PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Big Brothers Big Sisters of the Bluegrass

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):*

Andrea Ooten, President & CEO, 859-231-8181, aooten@bbbs-bluegrass.org

Program Information

Name of program for which funds are being requested: **Sports Buddies**

Total Funding Amount Requested: $ **99,960**

RFP #11-2019 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 CDC: "Adverse Childhood Experiences (ACEs) is the term used to describe all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. ACEs have been linked to risky health behaviors, chronic health conditions, low life potential, and early death. As the number of ACEs increases, so does the risk for these outcomes." Big Brothers Big Sisters of the Bluegrass (BBBSBG) has a waiting list of nearly 200 children, many who have high numbers of ACEs. Boys make up about 60% of the waiting list, with 45% of boys waiting more than 2 years to be matched. Many of the boys that have waited the longest have the highest numbers of ACEs and the few male volunteers that do come forward are not trained or prepared to assist and mentor them. These boys are at the highest risk of committing acts of violence, suffering from depression, attempting suicide, and/or repeating the traumatic acts they have experienced.

BBBSBG struggles to recruit male volunteers to serve the boys with the highest ACEs. Men report the following reasons for not volunteering: doing activities with a child alone is intimidating or costs money; work schedules prevent them from doing the school program; one year commitment feels too long; and lack of training to assist child with challenges. We know training is necessary for volunteers to work with this audience. Through Sports Buddies, we remove these barriers for volunteers and provide necessary additional training.

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.

Through a pilot program, Sports Buddies, male mentors (Bigs) will be paired one-to-one with our most at-risk boys (Littles) in a group setting. Outings will be offered 3-4 times a month, with the intent of having each Big and Little (referred to as matches) attend at least two sessions each month. The outings will rotate between spectating and participating in sporting events. Each outing will be supervised by a staff person from BBBSBG, which will allow for further support for each match as they get to know one another and as the volunteer builds confidence and abilities to better support their Little. Volunteers in this program will be asked to commit to at least six months and will be given the opportunity to transfer to our Community Program at the conclusion. For this pilot program, BBBSBG proposes to serve 40 boys through Sports Buddies by pairing them with male volunteers.

During the six month commitment, volunteers will be given (at minimum) monthly, one-hour long training sessions on trauma-informed care. These trainings, coupled with support, advice, and coaching provided by professional BBBSBG staff at each outing will bolster the volunteer's ability to work with and better support their Littles.

Our Service Delivery Model is established by our national organization, BBBSA, and ensures high-quality and safe programming. BBBSBG adheres to required national standards in all programming, including rigorous screening of volunteers and youth, training for mentors, close monitoring of the youth-mentor relationship, and participation in goal-setting and youth outcomes.

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 in-patient treatment or significant trauma within past six months. Additionally, to qualify for the Sports Buddies program, BBBSBG staff will review waiting list and prioritize boys who have waited the longest and have multiple (4 or more) ACEs. The intent is to serve the most at-risk boys on our list and those who will benefit the most from specially trained volunteers in the area of Trauma Informed Care.

Eligibility Requirements for Volunteers in the Sports Buddies program include:
Age 18 years or older, must have transportation, current Driver's License, and proof of auto insurance. They must be able to make at least a 6 month commitment for 2 or more outings each month. They must complete forms, interview, orientation, and training. Complete four background checks and one Child Abuse Registry check with no concerns.

To facilitate safety within the match, volunteers are required to speak to their Match Support Specialist, complete surveys, report any changes to personal information, and follow the rules on the contracts. In addition, volunteers with the Sports Buddies program will be required to complete monthly training (online or in-person) on Trauma Informed Care. Cost for all activities will be covered by BBBSBG.

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, including combating the impacts of trauma.

BBBSA provides a Program Manual for all agencies to follow and the BBBSA mentoring model produces specific outcomes. BBBSA requires compliance from all agencies and updates best practices regularly. BBBSBG adheres to policies and Standards of Practice from the national organization and, in 2018, received the Quality award from BBBSA for following and exceeding these practices.

The Sports Buddies program that BBBSBG is proposing to pilot in Lexington has been incredibly successful at BBBS of Colorado, where the program has existed for the past 19 years. They have more than 300 men volunteering for this program and their average time matched is nearly 3 years, despite only asking for a 6 month commitment. BBBSBG is modeling its program after theirs in an effort to match more boys and ensure that we are serving the most at-risk.

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 potential to succeed and thrive in life. Our goal is to help children achieve success by addressing social acceptance, scholastic competency, educational expectations, avoidance of risky behaviors, truancy, and juvenile justice. Through the Sports Buddies program (like all of our programs), each match will set specific goals, in addition to these 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 on a monthly basis to inform of new ideas or set guidelines for the relationship to work toward success.

Successful completion of service for the Sports Buddies program includes at least 6 months in a match with a safe volunteer, meeting at least twice each month, showing positive indicators on Child and Youth Outcomes Surveys and Strength of Relationship Surveys. A goal for the program is to have at least 85% of participants successfully complete the program and 50% or more of the matches transition to the Community Based program at the end of the six months pilot.

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.)

According to Futures Without Violence, minds can be healed from trauma through five gestures - Celebrating, Comforting, Collaborating, Listening, and Inspiring. BBBSBG volunteers use these gestures regularly. Volunteers celebrate the accomplishments of their Littles. Volunteers comfort in small ways - consistently showing up - and in large ways - listening and providing reassurance. Volunteers collaborate by showing Littles simple ways to problem solve and offering a different perspective. Volunteers listen and demonstrate that the Little's feelings matter. Volunteers inspire through encouragement -- they defend the potential of their Little.

Children in our program report having more confidence in school, improved relationships with family, and value their friendship with their Big. Further, our impact on a child's well-being is felt long after Littles graduate. Of alumni surveyed, 90% agreed their Big made them feel better about themselves, 86% agreed they live a fulfilling life, and 72% said they are satisfied with their relationships with friends.

Our preventative program has shown to reduce juvenile crime and delinquency, reduce substance abuse, increase school performance and attendance, and decrease the likelihood of children committing violent acts. Our program is essential toward developing well-adjusted and law-abiding individuals who will grow up to be contributing members of society. Because we are not able to serve all boys on our waiting list before they age out, Sports Buddies will provide an opportunity to serve the most at-risk boys who, without assistance to heal from the trauma they have experienced, will cost our community more in additional services.

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 young person we serve. Surveys begin with the Child Outcomes Survey (COS) for those under 11 and the Youth Outcomes Survey (YOS) for those over 11. These surveys are attitudinal surveys measuring the effect BBBSBG has on youth in three areas - educational success, avoidance/reduction of risky behaviors, and socio-emotional competence. These surveys are administered to children at the beginning of the match to establish a baseline. Then, it is administered annually to determine the client's progress. For Sports Buddies, we will administer this survey at the end of the 6 month period.

The Strength of Relationship Survey (SOR) is completed three months after the initial match and again annually by clients to identify areas where the match relationship might be struggling so that 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.

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 Sports Buddies program and what areas might need to be improved and what areas we need to provide more training in. This feedback will inform us as we eventually move to train all of our volunteers on Trauma-Informed Care.

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 the hire of two positions - one Sports Buddies Case Manager and one Sports Buddies Recruitment and Event Specialist. The Sports Buddies Case Manager will be required to have a social work background, bachelor's degree, and knowledge of working with children impacted by trauma. This position will be responsible for enrolling children, families, and volunteers, providing Trauma-Informed Care training, as well as coaching and supporting families, children, and volunteers for a successful mentoring relationship. Additionally, the Sports Buddies Case Manager will work with our Program Director to prioritize and assess children on our waiting list, using ACEs as an indicator for priority matching.

The Sports Buddies Recruitment and Event Specialist will be required to have a bachelor's degree, community relations background, and experience in event planning. This position will be responsible for working with community partners to recruit volunteers, plan and build Sports Buddies calendar of events, and assisting with enrolling volunteers in the program.

Both of these positions will be supervised by Natalie Thompson, BBBSBG Program Director. Natalie began as a Case Manager for School-Based Mentoring programs in six elementary schools in Bourbon and Scott Counties in 2006. In 2008, she was promoted to Program Manager, leading community and school based programming in Anderson, Franklin, Scott, and Woodford Counties. In 2012, she was promoted to Program Director, directing all programming for the agency. She has more than 12 years of experience successfully implementing and 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. We utilize our national partnerships with Futures Without Violence and National Center for Missing and Exploited Children to continue training and guiding our volunteers to assist with this.

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.

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. As Sports Buddies is developed, we are prepared to commit a portion of our general operating support to this program and will reach out to our community partners for sponsorship, as well as assistance with free meeting space, tickets to sporting events, and sports equipment.

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, Sports Buddies), 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**

Program Name **Sports Buddies**

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	105,000	**90,000**	15,000
Part-Time		0		
Total Salaries		105,000	**90,000**	15,000
3. Consultant Services	$	0		
list details				
4. Space/Facilities	$	4,700	**1,200**	3,500
list details		Rent/Utilities/Office Costs = $3,500 Outings (Gym Rentals, Field Rentals, etc.) = 12 x $100 (estimate) = $1,200		
5. Operating Expenses	$	11,760	**8,760**	3,000
list details		Cell phone x 2 = $1,500 Printing = $500 BBBSA Fees = $1,000 Volunteer Background Checks = 40 x $60 = $2,400 Tickets to events (avg. of $8/person/event - not all attend each event) = $8 x 60 x 12 = 3,600 Training Sessions = 6 x $100 (food & supplies) = $600		
6. Scholarships / Stipends	$	0		
list details - numbers & amounts				
7. Other	$	0		
list details				
8. TOTAL PROGRAM BUDGET	$	121,460	**99,960**	21,500

Cost per Program Participant: $ **1,518**

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**: 4/9/19