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## Request for Hub Club Programing at JSEC

**Winter 2017**

# Deadline: November 30, 2016 5:00pm

# Overview

The Providence After School Alliance (PASA) will be working with students, faculty, staff, and community partners to build a dynamic 21st Century (2IC) Community Learning Center (CLC), with a grant from the Rhode Island Department of education. This winter we are instituting a system Hub Clubs (After School Programs) that will run for 10 weeks. This initiative will be a hybrid consisting of PPSD teacher-run programs and programs run by community organizations. These programs make a connection to PASA’s graduate profile and continue to allow students to practice critical 21st Century Skills.

**Program Overview**

* The Hub at JSEC will offer 10-15 Hub Club programs running for a total of 10 weeks starting on January 30, 2017. We are asking teachers and community partners to submit proposals for programs they would potentially like to offer as part of the Hub’s aligned multi-programs approach at JSEC.
* Programs will operate in the school as well as at off-site locations. However, to simplify logistics for students, programs that can physically operate at JSEC are expected to do so.
* Transportation will be provided to off-site locations only when the facilities or equipment offer unique opportunities for the participants; transportation needs should be discussed with the JSEC Hub Coordinator prior to submitting you proposal.

**Provider Expectations**

* **All applications should be submitted electronically to gmaione@mypasa.org**
* All accepted applications will be notified by December 9, 2016.
* Providers are required to participate in coordinated recruitment events targeted at youth and families. The pending date for the JSEC recruitment fair will likely take place during the week of January 9, 2017. All program providers will be notified the exact date/time and are expected to participate.
* Providers will be required to reach out to youth and families via phone before their program begins.
* Any program with average daily attendance below 4 may be discontinued at any time.
* Program providers will arrive at least **15 minutes before the start of their program**.
* Program instructors will need to have a national background check, resume, and perhaps other document on file with PASA. However, **do not submit these forms with your application**; instructions will be provided to funded programs on when to submit these documents.

\*\*Additional expectations and norms will be with programs that are accepted\*\*

**Budget Details:**

**As you prepare the attached budget form for your program, please consider the items listed below. Applicants should be judicious when determining budget amounts. Proposals will be reviewed as part of a competitive process, and the costs submitted for a program will be measured against other applications. Reviewers will consider the quality of the experience for youth at the same time they are looking at the cost per youth for the proposed programs.**

1. The hourly rate for PPSD teachers is a maximum of $25 per hour. Community organizations request an hourly rate and are subject to negotiation. If a second instructor is used in the program, providers may want to consider paying them a lower rate, especially if the second instructor is less experienced. For any questions about the hourly rate, please contact JSEC Hub Coordinator Graham Maione ([gmaione@mypasa.org](mailto:gmaione@mypasa.org) / (401-345-7339).
2. The programs will run for 10 weeks
3. Sodexho provides daily snacks and meals for all youth participants, so food costs should not be included in your budget (unless you a applying to run a food preparation program).
4. Any equipment that applicants are asking to be funded should be identified as reusable or not. Providers should identify if they will need assistance with storage of these materials or if they have plans for inventorying and storing items. If materials are reusable, these items will be the property of the Hub.
5. For those requesting funding for field trips or other off-site events related to your program, please detail these costs in the “Other Costs” section of the budget form and give a detailed description in the budget narrative. Since the logistics and travel costs for these trips can be prohibitive, funding for field trips will only be funded if the applicant has discussed the field trip with Hub staff prior to submitting the proposal.
6. **Community Organizations** funded for Hub Club programs will receive half the payment halfway through the program and the second half of the payment upon program completion. If funding is needed for supplies, payment can be coordinated with Hub staff.

**PPSD Teachers** funded for Hub Club programs will be put on PASA’s payroll and be paid an hourly rate. **All supplies will be purchased by the PPSD teacher and receipts will be submitted for reimbursement twice over the course of the session.**

**Application Review and Approval Process**

* Funding requests will be reviewed by PASA staff members and JSEC students.
* Community Organizations must supply PASA with proof of insurance before conducting programming.

**Proposal Packet Checklist**

* Cover page
* Documentation of 501c3 status or EIN#
* Section A - Program Information & Staffing
* Section B - Program Plan & Program Outline
* Section C - Budget Form

**Submit ALL application materials by November 30, 2016 at 5:00pm** or direct any questions to:

**Graham Maione**, Hub Coordinator

**The Hub Office - Room 201**

Providence After School Alliance

81 Carpenter Street

Providence, RI 02903

[gmaione@mypasa.org](mailto:gmaione@mypasa.org)

(401) 345-7339 mobile // (401) 228-3915 fax

**For PASA use only:**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application #: \_\_\_\_\_\_\_**

## Request for Hub Club Programing at JSEC

**Winter 2017**

# Deadline: November 30, 2016 5:00pm

***Winter 2017 Session Cover Page***

**Organization/Teacher**:

**Primary Contact Person:**

**Program Instructor:**  **Email:**

**Address:**

**Phone:** **Cell Phone:**

**Organizational 501©3 tax exempt # (or EIN#)**

(Preference is for non-profit providers or for-profit providers who have are in good standing with the IRS. In either case, providers must be able to provide proof of insurance.)

**Insurance:** Providers must supply the PASA with proof of insurance before conducting programming. The Community Partner’s Insurance shall include, at minimum, an umbrella liability policy of $1,000,000 for property damage and personal injury where PASA and Providence Public School Department (PPSD) are named as additionally insured. Teachers providing Hub programs would do so as part-time PASA employees and would have insurance coverage, as such.

**Title of proposed program**:

**This program is primarily:**  Sports  Skills-Building  Arts  STEM Other

**Program Capacity:**

(Note: The Hub program adult-to-youth ratio is a maximum of 13 youth for every 1 adult. PASA requires that all grantees adhere to this ratio at all times or the program cannot be funded.)

**Total number of students who can attend your sample program, based upon the number of instructors each day:**

**Program Length** – **10 weeks**

**Days of the week**)**:** Check all possible days you can provide your sample program:

 Mon/Wed  Tue/Thu  Either

**Program location and schedule:**

Please indicate whether your Hub Club program will take place at JSEC or at a community-based site. Please keep in mind that as a way to minimize the cost and challenges of transporting youth to off-site locations, programs that can physically operate in schools are expected to do so.

 This program can take place in the school

 3:00-4:30 p.m.  3:00-5:00 p.m.

 This program is designed to take place at a community-based site (3:30-5:00 p.m.)

 I have already secured a specific program location:

**Facilities:**

Please indicate what type of room or facility you need to run your program so that PASA can help secure space for your program; please check all that are suitable.

 Auditorium/Stage  Art Room  Classroom  Library/Computer lab

 Kitchen Field/Outdoors  Other:

**Program Plan**

**a.** Please provide a **youth friendly** description of your program. This description may be used in recruitment materials so be sure to highlight aspects of your program that will appeal to high school aged youth and engage them in the idea of the program (3-4 sentences).

*Tip: Use vivid snap shots of your program that will help youth imagine themselves in your program!*

**b.** Please attach a draft 10 week outline of the proposed program that includes what topics and activities will be covered in the program. Please also include any final products or presentations/performances that will be included in the program. This is a critical component to the review process. Please use this section to bring your program to life for reviewers.

**c.** In 3-4 sentences please describe the learning outcomes youth can expect to gain from your program? ***Think about tangible skills (i.e. sewing, first aid, knife safety) as well as soft skills (i.e. perseverance, collaboration, communication) in your response.***

**Motivation & Experience**

Why are you interested in providing this program? What experience have you had in leading this or related programming in the past? (3-4 sentences)

## SECTION B – PROGRAM BUDGET

**For Teachers & Community Providers**

The hourly rate for PPSD teachers is a maximum of $25 per hour. Community organizations request an hourly rate and are subject to negotiation. If a second instructor is used in the program, providers may want to consider paying them a lower rate, especially if the second instructor is less experienced. PLEASE use the chart below to detail your staffing plan. ***Note****: successful program applicant’s total staff costs will be adjusted to account for district, state and federal days off from school.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff** | **Payment** | | | | | | | **Sub-Total** |
| List each staff by role | rate | x | hours per day | x | # of days per week | x | # of weeks | List total payment for each staff |
|  |  | x |  | x |  | x | 10 | = |
|  |  | x |  | x |  | x | 10 | = |
|  |  | x |  | x |  | x | 10 | = |
|  | **TOTAL STAFF COSTS:** | | | | | | |  |

**For teachers and community providers**

|  |  |  |
| --- | --- | --- |
| **Materials** (if applicable)  Describe type of supplies | **Quantity & Cost**  List the quantity and cost for each item | **Sub-Total**  List total cost for each supply line |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Total Staff + Supplies Cost =\_\_\_\_\_\_\_\_\_\_**

**SECTION C – BUDGET NARRATIVE**

1. **Budget narrative**

**Applicants are required to include a budget narrative describing key items from the completed budget form by answering the following question if applicable.** If you are requesting funding for materials, please describe how these will be used and, if reusable, how they will be stored, reused, etc.