PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Big Brothers Big Sisters of the Bluegrass, Inc.

Mailing Address: 436 Georgetown Street, Lexington KY 40508

Street Address: 436 Georgetown Street, Lexington KY 40508

Phone: (859) 231 - 8181

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No
*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a current profile with Blue Grass Community Foundation's GoodGiving.net? ☑ Yes ☐ No
*Note: Agencies **must** have profiles with GoodGiving.net to be eligible for ESR funding.*

Website Address: www.bbbs-bluegrass.org

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:
Andrea Ooten, President & CEO, 859-231-8181, aooten@bbbs-bluegrass.org

Person Completing Application *(Name, Title, Phone, Email):*
Kathryn Harvey, Grants Manager, 859-231-8181, kharvey@bbbs-bluegrass.org

Program Information

Name of program for which funds are being requested: **Community & School Plus Mentoring Program**

Total Funding Amount Requested: $ **90,200**

RFP #12-2019 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement **15 Points**

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

According to the US Census Bureau, 30% of the Fayette County population is living below the $35,000 income level. Additionally, 53% of homes with a grandparent present list the grandparent as being solely responsible for children in the home. Furthermore, 7,000 children are in foster care in Kentucky, and with Lexington being the second largest city, a substantial amount of those children reside here (childwelfare.gov).

Big Brothers Big Sisters of the Bluegrass (BBBSBG) serves children who face adversity during their formative years. Examples of adversity our children face include being from a low income home, single parent home, foster home, having an incarcerated parent, or being raised by a non-parent guardian. Children from such situations inherently are exposed to many risks that may interfere with their ability to bond, develop self-confidence, trust adults, or form healthy relationships with peers and hinders their learning at school.

Each year, BBBSBG has 200+ at-risk children (ages 6-13) on our waiting list for our program. Referred in many ways, most wait at least a year before being matched. Additionally, 81% of Fayette County Public School administrators have identified in-school mentoring as one of their top needs. We have three existing school programs within Fayette County and will add two schools this Fall. However, funding is needed to continue staffing the Community and School Plus Programs, shorten the wait time on our waiting list, respond to schools' needs, and recruit additional volunteers to expand both programs.

5.1.2 Service Delivery Model **15 Points**

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

BBBSBG offers two program options: Community Based (CB) and School Plus Program (SB) in place at three Fayette County Schools. The CB program allows matched children to do activities out in the community with their Big (volunteer). The SB program provides a school setting for matches to meet weekly, usually on the same day and at the same time, with the option to pursue activities outside of school. Volunteers are required to make a one year commitment. Both programs allow children to participate in activities related to academics, socializing, community engagement, and healthy habits. ESR funds will support 100 children in SB and CB matches.

Our Service Delivery Model is established by our national organization, BBBSA, and ensures high quality and safe programming. BBBSBG requires at least a one year commitment in order to have the most impact and adheres to required national guidelines, including rigorous screening of volunteers and youth, training for mentors to aid them in building a successful relationship, close monitoring of the youth-mentor relationship, and participation in goal-setting and youth outcomes, all supported by a professional Case Manager.

The units of service that we provide in both our CB and SB programs, include: 4 activities/month or 1 meeting/week for 1 hour at the school, quarterly group activities for a total of 4 activities, monthly consultation with staff, and three month and annual surveys.

5.1.3 Client Eligibility and Requirements **5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

Eligibility Requirements include the following for children:
Age 6-13 years old, residing in Fayette County, with all custody issues resolved. Parent/child must complete forms, interviews and training. They must be willing and able to support the match relationship by maintaining contact with BBBSBG staff and volunteer. Child must show no inpatient or significant trauma within past six month. Additionally, children in the SB programs must attend one of our partner schools – William Wells Brown, Breckinridge, Booker T. Washington, Tates Creek, or Millcreek Elementary Schools.

Eligibility Requirements include the following for volunteers:
Age 18 years or older, must have transportation, current Driver's License, and proof of auto insurance. They must complete forms, interview, orientation, and training. Completed multiple background checks and one Child Abuse Registry check with no concerns. Volunteers in the CB program must be able to commit to at least 1 year for 2 or more outings each month. Volunteers in the SB program must be able to commit to at least 1 year with weekly, one hour sessions during the school year and (at minimum) regular contact when school is not in session. Volunteers are responsible for paying for outings in the CB program, however BBBSBG provides many free options throughout the year.

To facilitate safety within the match, participants are required to speak to their Case Manager regularly, complete surveys, report any changes to personal information, follow the rules on the contracts, and be supportive of the agency.

5.1.4 Evidence-Based/Best Practice **10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

BBBSA has been the most extensively examined mentoring program to date (Grossman et al., 2012; Grossman & Tierney, 1998; Herrera et al., 2007; Herrera, Grossman, Kauh, & McMaken, 2011). Recognized as a model program by the Office of Juvenile Justice Delinquency and Prevention through the Blueprints for Violence Prevention initiative and subsequently deemed an evidence-based program (Lemmon & Verrechia, 2009; Mihalic et al., 2001; Mihalic, Fagan, Irwin, Ballard, & Elliott, 2004), BBBSA has been identified as an effective intervention for elementary to high school age youth and that both Community Based and School Based programs produce an array of positive quantifiable outcomes.

BBBSBG follows the model produced by BBBSA and the mentoring program has been replicated in more than one geographic and practice setting, with consistent results. BBBSA provides a Program Manual for all agencies to follow and BBBSA mentoring model produces specific outcomes in six key areas. BBBSA requires compliance from all agencies and updates best practices regularly.

BBBSBG mentoring is based on the social control theory which concludes that attachments to positive relationships, commitment to socially appropriate goals, and involvement in conventional activities deter youth from engaging in risky behaviors. A relationship with a mentor has a positive effect on the social and emotional development of the mentored child.

Our agency adheres to policies and Standards of Practice from the national organization and exceeds national averages in average match length and match support contacts.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

For 62 years, BBBSBG has operated under the belief that inherent in every child is the ability to succeed and thrive in life. Our goal is to help children achieve success in life by addressing the following areas:
Social Acceptance, Scholastic Competency, Educational Expectations, Avoidance of Risky Behaviors, Truancy, and Juvenile Justice.

Through our two main programs, Community Based and School Plus, each match sets specific goals, in addition to the generalized outcomes. These goals might include making better grades, improving peer relationships, discovering new hobbies, healthier eating, or boosting self-confidence. Professional staff, along with the guardian, volunteer, and child, identify methods for success and work toward achieving goals together. BBBSBG approaches the match as a partnership where all participants have a vested interest in success for the child. Goals are reviewed with a case manager monthly to inform of new ideas or set guidelines for the relationship to work toward success.

Successful completion of services includes at minimum a one-year match relationship with a safe volunteer, meeting regularly throughout each month, showing positive indicators on Child and Youth Outcome Surveys and Strength of Relationship Surveys. A goal for the program is to have at least 90% of participants successfully complete the program.

5.2.2 Client Empowerment & Community Impact **10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

Children in our program report that they feel more confident of their performance in schoolwork, get along better with their families, and value their relationship with their Big. Furthermore, our impact on a child's self-confidence and emotional well-being is felt long after Littles graduate from high school. Of alumni surveyed:
• 90% agreed their Big made them feel better about themselves.
• 86% agreed they lead a fulfilling life.
• 72% said they are satisfied or extremely satisfied with their relationships with friends.

The community receives value because BBBSBG is a proven prevention program that reduces juvenile crime and delinquency, reduces substance abuse, increases school performance and attendance, and decreases the likelihood of children committing violent acts. We are especially effective in these areas when we can match a child with a volunteer at a young age (between 6 and 13 years old). Our program is essential toward developing well-adjusted and law-abiding young men and women who will grow up to become contributing members of society. We can choose to support proven prevention programs such as BBBS, or we can spend money and time incarcerating juveniles, which costs considerably more than our program, both in dollars and in the loss of potentially caring and productive members of our community.

Additionally, our case managers help families identify other resources in the community that their families can benefit from such as food baskets, emergency shelter, holiday assistance, and back to school rallies. The referrals help remove barriers to goal achievement and academic focus.

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

BBBSBG operates a consistent, evidence-based, nationwide system that tracks the match length/strength and outcomes of every youth we serve. Surveys begin with the Child Outcomes Survey (COS) or the Youth Outcomes Survey (YOS). The COS and YOS are attitudinal surveys measuring the effect BBBSBG mentoring has on youth in three areas - educational success, avoidance/reduction of risky behaviors, and socio-emotional competence.

The COS is administered to children under the age of 11 and the YOS is administered to children over the age of 11. Both surveys are given at the beginning of a match to establish a baseline, then they are administered annually to determine the child's progress. The Strength of Relationship Survey (SOR) is completed three months after the initial match and again annually by clients to identify identify areas where the match relationship might be struggling so the case manager can assist and facilitate a healthy, stronger match relationship.

BBBSBG maintains a survey completion rate of 75% for Community Based matches, 86% for School Based matches, from a sample size of 502 clients. Volunteers and guardians also complete satisfaction surveys related to the quality of care provided by Case Managers after the match is made and then annually.

The information in these surveys are not only used for improved match support of each individual match, but will provide program staff with a snapshot of what is working within the programs and what areas might need to be improved. This information is used in future program development.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Funding will support two Case Manager Positions at BBBSBG and part of Program Director's salary.
Michelle Smith has been a Case Manager with BBBSBG for over a year and primarily serves as the coordinator for our School Plus Program. Michelle has a Master's of Social Work and came to BBBSBG with a history of working with children and adults of diverse backgrounds. She has implemented transitional programming for disabled youth and partnered with families on what works best for their unique situations. During her time at BBBSBG, significant growth has occurred in the SB program.

Laura Walker has worked as a Case Manager at BBBSBG for 2 years. She has a Bachelor's of Social Work and is pursuing a Masters in psychology. Laura brings experience serving families through work at the HANDS Program where she provided parents with information about building a strong bond with their baby, proper development with periodic screenings for delays, and referrals to resources.
Both Case Managers are responsible for supervision of matches, including assisting with volunteer enrollment and training, as well as coaching and supporting families, children, and volunteers for a successful mentoring relationship.

Laura and Michelle are supervised by Natalie Thompson, Program Director at BBBSBG. Natalie began as a Case Manager for School-Based Mentoring Programs in six elementary schools in 2006. In 2012, she was promoted to Program Director, directing all programming for the agency. She has more than 12 years' experience successfully managing mentoring programs and ensuring positive outcomes for the children served.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

Our program is a preventative program for youth that helps bolster mental health, reduce acts of violence, and guides young people to fulfill their potential through the use of volunteer mentors. Our program has been proven to combat the negative impacts of trauma and produces positive outcomes for youth. We utilize national partnerships with Futures Without Violence and National Center for Missing and Exploited Children to continue training and guiding our volunteers.

Our agency collaborates with a variety of local partners. We accept referrals from child-serving agencies and school districts, and work closely with foster care programs, DCBS, and area churches. We have longstanding partnerships with other agencies to assist our clients with basic needs, activities, community services, referrals, and more. We work to not only prevent duplication of services, but to collaborate with others to better serve the needs of the child.

Our agency collaborates with corporate partners, such as Valvoline, Gray, Lexmark, local universities, and local banks to recruit volunteers and fundraise. As a nonprofit, we depend entirely on private donations, corporations, fundraising events, foundations, and grants to operate. Major supporters include Marksbury Family Foundation, Valvoline, Zenith Company, Miller Family Foundation, Toyota, Kentucky Coal Association, and Central Bank, among others.

Our Board of Directors provides oversight for our organization, regularly reviewing goals, outcomes, and resources needed. The Board annually reviews practices to ensure compliance with standards.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

During the enrollment process with a child/family, staff meets the family in their home and identifies their specific needs. Our staff work diligently to identify areas of need for each family, in an effort to provide the right fit when making a match. In 2018, we began work with Global Language Communications to assist our staff in working with families who speak English as a second language. This has greatly helped us to overcome language barriers and increased our services to a more diverse population, expanding from serving English- and Spanish-speaking families to now also serving Swahili-speaking families. We serve many children with a variety of diagnoses, including ADHD, ODD, Autism, and physical disabilities and communicate special needs to our volunteers prior to making a match. Our office is centrally located in the West end of Lexington, which is easily accessible.

BBBSBG has an anti-discrimination policy for all of its participants, staff, board, and volunteers. Our staff and board represent the organization by serving on committees and participating in events, with a goal of advocating for young people and improving our ability to serve them.

To further diversify our volunteer population, we launched a campaign in 2018 to recruit more men of color. We are also in the process of developing more strategies around recruiting senior citizens, as our older volunteers are often our best volunteers. By offering multiple programs (Community, School Plus and waiting list activities), we are able to provide volunteers and families with different levels of involvement.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request.)*

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2020. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2020 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **Big Brothers Big Sisters of the Bluegrass, Inc.**

Program Name **Community & School Plus Mentoring Program**

FY 2020 (July 1, 2019-June 30, 2020) Total Program Budget

	# of Employees:	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program				
Full-Time (FTE)	3	126,000	**81,000**	45,000
Part-Time		0		
Total Salaries		126,000	**81,000**	45,000
3. Consultant Services	$	0		
list details				
4. Space/Facilities	$	7,000		7,000
list details	Rent/Utilities/Office Costs = $7,000			
5. Operating Expenses	$	12,700	**9,200**	3,500
list details	Background checks for 100 volunteers @ $60 each = $6,000 Database fees + BBBSA Dues @ $32/match = $3,200 Translation Services as needed = $1,000; Cell phones for 2 staff = $1,500; Printing = $1,000			
6. Scholarships / Stipends	$	0		
list details - numbers & amounts				
7. Other	$	6,000		6,000
list details	Quarterly Activities = $1,500 x 4 = $6,000			
8. TOTAL PROGRAM BUDGET	$	151,700	**90,200**	61,500

Cost per Program Participant: $ 759

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative *(typed name)*: Andrea Ooten

Title: President & CEO **Date**: 4/11/19