal is to have families not just participate in youth programming, but feel connected to the many other services and programs Neighborhood House offers during the rest of the year.

Neighborhood House makes a conscious effort to remove as many barriers as possible for all programs and services we offer. Since 2021, Neighborhood House has made all youth programming free for all participants and their families. This has removed a huge barrier for families of all income levels. Neighborhood House firmly believes that all Madison families should have access to high quality childcare at no cost. Removing the fee itself was one barrier, but we also removed the barrier of paperwork and documentation that was once required for families to qualify for reduced costs. We also provide breakfast, lunch, and snack at no cost to families. Another barrier we removed was adequate time of the program for working parents. Afterschool runs longer than many other afterschool programming the area, starting at school dismissal and ending at 6pm. We also provide afterschool program every Monday on early release days and have Off Day programming which takes place from 8am - 4pm on days when the Madison school district does not have school (excluding holidays).

Neighborhood House makes our Afterschool and Off Day application available in early August. Past and potential participants are notified via email and social media that the application is open. The applications are then reviewed by program staff with priority given to children of color, families with low or extremely low-income levels (based on City of Madison standards), children in a single parent household, children facing homelessness, proximity of home address to Neighborhood House, and past participation in programs. When afterschool applications reach capacity, a waitlist is started with the same priorities for enrollment. The application asks pertinent contact and demographic information that helps assess the family's needs. We also follow up with school staff if they have identified families that are in acute need for summer childcare. Fun Friday Nights are drop-in and open to anyone across the city of Madison. We share information about this informal program via social media, parent contact lists, and our mass email list.

### **3. PROGRAM DESCRIPTION AND STRUCTURE**

- A. Activities: Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum or documentation of promising practice that supports the programming or service proposed.

Neighborhood House offers school-year out of school time programming for elementary youth.

Neighborhood House's School Year Programs focus on six programmatic areas that Neighborhood House youth staff have identified as priority areas. These include: STEM (Science, Technology, Engineering, and Math), Arts (Music, Movement, and Visual Arts), Physical Activity/Recreation, Life Skills (Communication/Writing, Teamwork, Decision-Making, Problem Solving), Cooking/Culinary, and Social-Emotional Learning (Self-Awareness, Self-Management, Social Awareness, Relationships). Youth are also given free time and directed choice activities at scheduled times throughout the day.

Elementary Afterschool Programming begins with staff meeting participants at the bus stop or front door (for walkers) and then moving into free time divided by age and grade level. After free time, youth are offered a free, healthy snack. Staff then lead an engaging check-in in small groups and then reconvene as a large group to go over expectations, review the schedule for the day, and facilitate a life-skills and/or social-emotional learning activity. Students then head to the park or gym (depending on weather) for free physical activity time and to participate in structured games like kickball or dodgeball. After physical activity, youth participate in enrichment activity in one of the programmatic focus areas. Oftentimes this is led by an outside community partner, but afterschool staff also plan and lead activities. Youth are then given choice stations in smaller groups that could include art, Legos, or reading. The program day culminates with quiet time for youth that have academic work and/or free time. Monday is a longer day due to early release, so students participate in an additional enrichment activity or organized game.

In addition to daily afterschool care, Neighborhood House also offers one-on-one youth-adult mentoring during afterschool program hours. Mentor pairs meet twice a week for one hour each meeting.

Mentors are young adults (18-35) that provide a positive non-parental and near-peer adult relationship for youth. Mentoring pairs work together on social-emotional and academic skills and explore the community together. Mentoring looks different for each pair, but the main focus is to provide individualized attention, especially for youth that have been identified by parents and school/Neighborhood House staff as need extra support. Mentors and mentees participate in activities that have been prepared by Neighborhood House staff or work together to plan their day.

Neighborhood House provides a full day elementary school program on days when Madison Metropolitan School District does not have school (excluding holidays). This program is called Off Day and runs from 8am - 4pm. Participants start the day with breakfast and then move into free choice in the gym and game room until all or the majority of students arrive. The group then does a check in and group meeting where staff go over the schedule, take questions, and do some brief life-skills exercises. The group then spends at least a half hour, usually longer, outdoors playing organized games like relays, tag, or kickball, and have time for free time outdoors at nearby Klief Park. Upon returning, to Neighborhood House, participants partake in an enrichment activity such as an art project or STEM lesson. Lunch is served at 11:30 and then participants have free time for 30 minutes and get ready for a field trip.

In the afternoon, participants go on a field trip to a nearby University of Wisconsin or community site, like the Madison Children's Museum, Union South, UW Geology Museum, or the Henry Vilas Zoo. Participants and staff either walk or take the city bus. After the field trip, youth receive a snack and then have another educational activity that is led by afterschool staff or an outside partner organization. The last half hour of the day is pick up and free choice or an organized game.

The last year-round Youth Program that Neighborhood House offers is Fun Fridays. Fun Friday is a broad term used to describe monthly recreational programs offered for different age groups. Fun Fridays occur once a month from 6-8pm. Parents are welcome to attend with their children or let their kids attend independently. Fun Friday includes dinner and an organized activity such as movie nights, holiday parties or nights that have a theme like game night. This is an opportunity for youth to connect and have a safe, productive space outside of school hours and on weekends.

Research shows that youth need programming in social-emotional skills, wellness, and 21st century skills (Integrating 21st century skills into education systems: From rhetoric to reality, 2019). Neighborhood House incorporates these skills into each day of programming, whether in a specific lesson or worked into an activity, like developing capacity to work on a team while playing a sport or communication when working on a group project.

- B. Program Schedule: If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the "Location(s)" cell in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Location(s): Neighborhood House Community Center			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year	1:15pm	6:00pm
	Summer		
Tuesday	School Year	2:30pm	6:00pm
	Summer		
Wednesday	School Year	2:30pm	6:00pm
	Summer		
Thursday	School Year	2:30pm	6:00pm
	Summer		
Friday	School Year	2:30 6:00pm	6:00pm 8:00pm
	Summer		

Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

Table 2

Location(s):			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer		
Wednesday	School Year		
	Summer		
Thursday	School Year		
	Summer		
Friday	School Year		
	Summer		
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

- C. **Frequency, Duration and Anticipated Attendance:** Please complete the table below. If you are proposing to provide a 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.

	Frequency*	# of Program Hours Per Program Day	Annual Duration**	Adult to Youth Ratio	Anticipated Average Attendance per Program Day
<b>Location #1: Neighborhood House Community Center</b>					
School Year	5 days per week	Monday 4.75 hrs Tuesday - Friday 3.5 hrs	39 weeks	13:1	20
	1 day per month	Friday 2 hrs			25
Summer					
<b>Location #2 (if applicable):</b>					
School Year					
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 and note any differences in the program structure as compared programs included in the table above.

#### 4. ENGAGEMENT, COORDINATION AND COLLABORATION

- A. Family Engagement: Describe how your program will engage parents/guardians and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Neighborhood House values family engagement in every step of our youth programs.

A strength of Neighborhood House's youth programs is the strong parent support and connection that we have cultivated. Neighborhood House staff maintain clear and open lines of communication with all parents. This includes texting/calling parents throughout the day and speaking face-to-face at drop off and pick up. Staff also send out email with updates, reminders, recaps of the week, and pictures on a regular basis. We also invite parents to volunteer with afterschool if they are able and parents are invited to attend Fun Friday events with their children. We also plan family events, like movies, meals, and end of summer/school year parents to engage and talk with parents.

We solicit parent feedback at the onset and completion of afterschool in the form of surveys. Questions include evaluation of the intended outcomes, staff, safety, and logistics of the program. We then use the feedback from the surveys to both evaluate the outcomes of the program as well as understand how the program can improve or what works well for parents/guardians.

- B. Neighborhood/Community Engagement: Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Neighborhood House always makes a point to engage neighborhood residents and the broader community in all programming. Neighborhood House is located downtown in the heart of Madison, which allows us to provide a program that is truly connected to the local community.

We share information about school year program sign ups with nearby neighborhood associations and listservs. Many participants come from families that live in our direct and adjacent neighborhoods. A large number of neighborhood residents volunteer with afterschool and camp or lead specialized programming. We also collaborate with neighborhood businesses and organizations for in-kind donations, food, and collaboration, like field trips to the zoo or making pizzas at a nearby restaurant. Neighborhood residents are asked to provide broader programming input, including afterschool, through surveys on a yearly basis.

Neighborhood House partners with multiple food based non-profits to provide healthy, free meals and snack for youth participants. As we are located close to the University of Wisconsin campus, we connect with a large number of volunteers, student organizations, professors, and field trips locations.

Lastly, we tap in to the large network of diverse community groups that use Neighborhood House's space to lead engaging programs like Japanese Drumming, Judo, and traditional Mexican dance.

- C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
Franklin & Randall Elementary Schools	Refer students to programs, collaborate to support student behaviors and needs	Maria Loy, Yvonne Wullschreger, Katie Larsen-Klodd	No
Big Om Little Om Yoga	Lead weekly yoga classes	Mia Hicks	No

Madison Reading Project	Lead bi-weekly literacy and reading activities	Natalie Holdahl	No
UW ARMS (Afterschool Role Models in Science)	Lead weekly age appropriate STEM activities	Anna Courtier	No
F.H. King Student Farm	Lead recurring gardening and nature programming	Varies	No
UW Discovery Institute	Lead STEM activities	Jerrod Buckner	No

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

Healthy Food For All - provide food for youth snacks and meals - Joe Mingle - No MOU

Other various UW student organizations/departments also collaborate throughout the summer and school year to lead one time activities, like UW Music Therapy. We also partner with a number of UW and community organizations for field trips.

How do these partnerships enhance this proposal?

Our community partnerships help us offer high quality, unique experiences for school year programs in a many areas. We would not be able to offer enriching and diverse programming without them.

Participants are able to learn from content experts in a variety of fields that fill in the gaps of areas that staff do not have experience in - like music or yoga. These also align with the focus areas that Neighborhood House has identified as priorities (STEM, Art, Physical Activity, Culinary, Life Skills, and Social-Emotional Learning). Partners lead programs on a regularly recurring or one-time basis.

What are the decision-making agreements with each partner?

We approach our partnerships as highly collaborative and value their insight and feedback. We have had connections with our community partners for many years.

With each partnership, things can look a bit different, but we generally start with an initial meeting between Neighborhood House and the partner organization. In this meeting, we discuss what the needs of the participants are and what the program day consists of. Then we determine what roles Neighborhood House and the partnering organization will take and how we can support each other during the actual program. We also go over what physical space will be used, the policies, procedures, and routines of the program, and what shared resources we will utilize.

- D. Resource Linkage and Coordination: What resources are provided to participants and their families by your proposed program? How does the program coordinate and link families and participants to these resources?

Neighborhood House consistently works to connect families to the myriad of programs and resources we offer on-site at our center. Near the start of the school year, Neighborhood House hosts an Open House.

Participants and their parents are introduced to Neighborhood House staff, policies, procedures, and the physical space. Parents are able to ask questions and have concerns addressed. We also share information about the other programs and services that are free and available to everyone. Returning and potential participants and their families can come and learn about the community groups that lead programs at Neighborhood House, as well as meet the staff and get information about the schoolyear programs of mentoring, afterschool, Fun Friday, and Off Day.

We strive to make these programs and services easily accessible for parents. One way we achieve this is timing. During the school year, our food pantry, law clinic, community meals, and transportation assistance hand-outs take place at the same time as program pick up. We also enroll families in our Thanksgiving Basket handout and Holiday Gift Distribution during the school year.

Another way we ensure accessibility is by routinely and consistently sharing information through a variety of communication that includes emails, handouts, and verbal check-ins at pick up or drop off.

Lastly, in the youth program applications, parents are asked to select other programs and services they are interested in participating in and if they would like staff to contact them. From this we are able to directly connect parents to services such as Thanksgiving baskets, holiday gifts for their family, gas cards/bus passes, law clinic, meals, resource navigation, and more.

## 5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Madison Out-of-School Time (MOST) Effective Practices: Please describe how each of the seven basic elements are addressed by your proposed program design. How will you monitor the program during implementation to assess continued alignment with the [MOST Effective Practices](#)? Are there any other program quality standards, tools or measurements that you use with this program? If yes, please list and describe.

Neighborhood House used a variety of resources to guide and inform its programming and structures. One of those is the MOST Effective Practices. While we are not regulated childcare, we also use guidance from Youngstar to inform our program offerings. We also use other peer-reviewed and researched practices and articles.

**Intentional Program Design** - Neighborhood House has staff trained in curricular design and an executive director with a masters degree in curriculum and instruction. Staff follow a lesson template when planning lessons and activities. The template includes planning questions on content areas, life skills addressed, objective of the lesson, supplies and time needed, and the instructions for the activity. Staff often refer to resources such as a life skills wheel and checklist of developmental assets when planning activities. Staff also collaborate to make sure lessons are age appropriate, challenging, and engaging. In addition to high caliber planned activities, staff also make sure to allow for free time and structured choice time to allow for choice and creativity.

**Supportive Relationships with Youth** - Neighborhood House prides itself on the relationships we have built with youth in our programs. Each day (summer and school year), youth staff do scheduled, formal check-ins at the start of the program in a whole group and small group. Students also have scheduled one on one check-ins with staff throughout the week. In addition to these formal opportunities, staff are constantly having informal conversations and check-ins, especially with students that need extra support. Staff are encouraged to view themselves and the youth they are serving as partners - therefore, staff participate fully in all activities and show mutual respect to participants.

Staff also are trained in positive ways to guide and manage behavior. This training comes from the youth director and executive director. Staff are also made clear of the Neighborhood House's policies that support healthy boundaries and roles between staff and students.

**Youth Voice and Leadership** - Neighborhood House looks to include youth voice and ownership as much as possible. Each day, youth are asked to share their thoughts on programming in whole or small groups and individually. Staff also have planned times in the programs where they work collaboratively with youth to brainstorm and plan activities they would like to do throughout the program. We also take their opinions and input on smaller things, like what they would like for snack or if they would like ten more minutes of free time. Staff constantly ask for engagement and input from youth throughout the program day. Youth are also given roles and responsibilities of their own throughout the program to take ownership and leadership.

**Racial & Cultural Inclusion** - Neighborhood House has made an concerted effort to recruit and hire staff for all programming and operations - not just youth - that reflect the community we serve and that have diverse backgrounds and experiences. Staff plan and lead diverse and culturally aware activities for youth programs, and hold each other and the youth to high standards to create and maintain an inclusive

environment. Lastly, staff and volunteers participate in training and learning on inclusion and diversity. This includes Neighborhood House trainings, training from outside organizations, and shared readings.

Community & Family Engagement - Neighborhood House's youth programs are so successful due to the strong connections we have cultivated with parents, families, and community/school partners. One facet of this is open communication. Neighborhood House staff are in constant communication with parents on how to best serve their children through a variety of methods like text, email, phone calls, and in-person. School staff and community members are also helpful in offering us insight and guidance for our programs. Neighborhood House also invites parents to participate in programming as much as they are able and to give feedback formally and informally. We work to meet each family and parent where they are at and work together to create a plan and program that works best for them and their kids.

Organizational Management & Staff Support - Neighborhood House has worked to form a strong and supportive community at all levels of the organization. New staff receive general onboarding and additional training for the specific programs they will be supporting. Youth staff are supervised and supported and given formal and informal feedback. Staff also receive at least one formal evaluation with their supervisor throughout the year. Staff meet daily before and after programming and have longer training sessions and meeting sessions throughout the year. Staff receive information on and are encouraged to take outside trainings that are paid for by the organization. Neighborhood House also focuses on using program data to inform the work we do, so we use survey data and feedback to make relevant changes to youth programs. Lastly, Neighborhood House has a number of larger organizational structures, policies, and internal controls that ensure all programming and center operations run at the highest level.

Environment & Safety - Staff work to make sure that the physical space is always conducive to safe and fun programming. Neighborhood House staff work together with participants to make engaging and appropriate materials and safe and welcoming physical spaces available for youth programming. Staff are made aware of all safety and health procedures.

**B. Program Outputs - Unduplicated School-Age Children or Youth and Program Hours**

Total Annual Unduplicated Children or Youth participating in proposed program: 55

Total program hours annually: 933

**C. Program Outcomes**

Please describe the data and the data source used to choose your outcome objectives? Neighborhood House collects data on the following outcomes year over year via staff observations and feedback, participant and parent evaluations, and staff programming log. Program outcomes were developed using the Madison Out of School Time Effective Practices Document.

Please identify at least one Program Outcome for your proposed program(s), from the RFP Guidelines 1.4, that you will track and measure. Complete the table(s) below.

<b>Outcome Objective #1:</b> Youth engage in positive peer and youth/adult relationships				
<b>Performance Standard</b>	<b>Targeted Percent</b>	90%	<b>Targeted Number</b>	50
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

<b>Outcome Objective #2:</b> Youth feel empowered through choice and ownership				
<b>Performance Standard</b>	<b>Targeted Percent</b>	90%	<b>Targeted Number</b>	50

<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes
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<b>Outcome Objective #3:</b> Youth experience a safe, inclusive, and welcoming environment				
<b>Performance Standard</b>	<b>Targeted Percent</b>	95%	<b>Targeted Number</b>	52
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

Youth experience variety of new and diverse enriching experiences - 85% - 46

Parent surveys, pre- and post-program participant surveys, staff observations and notes, program log

Youth build life and social-emotional skills - 90% - 50

Parent surveys, pre- and post-program participant surveys, staff observations and notes, program log

Parents and families are supported through other services - 80% - 44

Parent surveys, staff observations and notes

- D. Data Tracking: What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses?  
Neighborhood House uses a variety of methods to capture program information.

Important demographic information is captured on the initial program applications. The application includes questions about race, ethnicity, sexual identity and gender, age, language(s) spoken, disability status, family size and income level, home address, and single female head of household status. Additionally, the application offers space for parents to share information on the children such as any medical or behavioral concerns.

Neighborhood House tracks daily attendance and weekly attendance averages for the program. Neighborhood House currently use a tablet to update daily attendance in an Excel spreadsheet.

Neighborhood House uses a Google Calendar to plan and record all programming activities. The calendar is created well before the program begins and then can be edited and kept to date as the program progresses. Additionally, Neighborhood House staff maintains a running collaborative notes document where, each day, staff record their observations on the participants and activities.

Neighborhood House's executive director and youth director work together at the start of the program year to formulate a school year budget. Program costs and income from grants and donations are projected. Expenses are tracked in a budget spreadsheet before and during the program.

For behavior tracking, Neighborhood House coordinates with parents and relevant school staff to create behavior tracking plans for students that need and will benefit from one. In addition to student's that need individualized support, Neighborhood House maintains general behavior tracking and accident and incident report forms.

Neighborhood House relies on pre- and post- programmatic surveys and staff/volunteer observations to measure program outcomes. Participants and their parents complete written surveys with questions around the programmatic outcomes at the start and end of each program.



In 2023, Neighborhood House will begin using the City of Madison's MIS system to capture some of this data.

**6. PROGRAM LOCATION**

- A. Address(es) of the site where programs will occur:  
29 S. Mills St. Madison WI

**7. PROGRAM STAFFING AND RESOURCES:**

- A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps members and Adult Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.  
\*Use one line per individual employee

Position Title	Qualifications or Required Training	Location(s)	Indicate School Year (SY), Summer (SU) or Year-Round (YR)	SY or YR FTE	Summer Only FTE
Executive Director	Bachelor's Degree	Neighborhood House	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	.5	
Youth Director	Bachelor's Degree	Neighborhood House	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	1	
Afterschool Program Leaderr	Bachelor's Degree / Pursuing Degree & Work Experience with Youth	Neighborhood House	<input checked="" type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>	.25	
Afterschool Program Leader	Bachelor's Degree / Pursuing Degree & Work Experience with Youth	Neighborhood House	<input checked="" type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>	.25	
			<input type="checkbox"/> SY, <input checked="" type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
Please complete the total FTE for the applicable time period	School Year:			2	
	Year-Round				
	Summer				

Volunteers: If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?

Neighborhood House youth volunteers go through multiple steps of screening and training process before they interact with youth participants.

Youth volunteers first complete a volunteer application that includes questions on their background in youth programming and motivation for volunteer. After the initial application, volunteers come into Neighborhood House for an initial interview to assess if they would be a good fit for youth programming, much like a job interview. After this stage, volunteers are required to attend Neighborhood House's Youth Volunteer Training and Orientation for each specific program

which reviews the organization's policies and procedures, diversity, equity, and inclusion, behavior management, and the volunteers' roles and responsibilities. The final steps are completing a background check and mandated reporter training. Mentors receive additional trainings to prepare them for a more in-depth and direct role with youth.

Throughout programming, Neighborhood House staff assess and provide feedback to the youth volunteers. Volunteers are also invited to attend ongoing youth staff trainings.

**B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program):**

Neighborhood House has historically relied on walking and public transportation for access to field trips and programming that are off site. In 2023 and beyond, Neighborhood House leadership is working on procuring at least one 15-passenger van to utilize for transportation. The van would also be used to transport students who do not have reliable and accessible transportation to and from Neighborhood House.

**8. BUDGET**

- A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for the Program Budget for each age group. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

The budget template can be found on the [CDD Funding Opportunities website](#).

**9. IF APPLICABLE, PLEASE COMPLETE THE FOLLOWING:**

**A. Disclosure of Conflict of Interest**

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

N/A

**B. Disclosure of Contract Failures, Litigations**

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

N/A



# School-Age Child and Youth Development 2023 Request for Proposals PART 2 - Program Narrative Form

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

Deadline: 4:30 p.m. (CDT) on **May 15, 2023**

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

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com) or Mary O'Donnell, Community Development Specialist [modonnell@cityofmadison.com](mailto:modonnell@cityofmadison.com). We are committed to assisting interested organizations understand and work through this application and funding process.

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:	Neighborhood House Community Center	Total Amount Requested for this Program:		\$ 30,000
Program Name:	Elementary Youth Day Camp	Total Program Budget:		\$ 45,116
Program Contact:	Laura Gundlach	Email:	<a href="mailto:laura@neighborhoodhousemadison.org">laura@neighborhoodhousemadison.org</a>	Phone: 608-255-5337

AGE Group and Program TYPE: Select ONE Program Type under ONE Age Group for this form.

**Elementary**

- |   |   |
|---|---|
| <input type="checkbox"/> Multi-focus School Year Only | <input checked="" type="checkbox"/> Multi-focus Summer Only |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population          |

**Middle School**

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

**High School**

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

**PLEASE NOTE:** Separate applications are required for each age group and distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.

**1. PROGRAM OVERVIEW**

A. **Need:** Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

Neighborhood House has recognized a growing need in Madison, Wisconsin, and the country at large for free, high-quality out of school time programming for youth and children. Childcare outside of school hours is essential for working parents and their children.

Research from youth.gov shows that "school-age children and youth spend 80 percent of their waking hours outside of school, while 1 in 5 young people in the U.S. are alone after the school day ends." Therefore, summer and afterschool programs at Neighborhood House have a huge opportunity to help youth reach their highest potential academically and socially in a safe environment. Regular participation in Neighborhood House's high quality youth programs can lead to improved social-emotional competencies, academic support, school support, safety, and physical activity and health (Benefits for Youth, Families, and Communities, youth.gov, 2020).

In Madison specifically, In the 2013 "Race to Equity Report" the Wisconsin Council on Children and Families revealed that the advantages and opportunities that non-Hispanic whites and minority populations receive greatly differ. Within Madison "...allowing such a close link between color and disadvantage to persist can only serve to nurture stereotypes, foster profiling, and produce differential expectations for achievement within the community at large...". These disadvantages that have been exacerbated by racial and socioeconomic factors significantly impact the educational and enrichment opportunities for all children of color, but especially teens of color.

They miss out on valuable educational opportunities that many affluent white children receive in the form of in-depth enrichment summer experiences. Neighborhood House wants to be a community actor that not only contributes to the change in the equity gap, but also empowers the next generation of Madison community leaders.

Additionally, the City of Madison's policy paper, Building Human Capital: School Age Child and Youth Development, identifies wellness and social-emotional well-being as the areas that youth need more programming in. Neighborhood House incorporates overt programs that address these needs, as well as building them into much of the youth program routines and all activities.

B. **Goal Statement:** What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

Neighborhood House aims to provide free youth programs that foster positive peer and youth/adult relationships; empower youth through choice and ownership; create a safe, inclusive, and welcoming

environment; expose youth to a variety of new and diverse enriching experiences; build life and social-emotional skills; and, support parents and families through other services.

This perfectly aligns with the scope of work presented in the RFP. Neighborhood House has provided youth programming for decades, with the past three years being some of the most important and influential during and after the Covid-19 pandemic. Neighborhood House is a place where youth have always been able to connect with their peers, develop skills, and feel safe. This became even more vital as youth and children became almost totally isolated during Covid-19. Neighborhood House provided social interaction and academic support during that time and as Madison slowly recovered from the pandemic, Neighborhood House continued to focus on being a resource and safe haven for all children. Neighborhood House has only seen an increase in need for free, quality childcare since then. Parents need the connective services and financial and social supports offered by a community center and its free youth programming. More importantly, children need a place that offers them a place for: essential social interaction with their peers and caring adults, academic support, safety and security, healthy food, exposure to new experiences, and development of skills in a variety of areas including art, science, and social-emotional learning.

C. Program Summary (3-5 sentences):

Neighborhood House's Youth Summer Camp provides a free program that focuses on creating community and providing educational and enriching experiences for 40+ children between the ages of six and twelve. Camp occurs for 8.5 hours each weekday and campers are exposed to varied activities, field trips, and opportunities that build their physical, cognitive, academic, and social-emotional skills. Dedicated staff and community partners work to provide a fun and stimulating day for campers and support their families.

## 2. POPULATION SERVED

A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal.

Our intended service population includes low-income children and children of color ages 6 through 12 years old in Madison. We prioritize our direct neighborhood and Madison's south and west side neighborhoods, but still accept campers from all across the city. We serve a large Hispanic and Spanish speaking population, due to our proximity to the South Park Street Corridor where many Spanish speaking families live. We prioritize families and children that are facing hardships such as homelessness, parental incarceration, and language barriers.

Participants and their parents were involved in this proposal by using the formal and informal feedback we have received over the past few years to constantly evaluate and change programming to suit the needs of the community.

B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	19	44%
Black/African American	4	9%
Asian	4	9%
American Indian/Alaskan Native	2	5%
Native Hawaiian/Other Pacific Islander	1	2%
Multi-Racial	6	14%
Balance/Other	7	17%
Total:	43	
Ethnicity		
Hispanic or Latino	19	44%
Not Hispanic or Latino	24	56%
Total:	43	
Gender		
Boy/Man	23	55%

Girl/Woman	19	44%
Non-binary/GenderQueer	1	2%
Prefer Not to Say	0	0%
Total:	43	

C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth and/or their families. Describe how the proposed program will be culturally relevant to the population served.

Neighborhood House's Youth Summer Camp always enrolls a large number of participants that speak English as a second language. While in the past few years we have had up to seven different languages spoken by campers at one time, the majority of these youth and families speak Spanish. Therefore, we follow the Neighborhood House Language Access Plan and have a least one direct summer camp staff member that is fluent in Spanish. Additionally, we prioritize having additional staff that are fluent in Spanish or other languages. At this time, we have current staff that are fluent in Lao, Thai, Mandarin, and Hindi in addition to Spanish.

All camp written materials, including application forms, emails, handouts and fliers for parents, and project directions for youth are distributed in both Spanish and English. These are translated by staff that are fluent in Spanish and have experience in written translation. Camp staff that are fluent in Spanish work with Spanish-speaking campers and parents on daily basis to provide direct verbal communication in Spanish.

Neighborhood House has prioritized having a diverse and culturally aware staff that reflects the communities that we serve. 31 % of staff identify as White/Caucasian, 24% of staff identify as only Hispanic, 19% of staff identify as Asian, 19% identify as Black/African-American, and 7% of staff identify as multi-racial. Neighborhood House staff bring diverse backgrounds and experiences that are apparent in the programming that occurs. Camp activities are centered on different cultural traditions and experiences - such as cooking activities that reflect the campers' and staff's heritages, art projects and read alouds that explore different cultures, and offer ample opportunities for campers to share and teach about their culture.

D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and assessment procedure you will use for this program.

Neighborhood House has fostered a strong network of community partners to recruit children that are in need and could benefit from our free, enriching camp. We have strong connections with the social workers, principals, and bilingual resource specialist at our neighborhood elementary schools, Franklin and Randall. These key staff identify families and youth that not only live nearby, but also need free summer childcare for any number of reasons, like lower income level. We also have a strong connection with the tenant services coordinator at a large area of affordable housing located nearby. In addition to our community contacts, we have benefitted from a strong network of parents that refer other families to our summer camp program. Lastly, we have a large contact list of center users to which we disseminate information. This takes place via email, flyering the neighborhood, social media posts, posting on the school district's community webpage, and emailing past participants.

We continuously and actively engage community partners, schools, youth, and parents over the course of a year. We recruit campers to engage in our afterschool program; send families information on youth and family events happening at the center; share information on our social services, such as our food programs, law clinics, and holiday gift distribution; meet with school staff; and, solicit feedback from relevant stakeholders. Our goal is to have families not just participate in camp, but feel connected to the many other services and programs Neighborhood House offers during the rest of the year.

Neighborhood House makes a conscious effort to remove as many barriers as possible for all programs and services we offer. Since 2021, Neighborhood House has made all youth programming - including youth summer camp - free for all participants and their families. This has removed a huge barrier for families of all income levels. Neighborhood House firmly believes that all Madison families should have access to high quality childcare at no cost. Removing the fee itself was one barrier, but we also removed

the barrier of paperwork and documentation that was once required for families to qualify for reduced camp costs. We also provide breakfast, lunch, and snack at no cost to families. Another barrier we removed was adequate time of the program for working parents. We have extended the camp hours from 9am to 4pm in 2019 to 7:45am to 4:15pm to accommodate work hours. Parents that work longer than 4:15pm may request additional childcare until 5pm.

Neighborhood House makes our summer camp application accessible starting in March of the program year. Past and potential participants are notified via email and social media that the application is open. The applications are then reviewed by program staff with priority given to children of color, families with low or extremely low income levels (based on City of Madison standards), children in a single parent household, children facing homelessness, proximity of home address to Neighborhood House, and past participation in summer camp. When camp applications reach capacity, a waitlist is started with the same priorities for enrollment. The camp application asks pertinent contact and demographic information that helps assess the family's needs. We also follow up with school staff if they have identified families that are in acute need for summer childcare.

### **3. PROGRAM DESCRIPTION AND STRUCTURE**

- A. Activities: Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum or documentation of promising practice that supports the programming or service proposed.

Neighborhood House's camp program has eight weeks centered on a distinct theme. Within each themed week, campers will participate in six programmatic areas that Neighborhood House youth staff have identified as priority areas. These include: STEM (Science, Technology, Engineering, and Math), Arts (Music, Movement, and Visual Arts), Physical Activity/Recreation, Life Skills (Communication/Writing, Teamwork, Decision-Making, Problem Solving), Cooking/Culinary, and Social-Emotional Learning (Self-Awareness, Self-Management, Social Awareness, Relationships). Campers are also given free time and directed choice activities at scheduled times throughout the day.

The camp day starts with drop off that consists of free choice, activity stations, and breakfast. The group then moves into their daily Morning Circle. In Morning Circle, camp staff lead various planned experiences that focus on social emotional leaning and life skills, such as emotional check-ins and mindfulness or teambuilding activities. At this time, camp staff also go through the daily schedule, behavior expectations, camper routines and procedures, and answer any camper questions. Camp then walks to nearby Klief Park (located 0.2 miles away). At the park, campers participate in an organized recreational game like volleyball or kickball and have free time. After returning from the park, youth campers have their first two enrichment activities of the day. These could be led by an outside organization, like Arts for All or a UW student organization, or by the camp counselors. After cleaning up from these activities, campers have lunch at 11:30am followed by free time in the gym and game room.

Directly after lunch and free time, camp follows an activity schedule with community partners on-site and off-site and field trips. For example, campers travel to Goodman Community Pool for swimming lessons with MSCR on Mondays, practice yoga with Big Om Little Om on Tuesdays, cook and learn nutrition with FoodWise on Wednesdays, read and do activities with Madison Reading Project on Thursdays, and take field trips to community sites on Fridays. After these interactions with community partners, campers participate in two more activities centered on Neighborhood House's programmatic focus areas.

The camp day ends with a healthy snack and afternoon meeting where counselors check in with small groups to go over the day and a reminder of what will take place the rest of the week. After this check in, campers are given a choice of art activities and then move into free time as parents start to pick their children up from the program or kids walk home.

Research shows that youth need programming in social-emotional skills, wellness, and 21<sup>st</sup> century skills (Integrating 21st century skills into education systems: From rhetoric to reality, 2019). Neighborhood

House incorporates these skills into each day of programming, whether in a specific lesson or worked into an activity, like developing capacity to work on a team while playing a sport or communication when working on a group project.

- B. Program Schedule: If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the “Location(s)” cell in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Location(s): Neighborhood House Community Center			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer	7:45am	4:15pm
Tuesday	School Year		
	Summer	7:45am	4:15pm
Wednesday	School Year		
	Summer	7:45am	4:15pm
Thursday	School Year		
	Summer	7:45am	4:15pm
Friday	School Year		
	Summer	7:45am	4:15pm
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

Table 2

Location(s):			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer		
Wednesday	School Year		
	Summer		
Thursday	School Year		
	Summer		
Friday	School Year		
	Summer		
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

- C. Frequency, Duration and Anticipated Attendance: Please complete the table below. If you are proposing to provide a 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.

	Frequency*	# of Program Hours Per Program Day	Annual Duration**	Adult to Youth Ratio	Anticipated Average Attendance per Program Day
<b>Location #1: Neighborhood House Community Center</b>					
School Year					
Summer	5 days per week	8.5	8 weeks	13:1	40
<b>Location #2 (if applicable):</b>					
School Year					
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 and note any differences in the program structure as compared programs included in the table above.

#### 4. ENGAGEMENT, COORDINATION AND COLLABORATION

- A. Family Engagement: Describe how your program will engage parents/guardians and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Neighborhood House values family engagement in every step of our youth programs.

A strength of Neighborhood House's youth programs is the strong parent support and connection that we have cultivated. Neighborhood House staff keep clear and open lines of communication with all parents. This includes texting/calling parents throughout the day and speaking face-to-face at drop off and pick up. Camp staff also send out a weekly camp email with updates, reminders, recaps of the week, and pictures. We also invite parents to volunteer with camp or chaperone field trips if they are able.

We solicit parent feedback at the start and completion of summer camp in the form of surveys. Questions include evaluation of the intended outcomes, staff, safety, and logistics of the program. We then use the feedback from the surveys to both evaluate the outcomes of the program as well as understand how the program can improve or what works well for parents/guardians.

- B. Neighborhood/Community Engagement: Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Neighborhood House always makes a point to engage neighborhood residents and the broader community in all programming. Neighborhood House is located downtown in the heart of Madison, which allows us to provide a program that is truly connected to the local community.

We share information about camp sign up with nearby neighborhood associations. Many campers come from families that live in our direct and adjacent neighborhoods. We work with neighborhood residents to volunteer with the camp program or lead specialized programming. We also collaborate with neighborhood businesses and organizations for in-kind donations, food, and collaboration for

camp, like field trips and classes. Neighborhood residents are asked to provide programming input, including summer camp, through surveys on a yearly basis.

Neighborhood House partners with multiple food based non-profits to provide healthy, free meals and snack for campers. As we are located close to the University of Wisconsin campus, we connect with a large number of volunteers, student organizations, professors, and field trips locations. Lastly, we tap in to the large network of diverse community groups that use Neighborhood House's space to lead engaging programs like Japanese Drumming, Judo, and traditional Mexican dance.

C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
Franklin & Randall Elementary Schools	Refer students to programs, collaborate to support student behaviors and needs	Maria Loy, Yvonne Wullschreger, Katie Larsen-Klodd	No
Big Om Little Om Yoga	Lead weekly yoga classes	Mia Hicks	No
Madison Reading Project	Lead weekly literacy and reading activities	Natalie Holdahl	No
Arts for All	Lead weekly arts programming	Jennie Mullins	No
MSCR	Teach weekly swim lessons	Leah Wicander	No
UW FoodWise	Lead weekly nutrition and cooking classes	Holly Simon	No

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

F.H. King Student Farm - lead recurring gardening and nature programming and field trips  
 Beni Daiko Japanese drumming - lead music and culture programming - Junko Yamauchi - No MOU  
 Ballet Folklorico Dance Group - lead dance activities - Carlos Avila - No MOU  
 UW Discovery Institute - lead STEM activities - Jerrod Buckner - No MOU  
 Healthy Food For All - provide food for youth snacks and meals - Joe Mingle - No MOU

Other various UW student organizations/departments also collaborate throughout the summer to lead one time activities, like UW Limnology, UW Pre-Dental Association. We also partner with a number of UW and community organizations for field trips.

How do these partnerships enhance this proposal?

Our community partnerships help us offer high quality, unique experiences for campers in a many areas and we would not be able to offer the enriching camp program without them.

Campers are able to learn from content experts in a variety of fields that fill in the gaps of areas that camp staff do not have experience in - like music or yoga. These also align with the focus areas that Neighborhood House has identified as priorities (STEM, Art, Physical Activity, Culinary, Life Skills, and Social-Emotional Learning). Partners lead programs on a regularly recurring or one-time basis.

What are the decision-making agreements with each partner?

We approach our partnerships as highly collaborative and value their insight and feedback. We have had connections with our community partners for many years. With each partnership, things can look a bit different, but we generally start with an initial meeting between Neighborhood House and the partner organization. In this meeting, we discuss what the needs of the participants are and what the program day consists of. Then we determine what roles Neighborhood House and the partnering organization will take and how we can support each other during the actual program. We also go over what physical space will be used, the policies, procedures, and routines of the program, and what shared resources we will utilize.

- D. Resource Linkage and Coordination: What resources are provided to participants and their families by your proposed program? How does the program coordinate and link families and participants to these resources?

Neighborhood House consistently works to connect families to the myriad of programs and resources we offer on-site at our center. The first introduction to summer camp and the center happens at Summer Camp Family Night, which occurs the week before camp starts. Campers and their parents are introduced to Neighborhood House staff, policies, procedures, and the physical space. Parents are able to ask questions and have concerns addressed. We also share information about the other programs and services that are free and available to everyone.

We strive to make these programs and services easily accessible for parents. One way we achieve this is timing. In the summer, our food pantry, law clinic, community meals, and transportation assistance hand-outs take place at the same time as summer camp pick up. We also set up weekly tables of produce handouts for parents to choose from when picking up their children.

Another way we ensure accessibility is by routinely and consistently sharing information through a variety of communication that includes emails, handouts, and verbal check-ins at pick up or drop off.

Lastly, in the camp application parents are asked to select other programs and services they are interested in participating in and if they would like staff to contact them. From this we are able to directly connect parents to services such as Thanksgiving baskets, holiday gifts for their family, gas cards/bus passes, law clinic, meals, and more.

## 5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Madison Out-of-School Time (MOST) Effective Practices: Please describe how each of the seven basic elements are addressed by your proposed program design. How will you monitor the program during implementation to assess continued alignment with the [MOST Effective Practices](#)? Are there any other program quality standards, tools or measurements that you use with this program? If yes, please list and describe.

Neighborhood House used a variety of resources to guide and inform its programming and structures. One of those is the MOST Effective Practices. While we are not regulated childcare, we also use guidance from Youngstar to inform our program offerings. We also use other peer-reviewed and researched practices and articles.

Intentional Program Design - Neighborhood House has staff trained in curricular design and an executive director with a master degree in curriculum and instruction. Staff follow a lesson template when planning lessons and activities. The template includes planning questions on content areas, life skills addressed, objective of the lesson, supplies and time needed, and the instructions for the activity. Staff often refer to resources such as a life skills wheel and checklist of developmental assets when planning activities. Staff also collaborate to make sure lessons are age appropriate, challenging, and engaging. In addition to high caliber planned activities, staff also make sure to allow for free time and structured choice time to allow for choice and creativity.

Supportive Relationships with Youth - Neighborhood House prides itself on the relationships we have built with youth in our programs. Each day (summer and school year), youth staff do scheduled, formal check-ins at the start of the program in a whole group and small group. Students also have scheduled one on one check-ins with staff throughout the week. In addition to these formal opportunities, staff are constantly having informal conversations and check-ins, especially with students that need extra support. Staff are encouraged to view themselves and the youth they are serving as partners - therefore, staff participate fully in all activities.

Counselors also are trained in positive ways to guide and manage behavior. This training comes from the youth director and executive director. Staff are also made clear of the Neighborhood House's policies that support healthy boundaries and roles between staff and students.

Youth Voice and Leadership - Neighborhood House looks to include youth voice and ownership as much as possible. Each day, youth are asked to share their thoughts on programming in whole or small groups and individually. Staff also have planned times in the programs where they work collaboratively with youth to brainstorm and plan activities they would like to do throughout the program. We also take their opinions and input on smaller things, like what they would like for snack or if they would like ten more minutes of free time. Staff constantly ask for engagement and input from youth throughout the program day. Youth are also given roles and responsibilities of their own throughout the program to take ownership and leadership. Middle school students also work collaboratively with staff to plan and implement service projects at Neighborhood House and the surrounding community.

Racial & Cultural Inclusion - Neighborhood House has made a concerted effort to recruit and hire staff for all programming and operations - not just youth - that reflect the community we serve and that have diverse backgrounds and experiences. Staff plan and lead diverse and culturally aware activities for youth programs, and hold each other and the youth to high standards to create and maintain an inclusive environment. Lastly, staff and volunteers participate in training and learning on inclusion and diversity. This includes Neighborhood House trainings, training from outside organizations, and shared readings.

Community & Family Engagement - Neighborhood House's youth programs are so successful due to the strong connections we have cultivated with parents, families, and community/school partners. One facet of this is open communication. Neighborhood House staff are in constant communication with parents on how to best serve their children through a variety of methods like text, email, phone calls, and in-person. School staff and community members are also helpful in offering us insight and guidance for our programs. Neighborhood House also invites parents to participate in programming as much as they are able and to give feedback formally and informally. We work to meet each family and parent where they are at and work together to create a plan and program that works best for them and their kids.

Organizational Management & Staff Support - Neighborhood House has worked to form a strong and supportive community at all levels of the organization. New staff receive general onboarding and additional training for the specific programs they will be supporting. Youth staff are supervised and supported and given formal and informal feedback. Staff also receive at least one formal evaluation with their supervisor throughout the year. Staff meet daily before and after programming and have longer training sessions and meeting sessions throughout the year. Staff receive information on and are encouraged to take outside trainings that are paid for by the organization. Neighborhood House also focuses on using program data to inform the work we do, so we use survey data and feedback to make relevant changes to youth programs. Lastly, Neighborhood House has a number of larger organizational structures, policies, and internal controls that ensure all programming and center operations run at the highest level.

Environment & Safety - Staff work to make sure that the physical space is always conducive to safe and fun programming. Neighborhood House staff work together with participants to make engaging and appropriate materials and safe and welcoming physical spaces available for youth programming. Staff are made aware of all safety and health procedures.

B. Program Outputs - Unduplicated School-Age Children or Youth and Program Hours

Total Annual Unduplicated Children or Youth participating in proposed program: 60

Total program hours annually: 340

C. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives?

Neighborhood House collects data on the following outcomes year over year via staff observations and feedback, participant and parent evaluations, and staff programming log. Program outcomes were developed using the Madison Out of School Time Effective Practices Document.

Please identify at least one Program Outcome for your proposed program(s), from the RFP Guidelines 1.4, that you will track and measure. Complete the table(s) below.

<b>Outcome Objective #1:</b> Youth engage in positive peer and youth/adult relationships				
<b>Performance Standard</b>	<b>Targeted Percent</b>	90%	<b>Targeted Number</b>	54
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

<b>Outcome Objective #2:</b> Youth feel empowered through choice and ownership				
<b>Performance Standard</b>	<b>Targeted Percent</b>	90%	<b>Targeted Number</b>	54
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

<b>Outcome Objective #3:</b> Youth experience a safe, inclusive, and welcoming environment				
<b>Performance Standard</b>	<b>Targeted Percent</b>	95%	<b>Targeted Number</b>	47
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

Outcome Objective #4 -Youth experience variety of new and diverse enriching experiences - 85% - 42

Parent surveys, pre- and post-program participant surveys, staff observations and notes, program log

Outcome Objective #5 - Youth build life and social-emotional skills - 90% - 45

Parent surveys, pre- and post-program participant surveys, staff observations and notes, program log

Outcome Objective #5 -Parents and families are supported through other services - 80% - 40

Parent surveys, staff observations and notes

- D. Data Tracking: What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses? Neighborhood House uses a variety of methods to capture camp information. Important demographic information is captured on the initial camper application. The application includes questions about race, ethnicity, sexual identity and gender, age, language(s) spoken, disability status, family size and income level, home address, and single female head of household status. Additionally, the application offers space for parents to share information on the children such as any medical or behavioral concerns.

Neighborhood House tracks daily attendance and weekly attendance averages for the program. Neighborhood House currently use a tablet to update daily attendance in an Excel spreadsheet.

Neighborhood House uses a Google Calendar to plan and record all programming activities. The calendar is created well before camp begins and then can be edited and kept to date as the

program progresses. Additionally, Neighborhood House staff maintains a running collaborative notes document where, each day, staff record their observations on the participants and activities.

Neighborhood House's executive director and youth director work together at the start of the program year to formulate a camp budget. Camp costs and income from grants and donations are projected. Expenses are tracked in a budget spreadsheet before and during the program.

For behavior tracking, Neighborhood House coordinates with parents and relevant school staff to create behavior tracking plans for students that need and will benefit from one. In addition to students that need individualized support, Neighborhood House maintains general behavior tracking and accident and incident report forms.

Neighborhood House relies on pre- and post- programmatic surveys and staff/volunteer observations to measure camp outcomes. Campers and their parents complete written surveys with questions around the programmatic outcomes at the start of camp.

## 6. PROGRAM LOCATION

- A. Address(es) of the site where programs will occur:  
29 S. Mills St. Madison WI

## 7. PROGRAM STAFFING AND RESOURCES:

- A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps members and Adult Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.

Position Title	Qualifications or Required Training	Location(s)	Indicate School Year (SY), Summer (SU) or Year-Round (YR)	SY or YR FTE	Summer Only FTE
Executive Director	Bachelor's Degree	Neighborhood House	<input type="checkbox"/> SY, <input checked="" type="checkbox"/> SU or YR <input type="checkbox"/>		.5
Youth Director	Bachelor's Degree	Neighborhood House	<input type="checkbox"/> SY, <input checked="" type="checkbox"/> SU or YR <input type="checkbox"/>		1
Camp Counselor	Bachelor's Degree / Pursuing Degree & Work Experience with Youth	Neighborhood House	<input type="checkbox"/> SY, <input checked="" type="checkbox"/> SU or YR <input type="checkbox"/>		1
Camp Counselor	Bachelor's Degree / Pursuing Degree & Work Experience with Youth	Neighborhood House	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		1
Camp Assistant	High School Degree & Experience with youth	Neighborhood House	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		.5
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		

Please complete the total FTE for the applicable time period	School Year:		
	Year-Round		
	Summer		4

\*Use one line per individual employee

Volunteers: If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?

Neighborhood House youth volunteers go through multiple steps of screening and training process before they interact with youth participants.

Youth volunteers first complete a volunteer application that includes questions on their background in youth programming and motivation for volunteer. After the initial application, volunteers come into Neighborhood House for an initial interview to assess if they would be a good fit for youth programming, much like a job interview. After this stage, volunteers are required to attend Neighborhood House's Summer Camp Volunteer Training and Orientation which reviews the organization's policies and procedures, diversity, equity, and inclusion, behavior management, and the volunteers' roles and responsibilities. The final steps are completing a background check and mandated reporter training.

Throughout camp, Neighborhood House staff assess and provide feedback to the youth volunteers. Volunteers are also invited to attend ongoing youth staff trainings.

**B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program):**

Neighborhood House has historically relied on walking and public transportation for access to field trips and programming that are off site. In 2023 and beyond, Neighborhood House leadership is working on procuring at least one 15-passenger van to utilize for transportation. The van would also be used to transport students who do not have reliable and accessible transportation to and from camp. In 2023 and beyond Neighborhood House also plans to rent a school bus at least once through the summer to take students to farther destinations such as Devil's Lake State Park.

**8. BUDGET**

- A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for the Program Budget for each age group. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

The budget template can be found on the [CDD Funding Opportunities website](#).

**9. IF APPLICABLE, PLEASE COMPLETE THE FOLLOWING:**

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

N/A

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

N/A





# School-Age Child and Youth Development 2023 Request for Proposals PART 2 - Program Narrative Form

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

Deadline: 4:30 p.m. (CDT) on **May 15, 2023**

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

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com) or Mary O'Donnell, Community Development Specialist [modonnell@cityofmadison.com](mailto:modonnell@cityofmadison.com). We are committed to assisting interested organizations understand and work through this application and funding process.

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:	Neighborhood House Community Center	Total Amount Requested for this Program:		\$ 15,000
Program Name:	Middle School Year Round Programs	Total Program Budget:		\$ 43,416
Program Contact:	Laura Gundlach	Email:	<a href="mailto:laura@neighborhoodhousemadison.org">laura@neighborhoodhousemadison.org</a>	Phone: 608-255-5337

AGE Group and Program TYPE: Select ONE Program Type under ONE Age Group for this form.

**Elementary**

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

**Middle School**

- |  |  |
|--|--|
| <input type="checkbox"/> Multi-focus School Year Only        | <input type="checkbox"/> Multi-focus Summer Only   |
| <input checked="" type="checkbox"/> Multi-focused Year Round | <input type="checkbox"/> Topical/ Skill/Population |

**High School**

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

**PLEASE NOTE:** Separate applications are required for each age group and distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.

**1. PROGRAM OVERVIEW**

A. **Need:** Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

Neighborhood House has recognized a growing need in Madison, Wisconsin, and the country at large for free, high-quality out of school time programming for youth and children. Childcare outside of school hours is essential for working parents and their children.

Research from youth.gov shows that "school-age children and youth spend 80 percent of their waking hours outside of school, while 1 in 5 young people in the U.S. are alone after the school day ends." Therefore, summer and afterschool programs at Neighborhood House have a huge opportunity to help youth reach their highest potential academically and socially in a safe environment. Regular participation in Neighborhood House's high quality youth programs can lead to improved social-emotional competencies, academic support, school support, safety, and physical activity and health (Benefits for Youth, Families, and Communities, youth.gov, 2020).

In Madison specifically, In the 2013 "Race to Equity Report" the Wisconsin Council on Children and Families revealed that the advantages and opportunities that non-Hispanic whites and minority populations receive greatly differ. Within Madison "...allowing such a close link between color and disadvantage to persist can only serve to nurture stereotypes, foster profiling, and produce differential expectations for achievement within the community at large...". These disadvantages that have been exacerbated by racial and socioeconomic factors significantly impact the educational and enrichment opportunities for all children of color, but especially teens of color.

Children of color miss out on valuable educational opportunities that many affluent white children receive in the form of in-depth enrichment summer experiences. Neighborhood House wants to be a community actor that not only contributes to the change in the equity gap, but also empowers the next generation of Madison community leaders.

Additionally, the City of Madison's policy paper, Building Human Capital: School Age Child and Youth Development, identifies wellness and social-emotional well-being as the areas that youth need more programming in. Neighborhood House incorporates overt programs that address these needs, as well as building them into much of the youth program routines and all activities.

B. **Goal Statement:** What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

Neighborhood House's goal is to provide free, high quality youth programs that develop youth socially, academically, emotionally, and physically.

Neighborhood House aims to provide free youth programs that foster positive peer and youth/adult relationships; empower youth through choice and ownership; create a safe, inclusive, and welcoming

environment; expose youth to a variety of new and diverse enriching experiences; build life and social-emotional skills; and, support parents and families through other services.

Neighborhood House's goal perfectly aligns with the scope of work presented in the RFP. Neighborhood House has provided youth programming for decades, with the past three years being some of the most important and influential during and after the Covid-19 pandemic. Neighborhood House is a place where youth have always been able to connect with their peers, develop skills, and feel safe. This became even more vital as youth and children became almost totally isolated during Covid-19. Neighborhood House provided social interaction and academic support during that time and as Madison slowly recovered from the pandemic, Neighborhood House continued to focus on being a resource and safe haven for all children. Neighborhood House has only seen an increase in need for free, quality childcare since then. Parents need the connective services and financial and social supports offered by a community center and its free youth programming. More importantly, children need a place that offers them a place for: essential social interaction with their peers and caring adults, academic support, safety and security, healthy food, exposure to new experiences, and development of skills in a variety of areas including art, science, and social-emotional learning.

C. Program Summary (3-5 sentences):

Neighborhood House's Middle School Year-Round Programs provide a free program that focuses on creating community and providing educational and enriching experiences for 50+ children between the ages of twelve and fourteen. Programming occurs year round and participants are exposed to varied activities, field trips, and opportunities that build their physical, cognitive, academic, and social-emotional skills. Dedicated staff and community partners work to provide a fun and stimulating experience for students and support their families.

## 2. POPULATION SERVED

A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal.

Our intended service population includes low-income children and children of color ages 12 - 14 years old (grades 6 through 8) in Madison. We prioritize our direct neighborhood and Madison's south and west side neighborhoods, but still accept students from all across the city. We serve a large Hispanic and Spanish speaking population, due to our proximity to the the South Park Street Corridor where many Spanish speaking families live. We prioritize families and children that are facing hardships such as homelessness, parental incarceration, and language barriers.

Participants and their parents were involved in this proposal by using the formal and informal feedback we have received over the past few years to constantly evaluate and change programming to suit the needs of the community.

B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	17	41%
Black/African American	2	5%
Asian	3	7%
American Indian/Alaskan Native	1	2%
Native Hawaiian/Other Pacific Islander	0	0%
Multi-Racial	6	14%
Balance/Other	12	29%
Total:	41	
Ethnicity		
Hispanic or Latino	12	29%
Not Hispanic or Latino	29	71%
Total:	41	
Gender		

Boy/Man	18	44%
Girl/Woman	20	49
Non-binary/GenderQueer	3	7%
Prefer Not to Say	0	0%
Total:	41	

C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth and/or their families. Describe how the proposed program will be culturally relevant to the population served.

Neighborhood House's Youth Programs always enroll a large number of participants that speak English as a second language. While in the past few years we have had up to seven different languages spoken by youth at one time, the majority of these youth and families speak Spanish. Therefore, we follow the Neighborhood House Language Access Plan and have a least one direct staff member that is fluent in Spanish. Additionally, we prioritize having additional staff that are fluent in Spanish or other languages. At this time, we have current staff that are fluent in Lao, Thai, Mandarin, and Hindi in addition to Spanish.

All camp written materials, including application forms, emails, handouts and fliers for parents, and project directions for youth are distributed in both Spanish and English. These are translated by staff that are fluent in Spanish and have experience in written translation. Camp and School Year staff that are fluent in Spanish work with Spanish-speaking campers and parents on daily basis to provide direct verbal communication in Spanish.

Neighborhood House has prioritized having a diverse and culturally aware staff that reflects the communities that we serve. 31 % of staff identify as White/Caucasian, 24% of staff identify as only Hispanic, 19% of staff identify as Asian, 19% identify as Black/African-American, and 7% of staff identify as multi-racial. Neighborhood House staff bring diverse backgrounds and experiences that are apparent in the programming that occurs. Activities are centered on different cultural traditions and experiences - such as cooking activities that reflect the campers' and staff's heritages, projects that explore different cultures, and offering ample opportunities for campers to share and teach about their culture. Neighborhood House staff also work with youth to create a space where all students feel welcome in the community.

D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and assessment procedure you will use for this program.

Neighborhood House has fostered a strong network of community partners to recruit children that are in need and could benefit from our free, enriching camp. We have strong connections with the social workers and teachers at our neighborhood middle schools, Hamilton and Wright. These key staff identify families and youth that not only live nearby, but also need free childcare for any number of reasons, like lower income level. We also have a strong connection with the tenant services coordinator at a large area of affordable housing located nearby. In addition to our community contacts, we have benefitted from a strong network of parents that refer other families to our youth programs. Lastly, we have a large contact list of center users to which we disseminate information. This takes place via email, flyering the neighborhood, social media posts, posting on the school district's community webpage, and emailing past participants.

We continuously and actively engage community partners, schools, youth, and parents over the course of a year. We recruit students to engage in a variety of middle school programs that happen year-round; send families information on youth and family events happening at the center; share information on our social services, such as our food programs, law clinics, and holiday gift distribution; meet with school staff; and, solicit feedback from relevant stakeholders. Our goal is to have families not just participate in youth programming, but feel connected to the many other services and programs Neighborhood House offers during the rest of the year.

Neighborhood House makes a conscious effort to remove as many barriers as possible for all programs and services we offer. Since 2021, Neighborhood House has made all youth programming free for all participants and their families. This has removed a huge barrier for families of all income levels.

Neighborhood House firmly believes that all Madison families should have access to high quality childcare at no cost. Removing the fee itself was one barrier, but we also removed the barrier of paperwork and documentation that was once required for families to qualify for reduced camp costs. We also provide breakfast, lunch, and snack at no cost to families. Another barrier we removed was adequate time of the program for working parents. We have extended camp hours from 9am to 4pm in 2019 to 7:45am to 4:15pm to accommodate work hours and afterschool runs longer than many other afterschool programming the area, ending at 6pm. We also provide afterschool program every Monday on early release days and have Off Day programming which takes place from 8am - 4pm on days when the Madison school district does not have school (excluding holidays).

Neighborhood House makes our middle school summer camp application accessible starting in March of the program year and Afterschool, Mentoring, and Off Day applications available in early August. Past and potential participants are notified via email and social media that the application is open. The applications are then reviewed by program staff with priority given to children of color, families with low or extremely low-income levels (based on City of Madison standards), children in a single parent household, children facing homelessness, proximity of home address to Neighborhood House, and past participation in summer camp. When camp or afterschool applications reach capacity, a waitlist is started with the same priorities for enrollment. The application asks pertinent contact and demographic information that helps assess the family's needs. We also follow up with school staff if they have identified families that are in acute need for summer childcare. Fun Friday Middle School Nights are drop-in and open to anyone across the city of Madison. We share information about this informal program via social media, parent contact lists, and our mass email list.

### **3. PROGRAM DESCRIPTION AND STRUCTURE**

- A. Activities: Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum or documentation of promising practice that supports the programming or service proposed.

Neighborhood House offers youth-round out of school time programming for middle school youth.

Neighborhood House's Middle School Camp program has eight weeks each centered on a distinct theme. Within each themed week, campers will participate in six programmatic areas that Neighborhood House youth staff have identified as priority areas. These include: STEM (Science, Technology, Engineering, and Math), Arts (Music, Movement, and Visual Arts), Physical Activity/Recreation, Life Skills (Communication/Writing, Teamwork, Decision-Making, Problem Solving), Cooking/Culinary, and Social-Emotional Learning (Self-Awareness, Self-Management, Social Awareness, Relationships). Campers are also given free time and directed choice activities at scheduled times throughout the day and middle schoolers work to create and plan service projects for the center and community.

The camp day starts with drop off that consists of free choice and breakfast. The group then moves into their daily Morning Meeting. In Morning Meeting, camp staff lead various planned experiences that focus on social emotional leaning and life skills, such as emotional check-ins and mindfulness or teambuilding activities. At this time, camp staff also go through the daily schedule, behavior expectations, camper routines and procedures, and answer any camper questions. This is also a time when campers can bring up their own suggestions for activities for the day or week and offer any feedback. Camp then walks to nearby Klief Park (located 0.2 miles away). At the park, campers participate in an organized recreational game like volleyball or kickball and have free time. After returning from the park, middle school campers have their first enrichment activity of the day. With the older students, camp staff or outside groups lead deeper and more in-depth activities, such as art projects that may take a few days to complete or a longer cooking activity. We also allow more time for choice - if we are working on a certain art project, the middle school campers can choose to work on that or design their own project. After cleaning up from these activities, campers have lunch at 11:30am followed by free time in the gym and game room.

Directly after lunch and free time, camp follows an activity schedule with community partners, counselor led activities, and field trips. For example, campers practice yoga on Mondays with Big Om Little

Om, travel to Camp Randall Rowing at Brittingham Park for STEM, rowing, and swimming lessons on Tuesdays, and take field trips to community sites on Thursdays and Fridays. After these interactions with community partners, campers participate in two more activities centered on Neighborhood House's programmatic focus areas.

The camp day ends with a healthy snack and afternoon meeting where counselors check in with small groups to go over the day and a reminder of what will take place the rest of the week. After this check in, campers are given a choice of activities and then move into free time as parents start to pick their children up from the program or kids walk home.

Middle School Afterschool Programming starts with a free healthy snack and check in as students arrive off the bus or walking. Students then head to the park or gym (depending on weather) for free physical activity time and to participate in structured games like kickball or dodgeball. After physical activity, middle schoolers can either work with a volunteer on homework or participate in an enrichment activity in one of the programmatic focus areas before pick up. Monday is a longer day due to early release, so students are given free choice again in the game room or gym at the end of the day. Middle School afterschool moves through their day very quickly, due to late school dismissal times from the middle schools we work with. Some days students do not arrive off the bus until 5pm and then the program ends at 6pm.

In addition to daily afterschool care, Neighborhood House also offers one-on-one youth-adult mentoring during afterschool program hours. Mentor pairs meet twice a week for one hour each meeting. Mentors are young adults (18-35) that provide a positive non-parental and near-peer adult relationship for youth. Mentoring pairs work together on social-emotional and academic skills and explore the community together. Mentoring looks different for each pair, but the main focus is to provide individualized attention, especially for youth that have been identified by parents and school/Neighborhood House staff as needing extra support. Mentors and mentees participate in activities that have been prepared by Neighborhood House staff or work together to plan their day.

Neighborhood House provides a full day middle school program on days when Madison Metropolitan School District does not have school (excluding holidays). This program is called Off Day and runs from 8am - 4pm. Participants start the day with breakfast and then move into free choice in the gym and game room until all or the majority of students arrive. The group then does a check in and group meeting where staff go over the schedule, take questions, and do some brief life-skill exercises. The group then spends at least a half hour, usually longer, outdoors playing organized games like relays, tag, or kickball, and have time for free time outdoors at nearby Klief Park. Upon returning, to Neighborhood House, participants partake in an enrichment activity such as an art project or STEM. Middle schools are given some time to work on school work before lunch. Lunch is served at 11:30am and then participants have free time for 30 minutes and get ready for a field trip.

In the afternoon, middle schoolers go on a field trip to a nearby University of Wisconsin or community site, like the UW Physics Museum, Union South, UW Geology Museum, or the Henry Vilas Zoo. Participants and staff either walk or take the city bus. After the field trip, middle schoolers receive a snack and then have another educational activity that is led by afterschool staff or an outside partner organization. The last half hour of the day is pick up and free choice or an organized life-skills activity.

The last year-round Middle School Youth Program that Neighborhood House offers is Fun Fridays. Fun Friday is a broad term used to describe monthly recreational programs offered for different age groups at the center. Fun Fridays occur once a month from 6-8pm. Parents are welcome to attend with their children or let their kids attend independently. Fun Friday includes dinner and an organized activity, this could be open gym where middle schoolers play pick-up basketball or soccer, movie nights, or Middle School Nights (MSN) that have a theme like self-care/spa night.

Research shows that youth need programming in social-emotional skills, wellness, and 21st century skills (Integrating 21st century skills into education systems: From rhetoric to reality, 2019). Neighborhood House incorporates these skills into each day of programming, whether in a specific lesson or worked into

an activity, like developing capacity to work on a team while playing a sport or communication when working on a group project.

- B. **Program Schedule:** If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the “Location(s)” cell in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Location(s): Neighborhood House Community Center			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year	2:30pm	6:00pm
	Summer	7:45am	4:15pm
Tuesday	School Year	4:30pm	6:00pm
	Summer	7:45am	4:15pm
Wednesday	School Year	4:30pm	6:00pm
	Summer	7:45am	4:15pm
Thursday	School Year	4:30pm	6:00pm
	Summer	7:45am	4:15pm
Friday	School Year	4:30pm 6:00pm	6:00pm 8:00pm
	Summer	7:45am	4:15pm
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

Table 2

Location(s):			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer		
Wednesday	School Year		
	Summer		
Thursday	School Year		
	Summer		
Friday	School Year		
	Summer		
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

- C. **Frequency, Duration and Anticipated Attendance:** Please complete the table below. If you are proposing to provide a 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.

	Frequency*	# of Program Hours Per Program Day	Annual Duration**	Adult to Youth Ratio	Anticipated Average Attendance per Program Day
<b>Location #1: Neighborhood House Community Center</b>					
School Year	5 days per week	Monday 3.5 hrs Tuesday - Friday 1.5 hrs	39 weeks	15:1	10
	1 day per month	Friday 2 hrs			20
Summer	5 days per week	8.5	8 weeks	13:1	40
<b>Location #2 (if applicable):</b>					
School Year					
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 and note any differences in the program structure as compared programs included in the table above.

#### 4. ENGAGEMENT, COORDINATION AND COLLABORATION

- A. Family Engagement: Describe how your program will engage parents/guardians and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Neighborhood House values family engagement in every step of our youth programs.

A strength of Neighborhood House's youth programs is the strong parent support and connection that we have cultivated. Neighborhood House staff maintain open lines of communication with all parents. This includes texting/calling parents throughout the day and speaking face-to-face at drop off and pick up. Staff also send out email with updates, reminders, recaps of the week, and pictures on a regular basis. We also invite parents to volunteer with programs if they are able and parents are invited to attend Fun Friday events with their children. We also plan family events, like movies, meals, and end of summer/school year parents to engage and talk with parents.

We solicit parent feedback at the onset and completion of summer camp and afterschool in the form of surveys. Questions include evaluation of the intended outcomes, staff, safety, and logistics of the program. We then use the feedback from the surveys to both evaluate the outcomes of the program as well as understand how the program can improve or what works well for parents/guardians.

- B. Neighborhood/Community Engagement: Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Neighborhood House always makes a point to engage neighborhood residents and the broader community in all programming. Neighborhood House is located downtown in the heart of Madison, which allows us to provide a program that is truly connected to the local community.



We share information about middle school youth program sign ups with nearby neighborhood associations and listservs. Many middle school participants come from families that live in our direct and adjacent neighborhoods. A large number of neighborhood residents volunteer with afterschool and camp or lead specialized programming. We also collaborate with neighborhood businesses and organizations for in-kind donations, food, and collaboration, like field trips to the zoo or making pizzas at a nearby restaurant. Neighborhood residents are asked to provide broader programming input, including summer camp and afterschool, through surveys on a yearly basis.

Neighborhood House partners with multiple food based non-profits to provide healthy, free meals and snack for youth participants. As we are located close to the University of Wisconsin campus, we connect with a large number of volunteers, student organizations, professors, and field trips locations.

Lastly, we tap in to the large network of diverse community groups that use Neighborhood House's space to lead engaging programs like Japanese Drumming, Judo, and traditional Mexican dance.

C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
Hamilton & Wright Middle Schools	Refer students to programs, collaborate to support student behaviors and needs	Shelly Duffield, Kristin Ensminger	No
Big Om Little Om Yoga	Lead weekly yoga classes (summer and school year)	Mia Hicks	No
Madison Reading Project	Lead weekly literacy and reading activities (summer and school year)	Natalie Holdahl	No
Arts for All	Lead weekly arts programming (summer)	Jennie Mullins	No
Camp Randall Rowing	Teach weekly STEM, rowing, and swim lessons (summer)	Sarah Pfau	No
Bare Knuckle Arts	Art programming (summer)	Amy Metzel	No

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

- F.H. King Student Farm - lead recurring gardening and nature programming and field trips - no MOU
- UW Discovery Institute - lead STEM activities - Jerrod Buckner - No MOU
- Healthy Food For All - provide food for youth snacks and meals - Joe Mingle - No MOU
- UW ARMS (Afterschool Role Models in Science) - Anna Courtier - lead weekly age appropriate STEM activities (school year) - No MOU

Other various UW student organizations/departments also collaborate throughout the summer and school year to lead one time activities, like UW Music Therapy. We also partner with a number of UW and community organizations for field trips.

How do these partnerships enhance this proposal?  
 Our community partnerships help us offer high quality, unique experiences for camp and school year programs in a many areas. We would not be able to offer enriching and diverse programming without them.

Middle school participants are able to learn from content experts in a variety of fields that fill in the gaps of areas that camp staff do not have experience in - like music or yoga. These also align with the focus areas that Neighborhood House has identified as priorities (STEM, Art, Physical Activity, Culinary, Life Skills, and Social-Emotional Learning). Partners lead programs on a regularly recurring or one-time basis.

What are the decision-making agreements with each partner?

We approach our partnerships as highly collaborative and value partners' insight and feedback. We have had connections with our community partners for many years.

With each partnership, things can look a bit different, but we generally start with an initial meeting between Neighborhood House and the partner organization. In this meeting, we discuss what the needs of the participants are and what the program day consists of. Then we determine what roles Neighborhood House and the partnering organization will take and how we can support each other during the actual program. We also go over what physical space will be used, the policies, procedures, and routines of the program, and what shared resources we will utilize.

- D. Resource Linkage and Coordination: What resources are provided to participants and their families by your proposed program? How does the program coordinate and link families and participants to these resources?

Neighborhood House consistently works to connect families to the myriad of programs and resources we offer on-site at our center. The first introduction to summer camp and the center happens at Summer Camp Family Night, which occurs the week before camp starts. Participants and their parents are introduced to Neighborhood House staff, policies, procedures, and the physical space. Parents are able to ask questions and have concerns addressed. We also share information about the other programs and services that are free and available to everyone. A similar event happens near the start of the school year, when Neighborhood House hosts an Open House. Returning and potential participants and their families can come and learn about the community groups that lead programs at Neighborhood House, as well as meet the staff and get information about the schoolyear programs of mentoring, afterschool, Fun Friday and Off Day.

We strive to make these programs and services easily accessible for parents. One way we achieve this is timing. During the summer and school year, our food pantry, law clinic, community meals, and transportation assistance hand-outs take place at the same time as summer camp pick up. We also enroll families in our Thanksgiving Basket handout and Holiday Gift Distribution during the school year.

Another way we ensure accessibility is by routinely and consistently sharing information through a variety of communication that includes emails, handouts, and verbal check-ins at pick up or drop off.

Lastly, in the youth program applications, parents are asked to select other programs and services they are interested in participating in and if they would like staff to contact them. From this we are able to directly connect parents to services such as Thanksgiving baskets, holiday gifts for their family, gas cards/bus passes, law clinic, meals, resource navigation, and more.

## **5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT**

- A. Madison Out-of-School Time (MOST) Effective Practices: Please describe how each of the seven basic elements are addressed by your proposed program design. How will you monitor the program during implementation to assess continued alignment with the [MOST Effective Practices](#)? Are there any other program quality standards, tools or measurements that you use with this program? If yes, please list and describe.

Neighborhood House used a variety of resources to guide and inform its programming and structures. One of those is the MOST Effective Practices. While we are not regulated childcare, we also use guidance from Youngstar to inform our program offerings. We also use other peer-reviewed and researched practices and articles.

Intentional Program Design - Neighborhood House has staff trained in curricular design and an executive director with a master's degree in curriculum and instruction. Staff follow a lesson template when planning lessons and activities. The template includes planning questions on content areas, life skills addressed, objective of the lesson, supplies and time needed, and the instructions for the activity. Staff often refer to resources such as a life skills wheel and checklist of developmental assets when planning

activities. Staff also collaborate to make sure lessons are age appropriate, challenging, and engaging. In addition to high caliber planned activities, staff also make sure to allow for free time and structured choice time to allow for choice and creativity, and break into small and large groups for activities.

**Supportive Relationships with Youth** - Neighborhood House prides itself on the relationships we have built with youth in our programs. Each day (summer and school year), youth staff do scheduled, formal check-ins at the start of the program in a whole group and small group. Students also have scheduled one on one check-ins with staff throughout the week. In addition to these formal opportunities, staff are constantly having informal conversations and check-ins, especially with students that need extra support and attention. Staff are encouraged to view themselves and the youth they are serving as partners - therefore, staff participate fully in all activities and teach participants with mutual respect.

Staff also are trained in positive ways to guide and manage behavior. This training comes from the youth director and executive director. Staff are also made clear of the Neighborhood House's policies that support healthy boundaries and roles between staff and students.

**Youth Voice and Leadership** - Neighborhood House looks to include youth voice and ownership as much as possible. Each day, youth are asked to share their thoughts on programming in whole or small groups and individually. Staff also have planned times in the programs where they work collaboratively with youth to brainstorm and plan activities they would like to do throughout the program. We also take their opinions and input on smaller things, like what they would like for snack or if they would like ten more minutes of free time. Staff constantly ask for engagement and input from youth throughout the program day. Youth are also given roles and responsibilities of their own throughout the program to take ownership and leadership. Middle school students also work collaboratively with staff to plan and implement service projects at Neighborhood House and the surrounding community.

**Racial & Cultural Inclusion** - Neighborhood House has made an concerted effort to recruit and hire staff for all programming and operations - not just youth - that reflect the community we serve and that have diverse backgrounds and experiences. Staff plan and lead diverse and culturally aware activities for youth programs, and hold each other and the youth to high standards to create and maintain an inclusive environment. Lastly, staff and volunteers participate in training and learning on inclusion and diversity. This includes Neighborhood House trainings, training from outside organizations, and shared readings.

**Community & Family Engagement** - Neighborhood House's youth programs are so successful due to the strong connections we have cultivated with parents, families, and community/school partners. One facet of this is open communication. Neighborhood House staff are in constant communication with parents on how to best serve their children through a variety of methods like text, email, phone calls, and in-person. School staff and community members are also helpful in offering us insight and guidance for our programs. Neighborhood House also invites parents to participate in programming as much as they are able and to give feedback formally and informally. We work to meet each family and parent where they are at and work together to create a plan and program that works best for them and their kids.

**Organizational Management & Staff Support** - Neighborhood House has worked to form a strong and supportive community at all levels of the organization. New staff receive general onboarding and additional training for the specific programs they will be supporting. Youth staff are supervised and supported and given formal and informal feedback . Staff also receive at least one formal evaluation with their supervisor throughout the year. Staff meet daily before and after programming and have longer training sessions and meeting sessions throughout the year. Staff receive information on and are encouraged to take outside trainings that are paid for by the organization. Neighborhood House also focuses on using program data to inform the work we do, so we use survey data and feedback to make relevant changes to youth programs. Lastly, Neighborhood House has a number of larger organizational structures, policies, and internal controls that ensure all programming and center operations run at the highest level.

**Environment & Safety** - Staff work to make sure that the physical space is always conducive to safe and fun programming. Neighborhood House staff work together with participants to make engaging and

appropriate materials and safe and welcoming physical spaces available for youth programming. Staff are made aware of all safety and health procedures.

**B. Program Outputs - Unduplicated School-Age Children or Youth and Program Hours**

Total Annual Unduplicated Children or Youth participating in proposed program: 50

Total program hours annually: 664.5

**C. Program Outcomes**

Please describe the data and the data source used to choose your outcome objectives?  
 Neighborhood House collects data on the following outcomes year over year via staff observations and feedback, participant and parent evaluations, and staff programming log. Program outcomes were developed using the Madison Out of School Time Effective Practices Document.

Please identify at least one Program Outcome for your proposed program(s), from the RFP Guidelines 1.4, that you will track and measure. Complete the table(s) below.

<b>Outcome Objective #1:</b> Youth engage in positive peer and youth/adult relationships				
<b>Performance Standard</b>	<b>Targeted Percent</b>	90%	<b>Targeted Number</b>	45
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

<b>Outcome Objective #2:</b> Youth feel empowered through choice and ownership				
<b>Performance Standard</b>	<b>Targeted Percent</b>	90%	<b>Targeted Number</b>	45
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

<b>Outcome Objective #3:</b> Youth experience a safe, inclusive, and welcoming environment				
<b>Performance Standard</b>	<b>Targeted Percent</b>	95%	<b>Targeted Number</b>	47
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

Youth experience variety of new and diverse enriching experiences - 85% - 42

Parent surveys, pre- and post-program participant surveys, staff observations and notes, program log

Youth build life and social-emotional skills - 90% - 45

Parent surveys, pre- and post-program participant surveys, staff observations and notes, program log

Parents and families are supported through other services - 80% - 40

Parent surveys, staff observations and notes

- D. Data Tracking: What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses?  
 Neighborhood House uses a variety of methods to capture middle school program information.

Important demographic information is captured on the initial program applications. The application includes questions about race, ethnicity, sexual identity and gender, age, language(s) spoken, disability status, family size and income level, home address, and single female head of household status. Additionally, the application offers space for parents to share information on the children such as any medical or behavioral concerns.

Neighborhood House tracks daily attendance and weekly attendance averages for the program. Neighborhood House currently use a tablet to update daily attendance in an Excel spreadsheet.

Neighborhood House uses a Google Calendar to plan and record all programming activities. The calendar is created well before the program begins and then can be edited and kept to date as the program progresses. Additionally, Neighborhood House staff maintains a running collaborative notes document where, each day, staff record their observations on the participants and activities.

Neighborhood House's executive director and youth director work together at the start of the program year to formulate a camp budget and school year budget. Program costs and income from grants and donations are projected. Expenses are tracked in a budget spreadsheet before and during the program.

For behavior tracking, Neighborhood House coordinates with parents and relevant school staff to create behavior tracking plans for students that need and will benefit from one. In addition to student's that need individualized support, Neighborhood House maintains general behavior tracking and accident and incident report forms.

Neighborhood House relies on pre- and post- programmatic surveys and staff/volunteer observations to measure program outcomes. Participants and their parents complete written surveys with questions around the programmatic outcomes at the start and end of each program.

Starting in 2023, Neighborhood House will begin utilize the City of Madison's MIS system to track some of this data.

## 6. PROGRAM LOCATION

- A. Address(es) of the site where programs will occur:  
 29 S. Mills St. Madison WI

## 7. PROGRAM STAFFING AND RESOURCES:

- A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps members and Adult Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.

Position Title	Qualifications or Required Training	Location(s)	Indicate School Year (SY), Summer (SU) or Year-Round (YR)	SY or YR FTE	Summer Only FTE
Executive Director	Bachelor's Degree	Neighborhood House	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	.5	.5
Youth Director	Bachelor's Degree	Neighborhood House	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	1	1
Camp Counselor	Bachelor's Degree / Pursuing Degree	Neighborhood House	<input type="checkbox"/> SY, <input checked="" type="checkbox"/> SU or YR <input type="checkbox"/>		1

	& Work Experience with Youth				
Camp Counselor	Bachelor's Degree / Pursuing Degree & Work Experience with Youth	Neighborhood House	<input type="checkbox"/> SY, <input checked="" type="checkbox"/> SU or YR <input type="checkbox"/>		1
Camp Assistant	High School Degree & Experience with youth	Neighborhood House	<input type="checkbox"/> SY, <input checked="" type="checkbox"/> SU or YR <input type="checkbox"/>		.5
Afterschool Program Leader	Bachelor's Degree / Pursuing Degree & Work Experience with Youth	Neighborhood House	<input checked="" type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>	.25	
Afterschool Program Leader	Bachelor's Degree / Pursuing Degree & Work Experience with Youth	Neighborhood House	<input checked="" type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>	.25	
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
<b>Please complete the total FTE for the applicable time period</b>		<b>School Year:</b>		.5	
		<b>Year-Round</b>		1.5	
		<b>Summer</b>			4

\*Use one line per individual employee

Volunteers: If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?

Neighborhood House youth volunteers go through multiple steps of screening and training process before they interact with youth participants.

Youth volunteers first complete a volunteer application that includes questions on their background in youth programming and motivation for volunteer. After the initial application, volunteers come into Neighborhood House for an initial interview to assess if they would be a good fit for youth programming, much like a job interview. After this stage, volunteers are required to attend Neighborhood House's Youth Volunteer Training and Orientation for each specific program which reviews the organization's policies and procedures, diversity, equity, and inclusion, behavior management, and the volunteers' roles and responsibilities. The final steps are completing a background check and mandated reporter training. Mentors receive additional trainings to prepare them for a more in-depth and direct role with youth.

Throughout programming, Neighborhood House staff assess and provide feedback to the youth volunteers. Volunteers are also invited to attend ongoing youth staff trainings.

B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program):

Neighborhood House has historically relied on walking and public transportation for access to field trips and programming that are off site. In 2023 and beyond, Neighborhood House leadership is working on procuring at least one 15-passenger van to utilize for transportation. The van would also be used to transport students who do not have reliable and accessible transportation to and from camp. In 2023 and beyond Neighborhood House also plans to rent a school bus at least once through the summer to take students to farther destinations such as Devil's Lake State Park.

**8. BUDGET**

- A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for the Program Budget for each age group. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

The budget template can be found on the [CDD Funding Opportunities website](#).

**9. IF APPLICABLE, PLEASE COMPLETE THE FOLLOWING:**

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

N/A

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

N/A



# School-Age Child and Youth Development 2023 Request for Proposals PART 2 - Program Narrative Form

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

Deadline: 4:30 p.m. (CDT) on **May 15, 2023**

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

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com) or Mary O’Donnell, Community Development Specialist [modonnell@cityofmadison.com](mailto:modonnell@cityofmadison.com). We are committed to assisting interested organizations understand and work through this application and funding process.

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:	Neighborhood House Community Center	Total Amount Requested for this Program:		\$ 10,000
Program Name:	High School Year-round Programs	Total Program Budget:		\$ 29,764
Program Contact:	Laura Gundlach	Email:	<a href="mailto:laura@neighborhoodhousemadison.org">laura@neighborhoodhousemadison.org</a>	Phone: 608-255-5337

AGE Group and Program TYPE: Select ONE Program Type under ONE Age Group for this form.



### Elementary

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

### Middle School

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

### High School

- |  |  |
|--|--|
| <input type="checkbox"/> Multi-focus School Year Only        | <input type="checkbox"/> Multi-focus Summer Only   |
| <input checked="" type="checkbox"/> Multi-focused Year Round | <input type="checkbox"/> Topical/ Skill/Population |

**PLEASE NOTE:** Separate applications are required for each age group and distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.

## 1. PROGRAM OVERVIEW

- A. **Need:** Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

Neighborhood House has recognized a growing need in Madison, Wisconsin, and the country at large for free, high-quality out of school time programming for youth and children. Childcare outside of school hours is essential for working parents and their children.

Research from youth.gov shows that "school-age children and youth spend 80 percent of their waking hours outside of school, while 1 in 5 young people in the U.S. are alone after the school day ends." Therefore, summer and afterschool programs at Neighborhood House have a huge opportunity to help youth reach their highest potential academically and socially in a safe environment. Regular participation in Neighborhood House's high quality youth programs can lead to improved social-emotional competencies, academic support, school support, safety, and physical activity and health (Benefits for Youth, Families, and Communities, youth.gov, 2020).

In Madison specifically, In the 2013 "Race to Equity Report" the Wisconsin Council on Children and Families revealed that the advantages and opportunities that non-Hispanic whites and minority populations receive greatly differ. Within Madison "...allowing such a close link between color and disadvantage to persist can only serve to nurture stereotypes, foster profiling, and produce differential expectations for achievement within the community at large...". These disadvantages that have been exacerbated by racial and socioeconomic factors significantly impact the educational and enrichment opportunities for all children of color, but especially teens of color.

They miss out on valuable educational opportunities that many affluent white children receive in the form of in-depth enrichment summer experiences. Neighborhood House wants to be a community actor that not only contributes to the change in the equity gap, but also empowers the next generation of Madison community leaders.

Additionally, the City of Madison's policy paper, Building Human Capital: School Age Child and Youth Development, identifies wellness and social-emotional well-being as the areas that youth need more programming in. Neighborhood House incorporates overt programs that address these needs, as well as building them into much of the youth program routines and all activities.

- B. **Goal Statement:** What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

Neighborhood House's goal is to provide free, high quality youth programs that develop youth socially, academically, emotionally, and physically.

Neighborhood House aims to provide free youth programs that foster positive peer and youth/adult relationships; empower youth through choice and ownership; create a safe, inclusive, and welcoming

environment; expose youth to a variety of new and diverse enriching experiences; build life and social-emotional skills; and, support parents and families through other services.

This perfectly aligns with the scope of work presented in the RFP. Neighborhood House has provided youth programming for decades, with the past three years being some of the most important and influential during and after the Covid-19 pandemic. Neighborhood House is a place where youth have always been able to connect with their peers, develop skills, and feel safe. This became even more vital as youth and children became almost totally isolated during Covid-19. Neighborhood House provided social interaction and academic support during that time and as Madison slowly recovered from the pandemic, Neighborhood House continued to focus on being a resource and safe haven for all children. Neighborhood House has only seen an increase in need for free, quality childcare since then. Parents need the connective services and financial and social supports offered by a community center and its free youth programming. More importantly, children need a place that offers them a place for: essential social interaction with their peers and caring adults, academic support, safety and security, healthy food, exposure to new experiences, and development of skills in a variety of areas including art, science, and social-emotional learning.

C. Program Summary (3-5 sentences):

Neighborhood House provides an in-depth summer enrichment program for students in high school, as well as youth-adult mentoring and weekend evening programming for high schoolers during the school year, and is starting a new program on weekend evening for students in high school, aged 14 through 18. These programs focus on in-depth, hands on learning and develop positive relationships with adults and the community, and offer opportunities to explore options after high school.

## 2. POPULATION SERVED

A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal.

Our intended service population includes low-income youth and youth of color ages fourteen to eighteen years old (grades 9 to 12) in Madison. We prioritize our direct neighborhood and Madison's south and west side neighborhoods, but still accept students from all across the city. We serve a large Hispanic and Spanish speaking population, due to our proximity to the the South Park Street Corridor where many Spanish speaking families live. We prioritize families and children that are facing hardships such as homelessness, parental incarceration, and language barriers.

Participants and their parents were involved in this proposal by using the formal and informal feedback we have received over the past few years to constantly evaluate and change programming to suit the needs of the community.

B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	4	50%
Black/African American	1	13%
Asian	0	0%
American Indian/Alaskan Native	0	0%
Native Hawaiian/Other Pacific Islander	0	0%
Multi-Racial	0	0%
Balance/Other	3	37%
Total:	8	
Ethnicity		
Hispanic or Latino	3	37%
Not Hispanic or Latino	5	63%
Total:		
Gender		
Boy/Man	3	37%

Girl/Woman	5	63%
Non-binary/GenderQueer	0	0%
Prefer Not to Say	0	0%
Total:	8	

C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth and/or their families. Describe how the proposed program will be culturally relevant to the population served.

Neighborhood House's Youth Programs always enroll a large number of participants that speak English as a second language. While in the past few years we have had up to seven different languages spoken by youth at one time, the majority of these youth and families speak Spanish. Therefore, we follow the Neighborhood House Language Access Plan and have a least one direct staff member that is fluent in Spanish. Additionally, we prioritize having additional staff that are fluent in Spanish or other languages. At this time, we have current staff that are fluent in Lao, Thai, Mandarin, and Hindi in addition to Spanish.

All written materials, including application forms, emails, handouts and fliers for parents, and project directions for you are distributed in both Spanish and English. These are translated by staff that are fluent in Spanish and have experience in written translation. School Year staff that are fluent in Spanish work with Spanish-speaking youth and parents on daily basis to provide direct verbal communication in Spanish.

Neighborhood House has prioritized having a diverse and culturally aware staff that reflects the communities that we serve. 31% of staff identify as White/Caucasian, 24% of staff identify as only Hispanic, 19% of staff identify as Asian, 19% identify as Black/African-American, and 7% of staff identify as multi-racial. Neighborhood House staff bring diverse backgrounds and experiences that are apparent in the programming that occurs. Activities are centered on different cultural traditions and experiences - such as cooking activities that reflect the campers' and staff's heritages, projects that explore different cultures, and offering ample opportunities for campers to share and teach about their culture. Neighborhood House staff also work with youth to create a space where all students feel welcome in the community.

D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and assessment procedure you will use for this program.

Neighborhood House has fostered a strong network of community partners to recruit youth that are in need and could benefit from our free, programs. We have strong connections with the social workers, students, support staff, and teachers at our neighborhood high school, West, as well as the other high school in Madison. These key staff identify families and youth that would benefit from free, in-depth experiential learning or mentorship, like lower income level. In addition to our community contacts, we have benefitted from a strong network of parents that refer other families to our youth programs. Lastly, we have a large contact list of center users to which we disseminate information. This takes place via email, flyering the neighborhood, social media posts, posting on the school district's community webpage, and emailing past participants.

We continuously and actively engage community partners, schools, youth, and parents over the course of a year. We recruit students to engage in a variety of programs that happen year-round; send families information on youth and family events happening at the center; share information on our social services, such as our food programs, law clinics, and holiday gift distribution; meet with school staff; and, solicit feedback from relevant stakeholders. Our goal is to have families not just participate in youth programming, but feel connected to the many other services and programs Neighborhood House offers during the rest of the year.

Neighborhood House makes a conscious effort to remove as many barriers as possible for all programs and services we offer. Since 2021, Neighborhood House has made all youth programming free for all participants and their families. This has removed a huge barrier for families of all income levels. Neighborhood House firmly believes that all Madison families should have access to high quality childcare at no cost. Removing the fee itself was one barrier, but we also removed the barrier of paperwork and

documentation that was once required for families to qualify for reduced camp costs. Another barrier we removed was adequate time of the program for working parents.

Neighborhood House makes our Mentoring application available in early August. Past and potential participants are notified via email and social media that the application is open. The applications are then reviewed by program staff with priority given to children of color, families with low or extremely low-income levels (based on City of Madison standards), children in a single parent household, children facing homelessness, proximity of home address to Neighborhood House, and past participation in summer camp. When afterschool applications reach capacity, a waitlist is started with the same priorities for enrollment. The application asks pertinent contact and demographic information that helps assess the family's needs. The Madison Community Experience (high school summer program) asks similar information and is available in April. We also follow up with school staff if they have identified families that are in acute need for summer childcare. Weekend Evening programs will be drop-in and open to anyone across the city of Madison. We share information about this informal program via social media, parent contact lists, and our mass email list.

### **3. PROGRAM DESCRIPTION AND STRUCTURE**

- A. Activities: Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum or documentation of promising practice that supports the programming or service proposed.  
Neighborhood House offers school-year out of school time programming for elementary youth.

The 6 week program is broken down into three mini-sessions that provide participants the opportunity to explore the role of community in the outdoors, local area art, and food. Up to 12 young adults can participate in each mini-session, and participants can choose to join all or just one of the mini-sessions. Each block has a distinct thematic focus, but every session will focus on the development of critical thinking skills, education as a self reflective tool and how community involvement affects our city. Every week participants will go on fun and diverse field trips to expand their familiarity with Madison. They will also expand their connections within Madison by meeting with local area leaders who have demonstrated the importance of community in their personal and professional lives. Students will spend time outside in nature and in their community, participating in community service projects, and participating in hands-on, experiential activities. Everything that is taught will emphasize the value of personal experience, individual creativity, and will focus on the process of creating and generating change within the community.

With a project based learning model, Madison Community Experience will motivate students to learn and grow through group learning. Collaboration and teamwork will be necessary as the students will be empowered to think about their place in the community and the impact they would like to have. At the end of each session students will complete a project that allows them to freely express themselves around the idea of building community.

Providing students educational opportunities outside of a traditional learning environment allows for new experiences that contribute to both the academic and personal growth of students. Allowing the participants the opportunity to independently learn, while inspiring them to view learning as a reflective activity, we hope to give our participants new tools to better understand the world and themselves.

By the end of the program, we expect that each participant will have grown a better understanding of their community and will have new experiences to better connect with Madison.

In addition to daily afterschool care, Neighborhood House also offers one-on-one youth-adult mentoring during afterschool program hours. Mentor pairs meet twice a week for one hour each meeting. Mentors are young adults (18-35) that provide a positive non-parental and near-peer adult relationship for youth. Mentoring pairs work together on social-emotional and academic skills and explore the community together. Mentoring looks different for each pair, but the main focus is to provide individualized attention, especially for youth that have been identified by parents and school/Neighborhood House staff as need

extra support. Mentors and mentees participate in activities that have been prepared by Neighborhood House staff or work together to plan their day.

The last year-round Youth Program that Neighborhood House offers is Fun Fridays. Fun Fridays is a broad term used to describe monthly recreational programs offered for different age groups. Fun Fridays occur once a month from 6-8pm. Parents are welcome to attend with their children or let their kids attend independently. Fun Friday includes dinner and an organized activity such as movie nights, holiday parties or nights that have a theme like game night.

Research shows that youth need programming in social-emotional skills, wellness, and 21st century skills (Integrating 21st century skills into education systems: From rhetoric to reality, 2019). Neighborhood House incorporates these skills into each day of programming, whether in a specific lesson or worked into an activity, like developing capacity to work on a team while playing a sport or communication when working on a group project.

- B. Program Schedule: If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the “Location(s)” cell in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Location(s): Neighborhood House Community Center			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year	1:15pm	6:00pm
	Summer		
Tuesday	School Year	2:30pm	6:00pm
	Summer	12:00pm	4:00pm
Wednesday	School Year	2:30pm	6:00pm
	Summer	12:00pm	4:00pm
Thursday	School Year	2:30pm	6:00pm
	Summer	12:00pm	4:00pm
Friday	School Year	2:30 6:00pm	6:00pm 8:00pm
	Summer	12:00pm	4:00pm
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

Table 2

Location(s):			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer		
Wednesday	School Year		
	Summer		
Thursday	School Year		
	Summer		
Friday	School Year		
	Summer		
Saturday	School Year		

	Summer		
Sunday	School Year		
	Summer		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

- C. Frequency, Duration and Anticipated Attendance: Please complete the table below. If you are proposing to provide a 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.

	Frequency*	# of Program Hours Per Program Day	Annual Duration**	Adult to Youth Ratio	Anticipated Average Attendance per Program Day
<b>Location #1: Neighborhood House Community Center</b>					
School Year	5 days per week  1 day per month	2 hours per week per youth/mentor  Friday 2 hrs	39 weeks	1:1 1:10	5  20
Summer	4 days per week	4	6 weeks	1:10	10
<b>Location #2 (if applicable):</b>					
School Year					
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 and note any differences in the program structure as compared to programs included in the table above.

#### 4. ENGAGEMENT, COORDINATION AND COLLABORATION

- A. Family Engagement: Describe how your program will engage parents/guardians and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.  
Neighborhood House values family engagement in every step of our youth programs.

A strength of Neighborhood House's youth programs is the strong parent support and connection that we have cultivated. Neighborhood House staff keep clear and open lines of communication with all parents. This includes texting/calling parents throughout the day and speaking face-to-face at drop off and pick up. Staff also send out email with updates, reminders, recaps of the week, and pictures on a regular basis. We also invite parents to volunteer with afterschool if they are able and parents are invited to attend Fun Friday events with their children. We also plan family events, like movies, meals, and end of summer/school year parents to engage and talk with parents.

We solicit parent feedback at the onset and completion of afterschool in the form of surveys. Questions include evaluation of the intended outcomes, staff, safety, and logistics of the program. We then use the feedback from the surveys to both evaluate the outcomes of the program as well as understand how the program can improve or what works well for parents/guardians.

**B. Neighborhood/Community Engagement:** Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Neighborhood House always makes a point to engage neighborhood residents and the broader community in all programming. Neighborhood House is located downtown in the heart of Madison, which allows us to provide a program that is truly connected to the local community.

We share information about school year program sign ups with nearby neighborhood associations and listservs. Many participants come from families that live in our direct and adjacent neighborhoods. A large number of neighborhood residents volunteer with afterschool and camp or lead specialized programming. We also collaborate with neighborhood businesses and organizations for in-kind donations, food, and collaboration, Neighborhood residents are asked to provide broader programming input, including summer camp and afterschool, through surveys on a yearly basis.

Neighborhood House partners with multiple food based non-profits to provide healthy, free meals and snack for youth participants. As we are located close to the University of Wisconsin campus, we connect with a large number of volunteers, student organizations, professors, and field trips locations.

Lastly, we tap in to the large network of diverse community groups that use Neighborhood House's space to lead engaging programs like Japanese Drumming, Judo, and traditional Mexican dance.

**C. Collaboration:** Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
Madison High Schools	Refer students to programs	Varies	No
Various chefs/culinary professionals	Lead summer cooking/culinary programs	Varies	No
Various community leaders	Lead summer programs on leadership/community outreach	Varies	No
Local artists	Lead summer art programming	Varies	No
F.H. King Student Farm	Lead recurring gardening and nature programming	Varies	No
Healthy Food For All	Provide food for youth snacks and meals	Joe Mingle	No

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

Other various UW student organizations/departments also collaborate throughout the summer and school year to lead one time activities. We also partner with a number of UW and community organizations for field trips.

How do these partnerships enhance this proposal?

Our community partnerships help us offer high quality, unique experiences for camp and school year programs in a many areas. We would not be able to offer enriching and diverse programming without them.

For the Madison Community Experience, community partners are able to bring our programming to another level and offer a deeper, hand-on experience for high school youth.

What are the decision-making agreements with each partner?

We approach our partnerships as highly collaborative and value their insight and feedback. We have had connections with our community partners for many years. With each partnership, things can look a bit different, but we generally start with an initial meeting between Neighborhood House and the partner organization. In this meeting, we discuss what the needs of the participants are and what the program day consists of. Then we determine what roles Neighborhood House and the partnering organization will take and how we can support each other during the actual program. We also go over what physical space will be used, the policies, procedures, and routines of the program, and what shared resources we will utilize.

- D. Resource Linkage and Coordination: What resources are provided to participants and their families by your proposed program? How does the program coordinate and link families and participants to these resources?

Neighborhood House consistently works to connect families to the myriad of programs and resources we offer on-site at our center. Near the start of the school year, Neighborhood House hosts an Open House. Participants and their parents are introduced to Neighborhood House staff, policies, procedures, and the physical space. Parents are able to ask questions and have concerns addressed. We also share information about the other programs and services that are free and available to everyone. Returning and potential participants and their families can come and learn about the community groups that lead programs at Neighborhood House, as well as meet the staff and get information about other program options.

We strive to make these programs and services easily accessible for parents. One way we achieve this is timing. During the school year, our food pantry, law clinic, community meals, and transportation assistance hand-outs take place at the same time as summer camp pick up. We also enroll families in our Thanksgiving Basket handout and Holiday Gift Distribution during the school year.

Another way we ensure accessibility is by routinely and consistently sharing information through a variety of communication that includes emails, handouts, and verbal check-ins at pick up or drop off.

Lastly, in the youth program applications, parents are asked to select other programs and services they are interested in participating in and if they would like staff to contact them. From this we are able to directly connect parents to services such as Thanksgiving baskets, holiday gifts for their family, gas cards/bus passes, law clinic, meals, resource navigation, and more.

## **5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT**

- A. Madison Out-of-School Time (MOST) Effective Practices: Please describe how each of the seven basic elements are addressed by your proposed program design. How will you monitor the program during implementation to assess continued alignment with the [MOST Effective Practices](#)? Are there any other program quality standards, tools or measurements that you use with this program? If yes, please list and describe.

Neighborhood House used a variety of resources to guide and inform its programming and structures. One of those is the MOST Effective Practices. While we are not regulated childcare, we also use guidance from Youngstar to inform our program offerings. We also use other peer-reviewed and researched practices and articles.

Intentional Program Design - Neighborhood House has staff trained in curricular design and an executive director with a master degree in curriculum and instruction. Staff follow a lesson template when planning lessons and activities. The template includes planning questions on content areas, life skills addressed, objective of the lesson, supplies and time needed, and the instructions for the activity. Staff often refer to resources such as a life skills wheel and checklist of developmental assets when planning activities. Staff also collaborate to make sure lessons are age appropriate, challenging, and engaging. In addition to high caliber planned activities, staff also make sure to allow for free time and structured choice time to allow for choice and creativity.



Supportive Relationships with Youth - Neighborhood House prides itself on the relationships we have built with youth in our programs. Each day (summer and school year), youth staff do scheduled, formal check-ins at the start of the program in a whole group and small group. Students also have scheduled one on one check-ins with staff throughout the week. In addition to these formal opportunities, staff are constantly having informal conversations and check-ins, especially with students that need extra support. Staff are encouraged to view themselves and the youth they are serving as partners - therefore, staff participate fully in all activities.

Staff also are trained in positive ways to guide and manage behavior. This training comes from the youth director and executive director. Staff are also made clear of the Neighborhood House's policies that support healthy boundaries and roles between staff and students.

Youth Voice and Leadership - Neighborhood House looks to include youth voice and ownership as much as possible. Each day, youth are asked to share their thoughts on programming in whole or small groups and individually. Staff also have planned times in the programs where they work collaboratively with youth to brainstorm and plan activities they would like to do throughout the program. We also take their opinions and input on smaller things, like what they would like for snack or if they would like ten more minutes of free time. Staff constantly ask for engagement and input from youth throughout the program day. Youth are also given roles and responsibilities of their own throughout the program to take ownership and leadership.

Racial & Cultural Inclusion - Neighborhood House has made an concerted effort to recruit and hire staff for all programming and operations - not just youth - that reflect the community we serve and that have diverse backgrounds and experiences. Staff plan and lead diverse and culturally aware activities for youth programs, and hold each other and the youth to high standards to create and maintain an inclusive environment. Lastly, staff and volunteers participate in training and learning on inclusion and diversity. This includes Neighborhood House trainings, training from outside organizations, and shared readings.

Community & Family Engagement - Neighborhood House's youth programs are so successful due to the strong connections we have cultivated with parents, families, and community/school partners. One facet of this is open communication. Neighborhood House staff are in constant communication with parents on how to best serve their children through a variety of methods like text, email, phone calls, and in-person. School staff and community members are also helpful in offering us insight and guidance for our programs. Neighborhood House also invites parents to participate in programming as much as they are able and to give feedback formally and informally. We work to meet each family and parent where they are at and work together to create a plan and program that works best for them and their kids.

Organizational Management & Staff Support - Neighborhood House has worked to form a strong and supportive community at all levels of the organization. New staff receive general onboarding and additional training for the specific programs they will be supporting. Youth staff are supervised and supported and given formal and informal feedback. Staff also receive at least one formal evaluation with their supervisor throughout the year. Staff meet daily before and after programming and have longer training sessions and meeting sessions throughout the year. Staff receive information on and are encouraged to take outside trainings that are paid for by the organization. Neighborhood House also focuses on using program data to inform the work we do, so we use survey data and feedback to make relevant changes to youth programs. Lastly, Neighborhood House has a number of larger organizational structures, policies, and internal controls that ensure all programming and center operations run at the highest level.

Environment & Safety - Staff work to make sure that the physical space is always conducive to safe and fun programming. Neighborhood House staff work together with participants to make engaging and appropriate materials and safe and welcoming physical spaces available for youth programming. Staff are made ware of all safety and health procedures.

## B. Program Outputs - Unduplicated School-Age Children or Youth and Program Hours

Total Annual Unduplicated Children or Youth participating in proposed program: 35

Total program hours annually:

C. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives?

Neighborhood House collects data on the following outcomes year over year via staff observations and feedback, participant and parent evaluations, and staff programming log. Program outcomes were developed using the Madison Out of School Time Effective Practices Document.

Please identify at least one Program Outcome for your proposed program(s), from the RFP Guidelines 1.4, that you will track and measure. Complete the table(s) below.

<b>Outcome Objective #1:</b> Youth engage in positive peer and youth/adult relationships				
<b>Performance Standard</b>	<b>Targeted Percent</b>	90%	<b>Targeted Number</b>	32
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

<b>Outcome Objective #2:</b> Youth feel empowered through choice and ownership				
<b>Performance Standard</b>	<b>Targeted Percent</b>	90%	<b>Targeted Number</b>	32
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

<b>Outcome Objective #3:</b> Youth experience a safe, inclusive, and welcoming environment				
<b>Performance Standard</b>	<b>Targeted Percent</b>	95%	<b>Targeted Number</b>	33
<b>Measurement Tool(s) and Comments:</b> Parent surveys, pre- and post-program participant surveys, staff observations and notes				

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

Youth experience variety of new and diverse enriching experiences - 85% - 28

Parent surveys, pre- and post-program participant surveys, staff observations and notes, program log

Youth build life and social-emotional skills - 90% - 32

Parent surveys, pre- and post-program participant surveys, staff observations and notes, program log

Parents and families are supported through other services - 80% - 28

Parent surveys, staff observations and notes

D. Data Tracking: What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses?

Neighborhood House uses a variety of methods to capture program information.

Important demographic information is captured on the initial program applications. The application includes questions about race, ethnicity, sexual identity and gender, age, language(s) spoken,

disability status, family size and income level, home address, and single female head of household status. Additionally, the application offers space for parents to share information on the children such as any medical or behavioral concerns.

Neighborhood House tracks daily attendance and weekly attendance averages for the program. Neighborhood House currently use a tablet to update daily attendance in an Excel spreadsheet.

Neighborhood House uses a Google Calendar to plan and record all programming activities. The calendar is created well before the program begins and then can be edited and kept to date as the program progresses. Additionally, Neighborhood House staff maintains a running collaborative notes document where, each day, staff record their observations on the participants and activities.

Neighborhood House's executive director and youth director work together at the start of the program year to formulate a camp budget and school year budget. Program costs and income from grants and donations are projected. Expenses are tracked in a budget spreadsheet before and during the program.

For behavior tracking, Neighborhood House coordinates with parents and relevant school staff to create behavior tracking plans for students that need and will benefit from one. In addition to student's that need individualized support, Neighborhood House maintains general behavior tracking and accident and incident report forms.

Neighborhood House relies on pre- and post- programmatic surveys and staff/volunteer observations to measure program outcomes. Participants and their parents complete written surveys with questions around the programmatic outcomes at the start and end of each program.

In 2023, Neighborhood House will begin using the City of Madison's MIS system to capture some of this data.

## 6. PROGRAM LOCATION

- A. Address(es) of the site where programs will occur:  
29 S. Mills St. Madison WI

## 7. PROGRAM STAFFING AND RESOURCES:

- A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps members and Adult Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.

Position Title	Qualifications or Required Training	Location(s)	Indicate School Year (SY), Summer (SU) or Year-Round (YR)	SY or YR FTE	Summer Only FTE
Madison Community Experience Leader	Bachelor's Degree	Neighborhood House	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>		.5
Youth Director	Bachelor's Degree	Neighborhood House	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	1	
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		

			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
Please complete the total FTE for the applicable time period	School Year:			1	
	Year-Round				
	Summer				.5

\*Use one line per individual employee

Volunteers: If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?

Neighborhood House youth volunteers go through multiple steps of screening and training process before they interact with youth participants.

Youth volunteers first complete a volunteer application that includes questions on their background in youth programming and motivation for volunteer. After the initial application, volunteers come into Neighborhood House for an initial interview to assess if they would be a good fit for youth programming, much like a job interview. After this stage, volunteers are required to attend Neighborhood House's Youth Volunteer Training and Orientation for each specific program which reviews the organization's policies and procedures, diversity, equity, and inclusion, behavior management, and the volunteers' roles and responsibilities. The final steps are completing a background check and mandated reporter training. Mentors receive additional trainings to prepare them for a more in-depth and direct role with youth.

Throughout programming, Neighborhood House staff assess and provide feedback to the youth volunteers. Volunteers are also invited to attend ongoing youth staff trainings.

B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program):

Neighborhood House has historically relied on walking and public transportation for access to field trips and programming that are off site. In 2023 and beyond, Neighborhood House leadership is working on procuring at least one 15-passenger van to utilize for transportation. The van would also be used to transport students who do not have reliable and accessible transportation to and from Neighborhood House.

**8. BUDGET**

- A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for the Program Budget for each age group. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

The budget template can be found on the [CDD Funding Opportunities website](#).

**9. IF APPLICABLE, PLEASE COMPLETE THE FOLLOWING:**

- A. Disclosure of Conflict of Interest  
Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.  
N/A
- B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

N/A

**APPLICATION FOR 2023 SCHOOL-AGE CHILD AND YOUTH PROGRAMS**

**1. ORGANIZATION CONTACT INFORMATION**

Legal Name of Organization	Neighborhood House Community Center	
Mailing Address	29 S. Mill St. Madison WI 53715	
Telephone	608-255-5337	
FAX	N/A	
Director	Laura Gundlach	
Email Address	laura@neighborhoodhousemadison.org	
Additional Contact		
Email Address		
Legal Status	Private: Non-Profit	
Federal EIN:	39-1930073	

**2. PROPOSED PROGRAMS**

Program Name:	2024		If currently City funded
	Letter	Amount Requested	2023 Allocation
Elementary Afterschool Program	A	\$20,000	\$0
Contact: Laura Gundlach			
Elementary Summer Day Camp	B	\$30,000	\$14,515
Contact: Laura Gundlach			
Middle School Year Round Program	C	\$15,000	\$0
Contact:			
High School Year Round Program	D	\$10,000	\$0
Contact:			
	E		
Contact:			
<b>TOTAL REQUEST</b>		\$75,000	

**DEFINITION OF ACCOUNT CATEGORIES:**

**Personnel:** Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff costs. Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

**Operating:** Amount reported for operating costs should include all of the following items: insurance, professional fees and audit, postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone, training and conferences, food and household supplies, travel, vehicle costs and depreciation, and other operating related costs.

**Space:** Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for office space; costs of utilities and maintenance for owned or rented space. Mortgage Principal/Interest/Depreciation/Taxes: Costs with owning a building (excluding utilities and maintenance).

**Special Costs:** Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients. Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agencies.

3. SIGNATURE PAGE

AFFIRMATIVE ACTION

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at [cityofmadison.com/civil-rights/contract-compliance](http://cityofmadison.com/civil-rights/contract-compliance).

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

INSURANCE

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

4. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above.

DATE

INITIALS:

**6. BOARD-STAFF DEMOGRAPHICS**

Indicate by number the following characteristics for your agency's current board and staff. Refer to application instructions for definitions. You will receive an "ERROR" until you finish completing the demographic information.

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
	<b>TOTAL</b>	8	100%	17	100%		
<b>GENDER</b>							
MAN	5	63%	5	29%			
WOMAN	3	38%	12	71%			
NON-BINARY/GENDERQUEER	0	0%	0	0%			
PREFER NOT TO SAY	0	0%	0	0%			
TOTAL GENDER	8	100%	17	100%			
<b>AGE</b>							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	7	88%	16	94%			
60 AND OLDER	1	13%	1	6%			
TOTAL AGE	8	100%	17	100%			
<b>RACE</b>							
WHITE/CAUCASIAN	7	88%	6	35%	80%	67%	16%
BLACK/AFRICAN AMERICAN	0	0%	3	18%	7%	15%	39%
ASIAN	1	13%	3	18%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	0	0%	1	6%	3%	4%	26%
BALANCE/OTHER	0	0%	4	24%	1%	2%	28%
TOTAL RACE	8	100%	17	100%			
<b>ETHNICITY</b>							
HISPANIC OR LATINO	0	0%	5	29%	7%	9%	26%
NOT HISPANIC OR LATINO	8	100%	12	71%	93%	81%	74%
TOTAL ETHNICITY	8	100%	17	100%			
<b>PERSONS WITH DISABILITIES</b>	0	0%	1	6%			

\*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

\*\*R/POV=Percent of racial group living below the poverty line.

**7. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents**

you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

Neighborhood House actively recruits members to join our board and reflect the population we serve. We just had board turnover at the start of 2023 and are recruiting more board members from parents, the neighborhood, and group members.



8. AGENCY GOVERNING BODY

How many Board meetings were held in 2022	10
How many Board meetings has your governing body or Board of Directors scheduled for 2023?	10
How many Board seats are indicated in your agency by-laws?	14

List your current Board of Directors or your agency's governing body.

<b>Name</b>	<b>Sam Brown</b>				
Home Address	1301 Regent St. Madison WI				
Occupation	Vice President of Rocky Rococo's				
Representing	Surrounding Businesses and Neighborhood				
Term of Office		From:	01/2021	To:	01/2024
<b>Name</b>	<b>Monica Schwartz</b>				
Home Address	305 Clemons St. Madison WI				
Occupation	Administrative Assistant at Sierra Club				
Representing	Former Program Director				
Term of Office		From:	01/2021	To:	01/2024
<b>Name</b>	<b>David Palay</b>				
Home Address	22 E Mifflin St.				
Occupation	Associate Attorney at Reinhardy, Boerner, Van Deuren Attorneys at Law				
Representing	Lawyer				
Term of Office		From:	12/2021	To:	12/2023
<b>Name</b>	<b>Avery Johnson</b>				
Home Address	1309 Vilas Ave., Madison WI				
Occupation	Manager at Agrecol				
Representing	Neighborhood				
Term of Office		From:	12/2020	To:	12/2024
<b>Name</b>	<b>Jessie Opoien</b>				
Home Address	306 W Main St. Madison WI				
Occupation	Political Reporter at the Cap Times				
Representing	Press				
Term of Office		From:	12/2020	To:	12/2024
<b>Name</b>	<b>Gretchen Richards</b>				
Home Address	1632 Adams St. Madison WI				
Occupation	Vice President at CBRE (commercial real estate broker)				
Representing	Neighborhood				
Term of Office		From:	01/2021	To:	01/2024
<b>Name</b>	<b>Krishna Sijapati</b>				
Home Address	408 Midland Rd., Monona WI				
Occupation	Accountant at RSVP of Dane County				
Representing	Neighborhood House Community Group - Hindu Dharma Circle				
Term of Office		From:	09/2020	To:	09/2024
<b>Name</b>	<b>Jason Ilstrup</b>				
Home Address					
Occupation					
Representing					
Term of Office		From:	12/2019	To:	12/2023

AGENCY GOVERNING BODY cont.

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

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To:

mm/yyyy

**\*\*Instructions: Complete this workbook in tab order, so the numbers will autofill correctly. Only fill in the yellow cells. Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.**

Please fill out all expected revenues for the programs you are requesting funding for in this application. All programs not requesting funding in this application, should be combined and entered under NON APP PGMS (last column)

REVENUE SOURCE	AGENCY 2023	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0						
UNITED WAY DANE CO	0						
CITY CDD (This Application)	75,000	20,000	30,000	15,000	10,000		
City CDD (Not this Application)	0						
OTHER GOV'T*	85,752	37,572	12,000	24,416	11,764		
FUNDRAISING DONATIONS**	37,991	7,000	3,116	4,000	8,000		15,875
USER FEES	0	0	0	0	0		
TOTAL REVENUE	198,743	64,572	45,116	43,416	29,764	0	15,875

\*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

\*\*FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.

Enter all expenses for the programs in this application under the PGM A-E columns. Enter the amount you would like the City to pay for with this funding under the CITY SHARE column

**\*\*Use whole numbers only, please.**

ACCOUNT CATEGORY	AGENCY 2023	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
<b>A. PERSONNEL</b>													
Salary	164,800	75,000	56,700	20,000	40,300	30,000	40,300	15,000	27,500	10,000			
Taxes/Benefits	4,868	0	1,872		1,116		1,116		764				
<b>Subtotal A.</b>	<b>169,668</b>	<b>75,000</b>	<b>58,572</b>	<b>20,000</b>	<b>41,416</b>	<b>30,000</b>	<b>41,416</b>	<b>15,000</b>	<b>28,264</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER OPERATING</b>													
Insurance	7,437	0											7,437
Professional Fees/Audit	6,380	0											6,380
Postage/Office & Program	0	0											
Supplies/Printing/Photocopy	13,200	0	6,000	0	3,700	0	2,000	0	1,500	0			1,500
Equipment/Furnishings/Depr.	1,500	0											1,500
Telephone	0	0											
Training/Conferences	500	0											500
Food/Household Supplies	0	0											
Travel	0	0											
Vehicle Costs/Depreciation	0	0											
Other	0	0											
<b>Subtotal B.</b>	<b>29,017</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>3,700</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,817</b>
<b>C. SPACE</b>													
Rent/Utilities/Maintenance	0	0											
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	0	0											
<b>Subtotal C.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. SPECIAL COSTS</b>													
Assistance to Individuals	0	0											
Contractors/Subcontractors	0	0											
Pymt to Affiliate Orgs	0	0											
Other	0	0											
<b>Subtotal D.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (A.-D.)</b>	<b>198,685</b>	<b>75,000</b>	<b>64,572</b>	<b>20,000</b>	<b>45,116</b>	<b>30,000</b>	<b>43,416</b>	<b>15,000</b>	<b>29,764</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>15,817</b>

**\*\*List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

Title of Staff Position*	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
Youth Program Director	0.25	.25	0.25	0.25		0.75	58,000	2,480	60,480	0.00	25,000
Executive Director	0.25	0.25	0.25	0.25		1.00	44,000	2,640	46,640	0.00	10,000
Afterschool Program Leader (28	0.25					0.25	7,800	468	8,268	0.00	1,000
Afterschool Program Leader (28	0.25					0.25	7,800	468	8,268	0.00	1,000
Afterschool Program Leader (28	0.25					0.25	7,800	468	8,268	0.00	1,000
Afterschool Program Leader (28	0.25					0.25	7,800	468	8,268	0.00	1,000
Elementary Camp Counselor (8 weeks)		1.00				1.00	7,500	750	8,250	0.00	10,000
Elementary Camp Counselor (8 weeks)		1.00				1.00	6,100	366	6,466	0.00	10,000
Middle School Camp Counselor (8 weeks)			1.00			1.00	7,500	750	8,250	0.00	7,000
Middle School Camp Counselor (8 weeks)			1.00			1.00	6,100	366	6,466	0.00	5,000
High School Camp Counselor (6 weeks)				0.50		0.50	2,000	464	2,464	0.00	3,000
Camp Assistant (8 weeks)		0.25	0.25			0.50	2,400	300	2,700	0.00	1,000
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
<b>SUBTOTAL/TOTAL:</b>	1.50	2.50	2.75	1.00	0.00	7.75	164800.00	9988.00	174788.00	0.00	75000.00

**CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS**

\*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

\*\*Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE



### Program Summary

This tab should be completely filled in by your previous answers.

Pgm Letter	Program Name	Program Expenses	2023 City Request
A	Elementary Afterschool Program	PERSONNEL	20,000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>20,000</b>
B	Elementary Summer Day Camp	PERSONNEL	30,000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>30,000</b>
C	Middle School Year Round Program	PERSONNEL	15000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>15,000</b>
D	High School Year Round Program	PERSONNEL	10000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>10,000</b>
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>0</b>
<b>TOTAL FOR ALL PROGRAMS</b>			<b>75,000</b>