

Applying for Endorsed AfterZone Program Status
Deadline: Wednesday, July 16 (5:00 p.m.)



Providers are encouraged to apply to have your AfterZone program become "endorsed" by completing and submitting both:

- the standard **AfterZone Program Funding Application**; and
- all parts of this supplemental **Endorsed AfterZone Program Application**.

If "endorsed" through this application process, providers will not have to submit a new application to automatically be considered for funding in future AfterZone sessions (there are three sessions per year) but, rather, will only need to submit minor budget and program updates and documentation for any new program staff.

Please note that a non-endorsed program can be funded for the fall AfterZone session by completing only the AfterZone Program Funding Application. However, to be considered for endorsement, this Endorsed AfterZone Program Application must be submitted.

What are the benefits of being an endorsed program?

- a. Providers complete one application for a specific program and, pending review and approval, will receive "endorsed" status for that program for future AfterZone sessions. That means that in the future, providers will only have to submit minimal documentation of program and budget changes for the endorsed program rather than a full proposal.
- b. Endorsed programs will be endorsed across all 5 AfterZones (**although it is not a guarantee of funding as funding is still at the discretion of the grant review committee**).
- c. Endorsed programs may request administrative/operating costs in their budgets of up to 5% of the total grant request.

What are the requirements for an endorsed program?

- a. Maintain certain enrollment (at least 60% of slots filled) and retention (at least 60% average daily attendance) numbers.
- b. Have previously offered a program in an AfterZone at least twice (or can demonstrate successful implementation in a similar context).
- c. Have a written curriculum which is submitted for review.
- d. Have submitted a proposal for an Innovator or AfterZone grant in the past (or can show a copy of a similar proposal to another funder).
- e. Have attended provider orientations and at least 70% (7 out of 10 annually) of program partner meetings.
- f. Have demonstrated a commitment to quality and continuous improvement as demonstrated by participation in the RIPQA process as well as professional development (i.e., BEST training, Program Director workshop series, Branding 101, New Roots Providence workshops and trainings, Childspan workshops and trainings).
- g. Run the program as promised and expected (on time, low cancellation rate).
- h. Have participated in recruitment fairs and activities at the schools.
- i. Provide a qualified substitute instructor when needed and maintain a 1:13 adult-to-youth ratio at all times.

What is required to maintain endorsed status?

- a. Submit all curriculum changes or updates and have them approved by the review committee. All curriculum changes are tentative until they are proven successful during the subsequent AfterZone session at which point they can become approved changes.
- b. Assure that all program staff for the endorsed program submit all documents necessary to become a licensed provider.
- c. Provide complete files for all new staff for review and approval.
- d. Provide budget updates.
- e. Maintain minimum enrollment and retention numbers.
- f. Continue to attend and actively participate in at least 70% of program partner meetings. Active participation includes sharing best practices, leading segments of the meetings, helping to develop plans for the AfterZone, etc.
- g. Regularly attend partner orientation and recruitment activities.
- h. Continue with the same staff or approved new staff.
- i. Participate in an annual program observation and quality improvement planning process involving PASA staff and trained Quality Advisors using the Rhode Island Program Quality Assessment Tool (RIPQA).

How do I apply?

- a. Attend one of the three technical assistance sessions listed below – **this is required**.
- b. Complete the current **AfterZone Program Funding Application**.
- c. Complete this supplemental **Endorsed AfterZone Program Application**.
- d. Submit responses for all sections of this application as outlined below. Limit your application to no more than 5 pages total.
- e. In addition to the program description in the basic **AfterZone Program Funding Application**, attach to this application a written curriculum outline, sample lesson plans, and/or any other program materials that demonstrate the nature of your program.
- f. If you have not offered this program in the AfterZones before, please attach a report of your enrollment and average daily attendance numbers for at least two sessions of the program.

Endorsed AfterZone Program Application

Submit responses for all following sections of this application, being sure to label your responses as they correspond to the outline (i.e., 1a, 1b, 1c, etc.). Limit your application to no more than 5 pages total.

1. Commitment to quality

Part of PASA's core mission is to support and improve the quality of after school programs serving youth in Providence. Although there are many Rhode Island After-School Quality Standards, PASA has identified the following priority areas:

- a. Participants interact with one another in positive ways and feel they belong.
- b. Staff relationships with participants are positive, supportive, nurturing, and consistent.
- c. There are a variety of engaging opportunities for age-appropriate learning, physical activity, skill building, and life skills development.

Please write 1-3 sentences for each of above points about how the proposed program will address and meet these standards.

In addition, if your program has already been observed using the Rhode Island Program Quality Assessment Tool (RIPQA), please briefly describe how you have used the quality improvement plan you or your instructors developed in partnership with the Quality Advisor and AfterZone Coordinator.

2. Youth Engagement and Leadership

Please describe your approach to youth engagement and/or leadership in your program. How will youth take an active role in developing and implementing your program?

3. Family Engagement

Please describe strategies you will use to communicate with enrolled youth and families? Are there other creative outreach methods and opportunities for parents to be involved?

4. Staffing Plan

In addition to the information you provided about staff in the basic grant application, please answer the following questions:

- a. Describe the role within your organization of each staff member listed in your budget and in your staffing plan on the basic application. What support do these staff members receive? How will they be supervised?
- b. During review of applications, additional consideration will be given to applications that include staff who have completed the BEST Youth Worker training, the Social Branding 101 training, and other professional development workshops offered by PASA and other organizations (e.g., New Roots Providence, CHILDSPAN, etc.). Please provide a detailed list of program staff and their professional development participation over the past two years.

5. Youth recruitment and retention

- a. In addition to PASA organized recruitment fairs, how might you identify and recruit youth participants for your program?
- b. What strategies do you use to retain enrolled youth and keep them participating in your program?

Proposal Packet Checklist

- AfterZone Program Funding Application (you must submit this along with the endorsed application)
- Endorsed AfterZone Program Application
- Written program curriculum outline and/or sample program lesson plans
- Other program materials that demonstrate the nature of the program

Submit ALL application materials* by Wednesday, July 16th (5:00 p.m.) to:

Cristina Costa, PASA Operations Coordinator
Providence After School Alliance
17 Gordon Avenue, Suite 103
Providence, RI 02905
ccosta@mypasa.org
(401) 228-3915 fax

*Please retain a complete copy of your application for your records.

If you have questions about this proposal, please contact either:

Elizabeth Devaney
PASA Director of Quality Initiatives
edevaney@mypasa.org
(401) 490-9599 x. 103

Patrick Duhon
PASA Deputy Director
pduhon@mypasa.org
(401) 490-9599 x. 102

TECHNICAL ASSISTANCE SESSIONS

Providence After School Alliance

17 Gordon Avenue, Providence

- **Friday, June 20, 2008**
9:00 a.m.: AfterZone Program Funding Applications
10:00 a.m.: Endorsed AfterZone Program Applications
- **Monday, June 23, 2008**
2:00 p.m.: AfterZone Program Funding Applications
3:00 p.m.: Endorsed AfterZone Program Applications
- **Tuesday, July 8, 2008**
4:00 p.m.: AfterZone Program Funding Applications
5:00 p.m.: Endorsed AfterZone Program Applications

Beverages will be provided. **Attendance is required for all those submitting an Endorsed AfterZone Program Application.** PASA staff will provide information and answer questions about completing the funding application. Additionally, applicants are strongly encouraged to speak with an AfterZone coordinator or other PASA staff about the application prior to submission.



An initiative of Mayor David N. Cicilline
with major support from The Wallace Foundation, Bank of America,
The City of Providence, RI Department of Education and the Nellie Mae Education Foundation.
To provide more after-school opportunities, PASA is working with local schools, libraries, recreation centers, police and other agencies
to create a system of "neighborhood campuses" that will provide Providence middle school youth with access
to more, safe, high-quality, fun programs.