

**CITY OF NEW BEDFORD  
"INVEST-IN-KIDS" PROGRAM**

**FY21 APPLICATION  
FALL SEMESTER**

**August 31, 2020**



**Jonathan F. Mitchell  
Mayor**

**CITY OF NEW BEDFORD  
"INVEST-IN-KIDS" PROGRAM**

**I. FUNDING**

In FY21, the Department of Community Services will award approximately \$90,000 to community-based organizations based on the criteria outlined below; **\$30,000 is available for Semester I programs (October-December).**

**II. APPLICATION PROCESS**

The City of New Bedford Department of Community Services will review ***non-recreational, collaborative*** applications from not-for-profit 501(c)(3) organizations to implement out-of-school-time programs (remote, hybrid and in-person) for **Grades 3-12**. Applicant organizations must demonstrate collaboration with at least one other service provider/community-based organization/vendor.

**FY21 Priorities:**

- **Activities for Youth with Special Needs**
- Components of **STEAM** (*Science, Technology, Engineering, Arts & Math*), including homework help and remediation
- **Diversity Appreciation, Understanding & Social Justice**
- **Education Pods**
- **Youth Leadership and School Transition (Grades 5/6 and 8/9)**

**Positive Youth Development.** *Programs shall be based on “positive youth development” and asset building. This approach sets high standards for all youth in education, socialization & citizenship and helps young people achieve them. Programs shall:*

- *Promote youth competencies*
- *Involve collaborations and include families and youth*
- *Involve young people in program planning, program delivery and monitoring*

**III. REQUIREMENTS FOR RECIPIENTS**

Funding cycle	Based on funds awarded, providers may select program weeks within a given semester.
<b>SEMESTER 1</b>	<b>October 13* - December 18</b> <i>Applications received/approved before Sept. 21 will allow an earlier start date if the agency would like as soon as a Memorandum of Understanding (MOU) is executed.</i>
<b>Due to COVID and the need to be flexible, this application is for Semester I ONLY</b>	
<b>SEMESTER 2</b>	January 4 – March 26
<b>SEMESTER 3</b>	April 5 – June 4
<b>MINI-GRANTS</b>	February/April vacations, weekends, and/or special events

**Administrative Costs.** 10% may be used for *documented* administrative expenses;

**Collaboration.** Applicants ***must formally partner*** with a minimum of one service provider. Applicants are encouraged to design programs with another agency(s) to provide **2 days (minimum) of programs per week.** Collaboration agreements/*Memoranda of*

*Understanding* specifying roles/responsibilities/financial obligations are required *with the application*; however, they need not be executed until funding is awarded;

**Location.** In-person programs may be held at agency locations as school buildings will not be available.

**Matching Funds.** 15% in-kind + 15% cash matches are required;

**Outcomes.** Proposals shall include evaluation standards/methods to measure program outcomes and reflect any modifications necessary to strengthen the program per the Department's outside evaluator;

**Past Performance.** The City reserves the right NOT to review proposals if the applicant "owes" the City materials from previous funding years; i.e. Student Evaluations, Parent Evaluations, weekly attendance sheets, Student Code of Conduct; most recent audit; monthly/final reports. Agencies not in compliance may be considered for conditional Semester 2 or mini-grant funding with an option to continue in Semester 3 *if attendance levels are met and submissions are current*;

**Programs are limited to New Bedford students** enrolled in public/private/parochial/charter schools. Where applicable, transportation to agency sites must be offered to New Bedford Public School students;

**Program Size.** Program cohorts should not exceed 10 (or whatever the operative standards are during this time period as issued/updated by DESE);

**Youth participation.** Proposals shall reflect youth participation in program modifications and evaluation.

#### **IV. GRANT AWARDS PER PROGRAM**

- Weekday programs: \$5000 max. for Semester I
- School Vacation week program maximum: \$1,000

#### **V. PROVIDER OBLIGATIONS**

**Programs may not start until the contract agency:**

- ⇒ Executes Contract Documents/provides all necessary insurances and certifications;
- ⇒ Provides Program flyers/promotional materials in English, Spanish and Portuguese;
- ⇒ Provides required student information, including but not limited to registration forms and signed *Invest-in-Kids* permission slips **no less than 5 days** before the semester's start date. **Providers that turn in less than 80% of permission slips may not start until they are on file.**

**Providers are required to:**

- ⇒ Attend mandatory meetings/make records/staff available for on-site/remote monitorings;
- ⇒ Comply with applicable federal/state/local laws. **On-site Programs must be ADA compliant;**
- ⇒ Provide insurances/documentation required by the City of New Bedford;
- ⇒ Maintain progress files on participant's progress and submit to City at semester's end;
- ⇒ *Log* daily student attendance and monitor participation/provide data weekly;

- ⇒ Participate in any filming of a Project Video/other group Invest-in-Kids activities;
- ⇒ Respect confidentiality and obtain permission from the City before discussing program activities with the media. Student/parental releases *must* be obtained prior to publicizing participation or releasing photos;
- ⇒ Submit **Student Code of Conduct** (in-person and remote) signed copies w/City *prior to Week 3 each semester (if different students are served)*.

**Reports/Requests for Payment. Vendors may submit invoices on the 15<sup>th</sup> of the month for the previous month's activity; all invoices and reports are due no later than:**

- Semester 1 – Dec. 30
- Special Events – within 10 days of program end

**VI. RATING CRITERIA**

Section	Max +/-Points
Program Design, Innovation & Flexibility Based on RFP Priority(s)	40
Collaboration	15
More than 1 Cohort Served	25
Proposed Outcomes and Responsiveness to Evaluation Data	20

**VII. PROPOSAL SCHEDULE**

- August 31**      **Applications Available** via the Department's City's website: [www.newbedford-ma.gov/community\\_services/](http://www.newbedford-ma.gov/community_services/) or e-mail: [Cynthia.wallquist@newbedford-ma.gov](mailto:Cynthia.wallquist@newbedford-ma.gov)
- September 21**      **Last date to submit proposals electronically for Semester I**  
*(Applications will be reviewed as they are submitted, with all awards made on or before September 30). Applications received/approved before Sept. 21 will allow an earlier start date if the agency would like, provided that a Memorandum of Understanding (MOU) is executed.*

**VIII. APPLICATION SUBMISSION INSTRUCTIONS**

- ❑ **PREPARE & PRINT** the application
- ❑ **SUBMIT the application electronically as a WORD document** to [Cynthiaw@newbedford-ma.gov](mailto:Cynthiaw@newbedford-ma.gov)
- ❑ **Scan required attachments and submit electronically as a pdf:**
  - ❑ Copy of Application Transmittal Letter to agency board
  - ❑ Copy of Application Transmittal Letter to each collaborator
  - ❑ Most recent Audit (if not already filed)
  - ❑ Collaboration Agreements

▶ **DO NOT INCLUDE EXTRA MATERIALS OR SUPPORT LETTERS**



**Program Description continued.**

**If your program involved “on-site”, what’s Plan B if State COVID guidelines dictate changes?**

**Describe youth input that went into the program concept for this application.**

**How (and how often) will youth be involved in program modifications and evaluation?**

### SECTION 3 - OUTCOMES

► **At least one outcome must measure academic/skill achievement level per semester**  
 Use a separate chart (copy & paste) for each Outcome.

<b>► OUTCOME # ___ Upon completion of the program, students will have learned</b>	
Question	Answer
<b>WHAT and HOW will the program change in your students?</b> (e.g. academic achievement, knowledge of community, technical/ interpersonal skills/behaviors, attitude, awareness of one's cultural heritage)	
<b>HOW MANY</b> (#/%) students will experience that change?	
By <b>HOW MUCH</b> (% , grade level) will they change?	
<b>WHEN AND HOW</b> will you measure changes? Describe the process and tools that you will use for evaluation.	
<b>WHAT SERVICES/ACTIVITIES/ PROJECTS</b> will you provide or implement to meet <i>this</i> objective?	
What are the short-term benefits of your program?	
What are the long-term benefits of your program?	

**SECTION 4 – FISCAL ADMINISTRATION**

<b>Financial reports/claims will be submitted by</b>			
<b>Name:</b>			
<b>Title:</b>			
<b>Address:</b>			
<b>Tel:</b>	<b>FAX:</b>	<b>E-mail address:</b>	

**SECTION 5 – CERTIFICATION**

<b>Lead Agency Contact:</b>	<b>Title:</b>
<b>Agency Name:</b>	
<b>Address:</b>	
<b>Tel:</b>	<b>FAX:</b>
<b>E-Mail Address:</b>	
 <input type="checkbox"/> <i>I hereby certify that I am authorized by my agency's governing board to submit this application for funding under the "Invest-in-Kids" Program.</i>	
<input type="checkbox"/> <i>I further certify that I have filed a copy of this application with a) my governing board and b) the executive director/governing board of each collaborative agency referenced in Section 1. Included in the application's hard-copy submission are copies of my cover letters that accompanied the proposals sent to those entities.</i>	
<b>LEAD AGENCY SIGNATURE:</b> _____	
<b>TYPED NAME:</b> _____	
<b>TITLE:</b> _____	<b>DATE:</b> _____

**SCHEDULE B – BUDGET**

15% in-kind and cash matches are required				
<b>AGENCY:</b>		<b>PROGRAM NAME:</b>		
	<b>AMOUNT REQUESTED</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>TOTAL</b>
<b>BUDGET CATEGORY</b>				
<b>1. PERSONAL SERVICES</b>				
Salaries & Wages				
Fringe Benefits				
<b>SUBTOTAL PERSONAL SERVICES</b>				
<b>2. CONTRACTUAL SERVICES</b>				
Consultants				
Stipends				
Student Transportation				
Other Contractual Services ( <i>specify, add rows as necessary</i> )				
<b>SUBTOTAL CONTRACTUAL SERVICES</b>				
<b>3. MAINTENANCE &amp; OPERATION</b>				
Admin (10% max- i.e. insurance, rent, utilities)				
Consumable Supplies (snacks, program supplies etc.)				
Equipment Purchases				
Equipment Rental				
Field Trips				
Maintenance/Equipment Repairs				
Office Supplies				
Other ( <i>specify, add rows as necessary</i> )				
Promotional Materials				
Program Space Rental				
<b>SUBTOTAL MAINTENANCE &amp; OPERATION</b>				
<b>PERSONAL SERVICES</b>				
<b>CONTRACTUAL SERVICES</b>				
<b>MAINTENANCE &amp; OPERATION</b>				
<b>TOTAL COSTS</b>				