



**Letter of Commitment between _____ (School Name) and
 _____ (Applicant Organization) for 2025 – 2026 School Year
 Related to a Community-Based, NAZA-Funded Afterschool Program**

The Nashville After Zone Alliance (NAZA) invests funding in out-of-school time (afterschool and summer) programs in an effort to increase youth access to inspiring OST learning experiences that help youth thrive. NAZA is a partnership between the Nashville Public Library (NPL), Metro Nashville Public Schools, Mayor’s Office, and more than 20 youth-serving organizations that are all working collaboratively to improve the learning experiences of youth in OST programs throughout our city—NAZA mobilizes and leverages resources for the betterment of youth through these partnerships.

_____ **(Applicant Organization) Commitments (during non-emergency times):**

In following, _____ **(Applicant Organization)** is applying to receive funds from NAZA to provide afterschool programming to _____ **(# of youth)** from _____ **(School Name)** at _____ **(Community-Based Location)** that incorporates a positive youth development approach as well as creative and innovative learning strategies. Should the organization be approved for funding, _____ **(Applicant Organization)** agrees to partner with _____ **(School Name)** and commit to the following (amongst many other commitments required of NAZA-funded organizations):

- ▶ Operate afterschool programming at _____ **(Community-Based Location)** Monday through Thursday during the fall semester (September 2 to December 12, 2025) and spring semester (January 7 to May 8, 2026), on days when MNPS is in session. Program time typically spans approximately 2 hours.
- ▶ Recruit youth for programming. _____ **(Applicant Organization)** will promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and confirm an exit/withdrawal if appropriate.
- ▶ Ensure that youth receive a healthy snack or meal every day of programming.
- ▶ Supervise youth at all times including agency-provided transportation (if applicable) and car pick-up at the end of programming.
- ▶ Maintain a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions.



- ▶ Engage youth in learning experiences that enable youth to cultivate positive relationships, develop life skills, inspire a love for learning, and feel empowered.
- ▶ Communicate and collaborate with school staff in an effort to enhance youth learning. For example, by:
 - Participating in planning meetings with school principals and staff to help meet school outcomes and to track youth progress.
 - Meeting with principals and staff on an ongoing basis to address strategies for program recruitment, retention, and attendance tracking.
- ▶ Engage in family outreach.
- ▶ Receive an external evaluation of their program quality as well as lead an internal evaluation of their program’s quality.
- ▶ Administer a one-time survey to enrolled youth at each site during the 2025-2026 school year

As a signatory for _____ (**Applicant Organization**), I agree to adhere to the abovementioned commitments in the event that our organization’s application for NAZA funding is approved.

Name of Signatory	Title of Signatory
Applicant Organization	Date

_____ (**School Name**) **Commitments (during non-emergency times):**

In agreeing to support _____ (**Applicant Organization**) as they offer a NAZA-funded program at _____ (**Community-Based Location**) that serves _____ (**School Name**) youth, _____ (**School Name**) commits to provide the following support to the _____ (**Applicant Organization**) to help facilitate a successful partnership:

- ▶ Ensure that applications for NAZA-funded afterschool programs are stored in a designated location that is easily accessible for youth and their families to pick up and submit applications.
- ▶ Provide a main and secondary point of contact from an administrator and/or lead teacher
- ▶ Designated point of contact(s) is asked to assist with the following:
 - Supporting the recruitment of youth for their afterschool program (i.e. notifying the organization about upcoming school events, parent meetings, or other opportunities where the staff can make announcements and recruit youth for their program).
 - In the event that:
 - A medical emergency occurs after school, solely for notification purposes.
 - A serious altercation occurs among the youth after school, solely for notification purposes.
 - Notification of cancelled programming



- ▶ Share school resources that could be beneficial to youth in the afterschool space (e.g. curricular resources or any other supports that could be available at the community-based location).
- ▶ Introduce afterschool staff to school staff including, but not limited to:
 - The School Librarian: this will enable the afterschool staff to better promote literacy.
 - A staff member from the front office that can support afterschool staff in communicating needed messages to youth or their families.
 - A school representative that can help program staff access youth data.

Communicate and collaborate with afterschool staff in an effort to enhance youth learning (see examples on page 1).

As a signatory for _____ (School Name), I agree to adhere to the abovementioned commitments in the event that _____ (Applicant Organization) application for NAZA funding is approved.

Name of Signatory

Title of Signatory

School Name

Date

Please list points of contact:	
Main: Name _____	Email _____
Secondary: Name _____	Email: _____