



Engagement. Voice. Success.

AmeriCorps Promise Fellows

2010-2011

Host Site Application for Returning Sites

School-Community Partnership Sites

Proposals due Friday, February 12, 2010 at 4:00 PM



MINNESOTA ALLIANCE WITH YOUTH
AMERICORPS PROMISE FELLOWS
2010-2011 Host Site Application for RETURNING SITES

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Timeline

Request for Proposals (RFP) available	January 4, 2010
Information Webinar	January 22, 2010
Proposals due	February 12, 2010 (4
pm)	
Preliminary notice of selection decisions	March 19, 2010 (approx.)
Host sites begin recruitment; compliance due	April 2, 2010
Required Supervisor Meeting	April 8; April 16 (outstate)
All Promise Fellows begin their year of service	August 15, 2010

Requirements of Returning Host Sites

The Alliance provides support to Promise Fellows through monthly trainings, weekly communication via email, site visits, coaching, etc. Host sites provide the day to day supervision of members and provide additional training and evaluation support. Each School-Community Partnership must appoint one responsible Promise Fellow supervisor. Supervisors have a very strong influence on the success of the Promise Fellow's year. The supervisor in most cases must be a fulltime employee with available time to effectively supervise and mentor the Promise Fellow. Supervisors will be expected to participate in approximately five meetings during the year related to this program. In addition to supervision and training, the following are important requirements of Host sites.

Cash Match

Host sites are required to help offset the cost of the program by providing a **cash match of \$6,000 per Fellow**. School-Community Partnerships may collaborate among various communities and organizations to provide this payment, but one host organization is responsible for collecting and submitting the total payment. ***Payment plans may be negotiated with the Alliance With Youth if the full payment is not available at the start of the program.***

Policy for Fifth and Sixth Year Sites

For those Sites entering their Fifth or Sixth year of hosting a Fellow, this year, we will be instituting our veteran site policy. This policy asks host sites to increase their cash match as a way to help with planning for sustainability of programming. This policy was developed based on feedback from host sites and asks that the cash match increase by the following increments in 2010-2011:

- Fifth year – Cash match \$7,500
- Sixth year – Cash match \$9,000

As you know, AmeriCorps Promise Fellows are meant to build the capacity of organizations. As such, hosting a Fellow is not meant to go on indefinitely or be a permanent solution for sites in terms of staff. It is hoped that by hosting Fellows for up to six years, host sites can build the political capital, develop adequate financial resources, and show the need for permanent employees to support the continued work of the Fellow at a host site.

Please NOTE: For sites interested in hosting a Fellow but would be entering their seventh year as a site, they are still welcome to submit an application. However, the application will only be considered if the position description and activities of their Fellow is significantly different from previous years and includes justification for the change in the position, a detailed sustainability plan, and demonstrates continuing need. Please contact Melissa Burwell with further questions for those sites at this stage.

In-kind Requirements

In addition to the cash payment, hosts are required to provide their Fellow(s) with the following:

- ✓ personal workstation/desk and office supplies
- ✓ access to a computer with current software and individual internet account
- ✓ technical support for computer
- ✓ telephone with personal voicemail
- ✓ mileage reimbursement for required trainings
- ✓ local travel necessary for conducting service activities
- ✓ parking permit or bus pass if necessary

The Alliance provides Promise Fellows with approximately \$450 every two weeks as a living allowance. This living allowance plus the Fellows' educational award (worth \$4725), health insurance, workers compensation, FICA, background checks, and much of the Fellows' trainings are paid directly by the Minnesota Alliance With Youth. Fellows will receive their payroll checks directly from the Alliance's fiscal host, the Duluth Public Schools.

Program Evaluation

The Alliance is committed to achieving measurable results through clear and consistent data collection, aggregation, and reporting. Host Sites must commit to completing all program evaluation requirements. Supervisors and Fellows will collaborate to write three progress reports during the year. SCP Teams must ensure the Fellow can assess youths' school records and complete other required elements of the evaluation. Fellows and Supervisors will also help assess the Alliance and the program overall.

Host Site Eligibility and Selection Criteria

Applications to host a Promise Fellow will be assessed and reviewed by a team of Alliance staff, partners, host sites, youth and former Fellows according to the following criteria:

- Need, as demonstrated by a needs/resources assessment completed by the School-Community Partnership Team with clear plans to connect local activities to closing the academic achievement and civic engagement gaps and to engage and serve youth who are most affected by it;
- Authentic collaboration among members of the School-Community Partnership team, including both school and community partners, and youth;
- Good fit between the School-Community Partnership's planned roles for the Fellow (as outlined in a draft Position Description) and the goals of the program
- Assurance that a high quality supervisor will be assigned for the Fellow and ability to provide professional development experiences for the Fellow;
- Ability to pay required cash and in-kind matches; and
- Demonstrated success in hosting Promise Fellow in past years, if applicable.

How to Submit Your Application

SUBMIT ONE ORIGINAL AND EIGHT DOUBLE-SIDED COPIES.

Please make sure your application responds to all the required questions below, in the order requested. Please follow the page limits. If you want your optional attachments shared with reviewers, attach a set to each copy. Your complete application (one original plus eight copies) must arrive **by 4:00 PM February 12, 2010. No emails or faxes will be accepted.** Applications sent by U.S. Mail should be sent with sufficient time to be processed and arrive by the deadline; the applicant is responsible for making sure the application arrives in time. Using a time-sensitive delivery service or hand-delivery is recommended.

Send applications to:

Melissa Burwell

Note for hand-delivered applications:

Minnesota Alliance With Youth
1313 Fifth St SE
Mail Unit 21
Minneapolis, MN 55414

The Alliance office is located in the Utec Building on the edge of Dinkytown by the University of Minnesota. We are in suite 321.

Reminders before submitting your application

- Submit one original and **eight double-sided copies**.
- Respond to all the required questions below, in the order requested, no more than **6 – 8 pages** (plus required attachments). If you want your optional attachments shared with reviewers, attach a set to each copy.
- Your complete application (one original plus eight copies) must arrive **by 4:00 PM February 12, 2010**. **No emails or faxes will be accepted.**
- Applications sent by U.S. Mail should be sent with sufficient time to be processed and arrive by the deadline; the applicant is responsible for making sure the application arrives in time. Using a time-sensitive delivery service or hand-delivery is recommended.
- Complete the title page template and answer questions one through eight completely.
- Include the three required attachments (forms attached):
 - Position Description
 - Indicators of Success Worksheet (one for each member of the School-Community Partnership Team)
 - Memo of Understanding (signed by each member of the School-Community Partnership Team)

For Assistance While Preparing Your Application

In order to help schools and community-based organizations collaborate with strong and enthusiastic partners, the Minnesota Alliance With Youth can help connect applicants with existing resources and leaders in any area of the state. It is reasonable that all your questions may not be answered by these guidelines. You are encouraged and welcomed to ask questions during the preparation of your application.

To learn more about the Minnesota Alliance With Youth and the Promise Fellows program, ***you are invited to join in on a Technical Assistance Webinar, Friday, January 22, 2010 from 10 am to 11:30 am.*** Please RSVP to Melissa Burwell, mburwell@mnyouth.net if you plan to attend and access information will be sent to you prior to the call.

Telephone consultation is also available, however, proposal drafts cannot be reviewed. Please feel free to contact Melissa Burwell, Director of Strategic Initiatives, mburwell@mnyouth.net, 612-627-0162 (office) or 612-616-2574 (cell) with any questions.

To attend the Webinar (strongly recommended for all new sites), RSVP to Melissa Burwell, mburwell@mnyouth.net in order to receive details

about the webinar and log-in instructions. The webinar will be held on Friday, January 22, 2010 at 10 am.

Application to Host an AmeriCorps Promise Fellow 2010-2011

School-Community Partnership name	
Number of Fellows Requested	New Site
Lead contact person's name & Title Address Phone & fax Email <i>Lead Contact Person signature</i>	Projected supervisor's contact information if different than the lead contact person: Name & Title Phone & fax numbers Email <i>Supervisor's signature</i>
Name of one lead partner school or organization where the Promise Fellow's primary supervisor is located and where the Fellow will be housed	
Tax Identification Number of Host Site	Legislative District
<i>Name of all partnering schools and organizations on your School-Community Partnership Team (include contact people's names and emails). These individuals should also sign and complete the Memo of Understanding (pg. 29).</i>	

Please be sure to respond completely to the following questions:

- 1. Executive Summary *paragraph*** listing the primary reasons you request a Fellow, key Fellow activities for the year, etc.

2. What needs and opportunities led you to apply to host a Promise Fellow? (worth 15%)

Describe needs and opportunities particular to your school(s) and community, including details regarding the civic engagement and academic achievement gaps in your school/community. Please describe your proposed cohort of at least 25 youth that the Fellow would serve. *Describe how you chose the cohort of students.* Share pertinent characteristics and any demographic information about these 25 youth, if known. Use specific school performance data, demographics, and any information that will help clarify why you need and want a Promise Fellow.

3. How did your School-Community Partnership come to exist? (worth 20%)

You may be creating a new School-Community Partnership for the purposes of this program, or strengthening or expanding an existing Partnership. Please describe the history of the Partnership, including your goals, how key partners will work together, and what the partners will contribute to the success of the Partnership. Visit the Alliance's website for a full description of the Indicators of Success for School-Community Partnerships and for how to utilize School-Community Partnership as a host site. *Be sure to attach the Indicators of Success and Memorandum of Understanding at the end of your application.*

4. The following are our primary program goals. Please describe how your Partnership and/or Fellow will achieve each goal. What will be the roles of the partners and the Fellow in the activities? (worth 30%)

A. Promise Fellows will coordinate programs and volunteers so that at least 25 youth (approx. 5th – 9th graders) will experience academic gains, demonstrated by a .5 increase in their GPA over one year. What activities will the Fellow coordinate, facilitate or develop to help students increase their academic success? What will be the Fellow's strategy for addressing the academic achievement gap?

B. Promise Fellows will engage each targeted youth in at least 20 hours of civic engagement activities during the year. Please note that the same youth who "receive" services (e.g. tutoring) should also be engaged in service. Additional youth (beyond the 25) may also be involved in service and civic engagement activities. Describe what civic engagement, service, service-learning, and/or leadership activities the Fellow will coordinate to address the civic engagement gap of youth in the cohort.

C. Promise Fellows will recruit and/or support approximately 30 community volunteers, including family members, to work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration. What are your plans to recruit these community volunteers? How will the School-Community Partnership help to achieve this goal?

5. How will the Promise Fellow(s) be supervised and supported? (worth 15%)

Describe how and by whom the Promise Fellow will be supervised, including which partner will take the lead role in supervising the Fellow. What structures are in place to contribute to a successful year for the Fellow? What personal and/or professional activities, in addition to those provided by the program, will be offered to your Fellow?

6. How will you secure the required cash match and in-kind support? (worth 5%)
Please describe the sources that will be used to fund your cash contribution (\$6,000 per Fellow) and the types of in-kind support that will be provided. Please reference *Requirements for Host Organizations* in the attachments to read about the expectations.

7. How will your Partnership's and Fellow's activities be sustained in the future? (worth 5%)

In some cases, Promise Fellows may be available to serve the same site more than one year, with increasing expectations for cash match. However, no site may host Promise Fellows for more than six years. What structures, programs, and/or partnerships will remain in place in the short- and long-term when the Fellow's year of service is complete?

8. What are your past accomplishments hosting a Promise Fellow? (limit one page)

(required of returning applicants only)

If your partnership or key members of your partners hosted a Promise Fellow in the past, include your accomplishments and how the new Fellow(s) you are requesting will build on past efforts and accomplishments. If there were issues related to past Fellows, how will you actively address or prevent future challenges.

Required Attachment 1: Position Description for your Promise Fellow(s) (limit 2 pages; worth 10%)

Using the template provided, submit a Position Description for the Promise Fellow. 20% of the Promise Fellow's time may be spent on professional development experiences. This Position Description should be written so that it can be sent to external audiences for posting and advertising your position. (See Attachments for an example of a Position Description)

Required Attachment 2: Indicators of Success Worksheet

Read the Indicators of Success found on the Alliance's website. Follow the instructions to complete the Worksheet and include your completed worksheet with your proposal.

Required Attachment 3: Memorandum Of Understanding (MOU)

Enclose a signed MOU from the leaders of your School-Community Partnership Team committing to the partnership and the goals of the Promise Fellows program. See sample MOU in the Attachments.

Optional Attachments

You may attach up to three items or pages as appendices that clarify or strengthen your application. Attachments are not required.

Required Attachments

Position Description Background

Please utilize the template on the next page. The SCP Team should work together to create a customized position description reflecting your needs and plans. Insert your partnership's name, location, supervisor's name, overview, responsibilities, etc. Submit the position description with your application.

What Promise Fellows Can and Can't Do

Promise Fellows will follow a pre-determined position description (written by their host organization, see *attachments for sample description*) for their year of service. Promise Fellow roles must relate to the goals of this program and contribute to achieving the program's goals.

While Promise Fellows provide an exciting opportunity to get additional things done for the School-Community Partnership during their year of service, *Promise Fellows may **not*** do the following:

- Promise Fellows may not displace other paid staff of the organization;
- Promise Fellows may not perform secretarial functions for other staff;
- Promise Fellows may not lobby politicians or organize voter registration drives;
- Promise Fellows may not attempt to influence legislation;
- Promise Fellows may not organize or engage in protests, petitions, boycotts, or strikes;
- Promise Fellows may not assist, promote, or deter union organizing;
- Promise Fellows may not engage in activities that have connections to religious instruction, religious proselytizing, or maintenance or construction of facilities that serve a religious purpose.

These are prohibited activities while Promise Fellows are accruing hours that count towards their living allowance and education award. However, a Promise Fellow can participate in activities of this nature on their own time.

Position Description Template

INSERT HERE YOUR ORGANIZATION'S NAME) AMERICORPS PROMISE FELLOW

POSITION DESCRIPTION



Title: *AmeriCorps Promise Fellow*
Placement Site: Your Organization's Name
 Street Address
 City, State Zip Code
Contact: Name, position within organization, email and/or phone number (or the best way for the applicant to reach you)

Position Overview

Describe in 4-5 sentences about this organization and how a Fellow will help achieve its mission. Please be sure to reference that this position is an AmeriCorps position hosted by the MN Alliance With Youth and your organization.

Position Responsibilities

Please break down your position's tasks and duties into **Essential** and **Marginal** Functions. For more information, please see the information at the end of this document, from ServeMinnesota, our state commission, on how to differentiate between the two types of functions. This is a new requirement from AmeriCorps that we structure the position descriptions in this way.

Essential Function: (A task or service duty that is critical to the position... If it is not performed, then the nature of the position is fundamentally changed. A list of potential tasks is provided below for both essential and marginal functions)

- **Example:** Plan, organize, and coordinate programs in school and/or after-school with the goal that at least 25 youth (approx. 5th – 9th graders) will experience academic gains. Programs are determined by the School-Community partnership group in consultation with the Fellow and youth participants.
- Develop and organize projects that engage youth participants in at least 20 hours of civic engagement activities during the year as an additional strategy to improve academic success.
- Identify meaningful civic engagement activities with the youth, including community service, service-learning, and leadership experiences;
- Orient and train youth for their civic engagement experiences;
- Lead civic engagement activities with youth, including reflection components;
- Recruit and/or support community volunteers, including family members, to work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

Marginal Functions: (tasks or duties that are preferential or marginal to achieving the position's goals; can be "traded" to another member or staff person)

- **Example:** Support teachers and other SCP Team members to finalize the best local strategies for closing the achievement gap, including how community volunteers will help address the needs of the targeted youth;
- Assist supervisor and the SCP Team to keep program records and evaluate program outcomes, making changes as needed based on evaluation data.
- Participate in all Alliance and AmeriCorps required meetings and assignments

Requirements (the minimum requirements as outlined by AmeriCorps are listed below and must be included in your position description)

- Must be 18 years old*
- U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Please note that final candidates will be required to successfully pass a background check before being officially enrolled by the Minnesota Alliance With Youth

Qualifications (those skills, experiences, education, that candidates must have in order to be fully considered for the position)

- Interest in youth, service, education, and non-profit work
- Strong written and oral communication skills
- Able to deal effectively with ambiguity of tasks and able to take the initiative
- Self-motivated, able to work independently without daily supervision—strong organizational skills a must
- Able to present oneself in a highly professional manner and be an ambassador of the program

Desirable Characteristics (this section can include other desirable, but not required characteristics or experiences you would like your candidate to have)

- **Example:** Associates or Bachelor of Arts Degree in community or youth development, education, or related field
- Volunteer experience and desire to develop a strong ethic of service
- Experience working collaboratively with youth and adults
- Commitment to positive youth development
- Has initiative to see and follow through with “next steps” to be taken

Typical Work Environment (this section helps people understand the setting and context in which they might serve; please try to provide a short description of what the member might encounter on a weekly/daily basis)

- Able to work at a computer for up to 8 hours per day
- Able to work in environment that is noisy with many young people and adults demanding attention
- Able to work independently without much direction as well as on teams
- Work setting may include working in a cubicle and/or sharing office and computer with other members/staff

Benefits (Please use the language provided below in listing the benefits for AmeriCorps members. If you have additional benefits such as providing a bus/parking pass, list those following the text. In addition, please note that Fellows receive a living allowance, not a stipend and that the \$1000/month allowance is pre-tax. The benefits listed below are for full-time members who serve a full-year).

As a full-time AmeriCorps member, Promise Fellows serve 1700 hours from August 15, 2010 to August 14, 2011 and receive: Modest Living Allowance (appx. \$950/month, pre-tax); Health Insurance; Qualified Student Loan Deferment; \$4725 Education Award upon successful completion of service; Ongoing, extensive support and training

To apply, please email/mail/fax cover letter, resume, and three references along with an AmeriCorps application to: Insert name of Contact Person
Organization, Address, Fax or Email address

(FYI: In 2010-2011, Organizations will be required to send along their final candidate’s AmeriCorps application. Applicants can submit an AmeriCorps application using the national online system at www.americorps.org.)

Please note (the following statements must be included in your position description stated in the same verbiage as listed below):

- We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.
- Reasonable accommodations provided upon request.

- *This document is available in alternative formats.*

INDICATORS OF SUCCESS WORKSHEET



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Partnership Name _____

Date Completed _____

Name of Person Completing the Document _____

Please visit the Alliance Website for the full Indicators of Success worksheet and background information. www.mnyouth.net

Youth Engagement	
<p>Check your current level:</p> <p><input type="checkbox"/> Beginning</p> <p><input type="checkbox"/> Beginning/Proficient</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Proficient/Advanced</p> <p><input type="checkbox"/> Advanced</p>	<p>What does your partnership hope to accomplish in this area in the coming year? Please list specific goals, plan, and/or activities.</p>
Cultural Competency and Educational Equity	
<p>Check your current level:</p> <p><input type="checkbox"/> Beginning</p> <p><input type="checkbox"/> Beginning/Proficient</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Proficient/Advanced</p> <p><input type="checkbox"/> Advanced</p>	<p>What does your partnership hope to accomplish in this area in the coming year? Please list specific goals, plan, and/or activities.</p>
Volunteer Management	
<p>Check your current level:</p> <p><input type="checkbox"/> Beginning</p> <p><input type="checkbox"/> Beginning/Proficient</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Proficient/Advanced</p> <p><input type="checkbox"/> Advanced</p>	<p>What does your partnership hope to accomplish in this area in the coming year? Please list specific goals, plan, and/or activities.</p>
School-Community Partnership Development	
<p>Check your current level:</p> <p><input type="checkbox"/> Beginning</p> <p><input type="checkbox"/> Beginning/Proficient</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Proficient/Advanced</p> <p><input type="checkbox"/> Advanced</p>	<p>What does your partnership hope to accomplish in this area in the coming year? Please list specific goals, plan, and/or activities.</p>



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Memorandum Of Understanding Promise Fellow School-Community Partnership Team 2010-2011

Instructions: Include the language below (plus any additional language that you choose) in the form of a Memorandum of Understanding (MOU) that is signed by the leaders of all key partners in your School-Community Partnership. Add or subtract signature lines as needed. For additional information on the School-Community Partnership Team, please visit the Alliance’s website for the document, “Utilizing the School-Community Partnership Team” (www.mnyotuh.net).

As a School-Community Partnership, we pledge to work together to address educational equity and excellence in our community; mobilize youth and adult volunteers; strengthen school-community partnerships; and ensure student success.

<i>Partner Name</i>	<i>Contact Person’s Name</i>	<i>Signature</i>	<i>Date</i>
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