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**Nashville After Zone Alliance (NAZA) CALL FOR PROPOSALS FOR 2025-2026
Applications Due on Sunday, April 20, 2025**

Metro Nashville Government collaborates with local nonprofit organizations and other Metro departments to deliver critical youth holistic learning and development through afterschool and summer programs to the community youth efficiently. Nashville After Zone Alliance (NAZA) is the city’s out-of-school time system that resides in Nashville Public Library, one of Metro government’s departments and oversees the distribution of funds for programming. For over 10 years, Metro has funded afterschool and summer programs through NAZA to increase equitable access to high-quality afterschool programs for middle school youth at no cost.

Through this call, NAZA at Nashville Public Library seeks to contract with youth development organizations in Nashville and Davidson County to provide high-quality afterschool programming to youth in 5th through 8th grades attending MNPS and Charter schools. Additionally, this call seeks organizations to provide summer programming serving rising 5th to rising 9th graders. All participant youth must be residents of Metropolitan Nashville and Davidson County.

1. Background

The Nashville After Zone Alliance (NAZA) invests in out-of-school time (OST) programs to provide equitable access to transformative learning experiences for youth. NAZA is a collaboration between Nashville Public Library, Metro Nashville Public Schools, the Mayor’s Office, Metro Parks, and more than 30 youth development organizations, all working together to improve out-of-school learning in the city. Through these partnerships, NAZA leverages resources to support youth development and create opportunities for success.

By utilizing NPL’s resources, NAZA helps partners offer literacy-rich environments that promote reading, writing, speaking, and listening, fostering a lifelong love of learning. NAZA specifically invests in OST programs that serve middle school youth who may face barriers to participation, such as cost, transportation, and language. NAZA also seeks to support organizations using innovative learning methods—such as STEAM, experiential learning, the arts, and media creation—while building essential skills for youth success.

NAZA’s funding contributes to the goals outlined in [Nashville’s Vision for Holistic Youth Development](#), focusing on developing youth’s social competencies, cognitive, and employability skills. By expanding access to quality afterschool and summer programs, NAZA aims to ensure that youth in grades 5 through 8 have the resources they need to thrive. In addition, NAZA offers no-cost professional development training and coaching to funded partners, providing access to curricula, tools, and continuous improvement processes.

Applicants are encouraged to ensure their programs align with the principles and practices of Nashville’s Vision for Holistic Youth Development, which include growth practices and principles for positive youth development.



A. Growth Practices

a. Individual Growth Practices:

- i. Identity and Self-awareness
- ii. Curiosity, Learning, and Growth Mindset
- iii. Love, Self-Worth and Confidence
- iv. Emotional Intelligence and Self-Management
- v. Empathy and Compassion
- vi. Communication
- vii. Literacy
- viii. Critical Thinking
- ix. Problem Solving and Resourcefulness
- x. Visioning, Goal setting and Planning
- xi. Initiative and Action
- xii. Life Skills

b. Community Growth Practices

- i. Interconnection
- ii. Storytelling
- iii. Youth Leadership
- iv. Equity, Access, Justice

B. Nashville Youth Coalition’s Five Principles of Positive Youth Development

The principles will be measured by the minimum standards cited in Annex 4. The Five Principles of Positive Youth Development include:

- 1) Promoting a Sense of Physical, Social and Emotional Safety.** Youth must feel as though the adults in this setting will protect them from any harm. They also must feel they are valued and accepted by the group.
- 2) Encouraging Relationship Building.** Young people need many supportive long-term relationships to help them navigate their adolescence. They need guidance from caring adults as well as emotional and practical support from their peers.
- 3) Fostering Meaningful Youth Participation.** Youth must have an active role, voice and choice in shaping their experiences. They must have the opportunity to practice and develop leadership skills, and they must know their contributions are valuable.
- 4) Providing Opportunities for Building Purpose.** Young people must live purposefully and contribute in meaningful ways. Creating opportunities for youth to become involved in the community and for community members to interact with youth is a powerful way to foster a sense of purpose and develop positive values.
- 5) Engaging Youth in Learning Experiences that Build Valuable and Healthy Life Skills.** Young people need opportunities for experiential learning that will help them build skills needed to succeed in every area of life.

C. Professional Development Opportunities

NAZA provides free-of-charge professional development opportunities to all partner staff. Trainings are based on the above-mentioned positive youth development principles and Vision practices and the expectation is that every NAZA-funded partner adheres to these principles in daily work. Trainings are also offered based on partner requests on specific topics of interest.

The quality of programming at every NAZA-funded program site is measured through the Youth Program Quality Assessment (YPQA) or Social and Emotional Learning Program Quality Assessment (SEL PQA) tools offered by Weikert Center. Respective training is offered to all NAZA partner staff at NAZA’s expense (**See section 3 on page 10 for more details about requirements to attend these trainings**).

2. Funding Opportunity

NAZA is now seeking applications from qualified youth-development organizations to operate as NAZA-funded partners for FY '26 (July 1, 2025 – June 30, 2026) to serve youth either in afterschool programming, summer programming or both (July 1, 2026, and June 30, 2026).



NAZA-funded partners are experienced nonprofit or public entity afterschool providers that commit to meeting NAZA’s Minimum Standards (Annex 4) and agree to participate in NAZA’s continuous quality improvement processes as well as coordinated scheduling, marketing, recruitment, transportation and tracking of youth attendance and outcomes.

2.1 Extendable Grants

NAZA will consider offering extendable grants to organizations with the following conditions:

- Organizations have been NAZA-funded partners for 5 years or more and had no contract disruptions/termination or corrective action within the past 12 months.
- NAZA receives approval from Metro annually for the expected amount of funds.
- Metro risk assessment and shows low risk.
- Pass an annual compliance check and meet the performance indicators (Annex 6) set in the NAZA contracts.

Note: The grant may be extended up to a total of 60 months maximum with meeting all the above conditions. The contracts will be extended through an amendment accompanied by the verification of performance and risk assessment.

3. Terms and Conditions of NAZA Funding

All applicants should strictly follow the budget guidance in [Metro Non-Profit Grants Manual](#) and NAZA Budget Guidance (Annex 5) when developing their budget. All budgeted items must be clear and include detailed explanations.

Note: New partners may request funding not to exceed one program site for afterschool and one for summer with 20 youth slots for each.

3.1 After-School Programming Terms

Schedule and Content:

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Friday (minimum four days per week) 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. Community-based programs may offer programming during school breaks within the allocated budget should they wish. Programs should run for at least for 28 weeks x 2 hours per day (minimum total of 112 days and 224 hours).

All NAZA-funded activities should support youths’ physical, social, emotional, cognitive, and academic skills development, help them build purpose through learning, and have relevance to their real-life experiences. Throughout the program day, staff should intentionally infuse opportunities for youth to read, write, speak, and listen as well as allocate time for community building and reflection. When possible, programs should consider encouraging youth to be part of activity design or leading initiatives to enable them to develop leadership skills.

A typical program day should focus to creatively combine:

- School day supports (reading, homework, etc.)
- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- Focus on youth’s skill building, in line with Nashville’s Vision for Holistic Youth Development (curricula with activities available for each of the 12 skills).



- Other Experiences (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.
- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.
- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.
- NAZA Partners are strongly encouraged to create conditions and support youth led projects. Assistance from the Youth in Action (YIA) Coordinator will be available upon request. Youth-led projects teach youth essential skills that transfer from education to careers, help them become engage as citizens provide them with opportunity to practice important skills such as decision-making, planning, goal-setting, communication, etc. meanwhile highlighting how they can become more involved in their already-existing passions.

Each after-school programming day should begin with check-in and a snack or meal. Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

Additional Terms:

Research shows that middle school youth benefit most from consistent participation in high-quality afterschool programs, ideally for at least 60 days per year. To support youth success, NAZA-funded partners should prioritize retention by creating engaging activities that foster interest and connection. Programs must also encourage parents, caregivers, and youth (who are not in sports) to commit to attending the full two-hour session each program day to maximize the benefits.

Priority enrollment should be given to youth without other afterschool options. If space allows, students involved in school-sponsored athletics may participate in NAZA-funded programs **as long as they attend for at least one hour per session**. Programs with multiple staff on-site can accommodate these students by ensuring they benefit from a meal/snack, learning time, and transportation home. Only youth with a fully completed enrollment form, signed by a parent or guardian, may participate.

Fifth Grade Transition Guidance:

MNPS has fully transitioned all fifth-grade students to elementary schools. NAZA-funded programs will be allowed to continue offering programs to those 5th grade students. This could include:

- Exclusively serving 5th grade youth at an elementary school
- Serving 5th grade youth as part of your regular target group of youth

NAZA has identified several challenges affecting fifth grade students' attendance to NAZA-funded programs:

- Different school schedules between elementary and middle schools



- Transportation schedules and access
- Inability to split programming between elementary and middle schools.

If partners plan to offer NAZA-funded school-based programming with 5th graders, the organization will need to offer programming at the target elementary school location. Applicants interested in offering separate 5th grade programs should include the target location in their proposal.

Additionally, if a 5th grade student attends a community-based NAZA-funded program (either through parent drop off or arranged pick up) offered to middle school youth, partners can accept the youth and count them as attendees as long as the fifth graders have the same documentation and records as others in the program and the attendance is regularly tracked.

Priority Schools:

NAZA will prioritize funding programs based on multiple indicators: MNPS priority schools, schools with high % of English Learners and schools with highest enrollment in high need areas.

The following schools are MNPS priority schools. These schools include:

Antioch Middle	Haynes Middle	Jones Paideia Elementary	Tom Joy Elementary
Apollo Middle	Ida B Wells Elementary	Madison Middle	Wright Middle
Bellshire Elementary	Jere Baxter Middle	Margaret Allen Middle	
DuPont Tyler Middle	John Early Middle	Moses McKissack Middle	

Applications to serve youth from other middle schools will also be accepted and considered. NAZA will prioritize funding schools in the highest need areas with the largest number of students.

English Learner Middle Schools

The following schools have high percentages of English Language Learner (ELL)/Limited English Proficient (LEP) youth and, accordingly, partners offering programs for ELL/LEP population are encouraged to apply to serve youth attending:

Antioch Middle	JFK Middle	LEAD Southeast	Thurgood Marshall Middle
Apollo Middle	KIPP Academy	Margaret Allen Middle	Wright Middle
Croft Middle	Lead Cameron Middle	McMurray Middle	

Highly Populated Middle Schools

Partners should also consider schools with a higher population of students as a priority. Currently the top 10 enrolled middle schools include:

John F. Kennedy Middle	Thurgood Marshall	Wright Middle	Bellevue Middle
Meigs Middle	Apollo Middle	JT Moore Middle	
Antioch Middle	McMurray Middle	Goodlettsville Middle	

A complete list of middle schools and their current enrollment numbers can be found below on [Appendix A](#).

Charter Schools

Partners have the option to provide on-site programming for the growing Charter school population ([Appendix B](#)) in Nashville-Davidson County. Priority will be given to schools in high need areas. However, when creating those partnerships, transportation will need to be negotiated between the Charter school and Funded-Partner. Due to the



charters outsourcing their transportation needs, the funds for school transportation must be considered in their budgets. Please refer to the NAZA Budget Guidance for more details.

In addition, when serving Charter school youth, partners must determine if the school falls under MNPS or the Charter school association. NAZA Data Agreement, which allows organizations to gain additional demographic and academic information, only has jurisdiction with schools falling under the MNPS umbrella.

Afterschool Preferred Locations and Transportation:

Applicants should include information in their proposals about their preferred location for programming (Annex 8 – Program Sites). Applicants who need support or have interest in finding community-based locations for programming, should indicate that in their proposal. For community-based afterschool sites, **NAZA encourages organizations to target locations that would best serve youth living in underserved communities, including young residents of public housing communities.**

The applicants must provide plans for transportation or express the need for afterschool transportation in their application to help NAZA make informed decisions about transportation allocation. Plans/needs description should include both afternoon drop-off and evening buses. NAZA will continue to work with MNPS transportation services to allocate evening buses for school-based sites within its funding limits and MNPS bus availability.

3.2 Summer Programming Terms

Schedule and Content:

NAZA-funded summer will be available to youth Monday through Friday during the summer (July 1 – August 2, 2025, and May 26 – June 30, 2026). Programs applying for summer funds must commit to running for at least for 4 weeks of programming.

A typical summer program day should span minimum 4 hours and up to 8 hours and focus to creatively combine:

- **Enrichments** (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- **Career Exploration**- programs should consider exposing youth to post-secondary and career opportunities and partner with local businesses or other organizations ready to offer experiential learning and early exposure to various professions. Partners are encouraged to take advantage of NAZA's partnership with Junior Achievements to promote career exploration.
- **Other Experiences** (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.
- **Field Trips**- programs are strongly encouraged to build field trips (cultural, leadership, post-secondary or career, recreational or other) in their summer programs.
- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.
- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.



Each summer programming day should begin with a check-in and provide lunch (breakfast is optional). Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

Summer Program Locations:

Applicants should include information in their proposals about their programming location (Annex 8 – Program Sites). Potential Partners are highly encouraged to **establish a summer program site in or near an underserved community, including public housing communities.**

****Note that no school site is available for summer programming through NAZA.***

MNPS buses are not available for summer programs, therefore applicants should plan any transportation expenses in their NAZA budget (or elsewhere) accordingly. However, applicants applying for summer funds must provide transportation plans in their application.

Budget: Applicants must submit an itemized budget (Annex 3) for the program year and summer (if chosen to program). Applicants should meet the required minimum staff to youth ratio of 1:15 and budget accordingly.

For summer programs, the budget should be calculated at a rate of \$8 per hour per youth. The maximum cost per youth for summer program is \$320 per week for partners offering 8 hours of programming x 5 days per week (x \$8 per youth). The maximum for a 4-week program per youth is \$1280 for full-time program (40 hrs/week x 4 weeks).

Please remember, if funded partners are planning to program in July 2025 and June 2026, the awarded summer funds are for both months and will need to be budgeted accordingly.

Applicants should follow the [Metro Non-profits Grants Manual](#) and NAZA Budget Guidance (Annex 5) while developing their budget proposal.

4. Programmatic Requirements for NAZA-Funded Partners:

4.1 Supervision

NAZA-funded partners commit to maintaining a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions. Youth must always be supervised by program staff.

1) School Relationships:

NAZA-funded partners should be actively involved in communicating and collaborating with schools to enhance youth learning. They participate in planning meetings with school principals and staff, including in meetings facilitated by Community Achieves, to help meet school outcomes and to track youth progress. Program staff also meets with principals and school staff on an ongoing basis to address strategies for program recruitment, retention, and attendance tracking. NAZA-funded partners have access to student data and therefore should work with the designated school personnel to access the data quarterly.

2) Recruitment and Family Engagement:

NAZA-funded partners are responsible for recruiting youth, leading program activities, and engaging in family outreach. NAZA-funded partners promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate. NAZA-funded partners will make every effort to recruit and serve the number of the youth that they commit to serve each semester in their NAZA proposals.



3) Attendance:

NAZA-funded partners commit to maintain daily attendance, updating the NAZA attendance tracking tool (Salesforce) on a weekly basis at a minimum. This requires a computer with internet access. In addition, youth sign in with their given first and last name daily using the NAZA approved sign-in sheets to verify their participation. **All entries into the attendance system should contain accurate information about youth, including correct name, student ID, birthdate, gender, and grade in accordance with NAZA enrollment form.**

4) Meals/Snacks:

Partners should plan for a healthy snack or meal to be provided to every youth on every day of programming.

5) Experiential Activities:

In addition, NAZA-funded partners are encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts. Enhancement partner expenses can be budgeted as part of the program budget attached to this proposal.

Each NAZA partner organization should plan at least one Lights on Afterschool activity in October. This can be internal to the program (i.e., just for NAZA youth and families) or an event that is open to the public.

6) Events:

NAZA-funded partners are responsible for hosting at least 2 free, youth-led events during the 2025-2026 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development and 2) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.

4.2 Organizational Requirements for NAZA-Funded Partners:

1) Branding:

NAZA-funded partners agree to recognize NAZA as a funder by displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.

2) Partner Meetings:

Key staff and program directors from each NAZA-funded program site are required to participate in the NAZA learning community by attending **Partner meetings** four times during the school year. Meeting dates will be announced to the partners well in advance of the scheduled date.

3) Professional Development:

For each NAZA-funded partner, the program director and all frontline staff working with youth are required to attend or complete: **the NAZA Essential Operations training, Introduction to Positive Youth Development training and at least two trainings on the Vision growth practices.** Staff do not have retake PYD or the same growth practice training course but are encouraged to take another growth practice course when available. The NAZA Essential Operations training will be recorded and available online; Introduction to Positive Youth Development will be offered several times per year.

The new/incoming Program Directors and Site Coordinators of NAZA-funded programs are also required to attend a **Youth Program Quality Assessment (YPQA) or Social and Emotional Learning Program Quality ASSESSMENT (SEL-PQA) training** either in-person or online (the online version is available at the partner's expense if not offered for NAZA as a system). As many other program staff as possible should attend this



training. At least one staff member who has attended YPQA Basics or SEL PQA must be on-site at NAZA-funded program sites at all times.

Returning Program Directors and Site Coordinators, who have taken YPQA Basics or SEL PQA before, will only be required to retake the training/s every 3 years after completion.

Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

Additional relevant trainings:

Trainings are available to NAZA-funded partners to support high-quality programming as well as the achievement of their Improvement Plan. **Returning site staff** are encouraged to attend additional trainings that will support the program's continued quality improvement.

Highly Recommended Training:

Strategies for Employee Retention: For all site directors and program managers to be taken once. This interactive workshop we will look at several best practices such as recruitment strategies, on-boarding and work culture along with other practices that can be implemented to reduce turnover.

Advance Positive Youth Development: From this interactive workshop, you will walk away with new tools and field-tested activities you can embed into your program to help young people grow stronger every day. *Pre-req:* Intro to Positive Youth Development.

4) Evaluation Tools:

All program directors/managers and site coordinators of NAZA-funded programs are required to participate in the **Program Quality Improvement (PQI)** cycle, comprised of the following quality improvement activities, offered at no cost to Partners:

- a) **A Baseline Self-Assessment** utilizing the Youth Program Quality Assessment (YPQA) or Social-Emotional Learning Program Quality Assessment (SEL PQA) tool. Program staff conduct self-assessment of their program and enter results in the Scores Reporter in the Fall Semester
- b) **A follow-up YPQA/SEL PQA self-assessment at the end of the school year**, also entered into Scores Reporter, and planning for the following fall semester based on the results of this assessment.
- c) An external assessment will be conducted by assessors trained by Weikart Center every three years for returning partners. For new partners an external assessment will be conducted annually for the for the first three years.
- d) The two assessments are reviewed to develop an understanding of how well the program is performing regarding NAZA Quality Standards.
- e) NAZA-funded partners are required to administer an annual **Leading Youth Indicator Survey – Youth** provided by the Forum for Youth Investment to enrolled youth at each site in the during the programmatic year to capture youth experience with the program.
- f) NAZA-funded partners are required to administer an annual **Leading Indicator Survey – Staff** provided by the Forum for Youth Investment to all staff employed to support NAZA-funded programing in programmatic year to capture staff experience with the program.



g) NAZA-funded partners are required to administer an annual **Leading Indicator Survey – Staff** provided by the Forum for Youth Investment to all staff employed to support NAZA-funded programming in programmatic year to capture staff experience with the program.

h) Developing and uploading a **Program Improvement Plan (PIP)** based on the results of previously administered assessments and surveys. The PIP will consist of three improvement goals using evaluation data to guide decision making in crafting each goal. Goals should be reviewed and updated as needed year over year.

i) NAZA partners will have access to **limited students’ school data** through the **Data-sharing Agreement** between NAZA/NPL and MNPS. Partners will be required to attend two trainings as soon as they become available on: 1) Responsible Use of Data, and 2) Understanding the Academic Data.

j) Partners will be required to sign the **Data-sharing Sub-agreement** (to be attached to the contract) and adhere to all requirements under that document so that they can have access to student data.

5) Compliance with MNPS Requirements:

Programs offered at participating Metro schools will operate in full compliance with MNPS requirements, including liability insurance, criminal background checks, non-discrimination, ADA, and other related standard Metro requirements, confidentiality of student records per FERPA, operation as a non-profit, and transportation policies (as appropriate).

5. Performance Measures

NAZA will track the following performance indicators throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Organizational-level performance indicators

NAZA-Established Afterschool Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA contract.
2.	Of the # of youth contracted to be served in NAZA-funded organization’s afterschool program, at least 40% will be retained for 60 days or more during the program year.
3.	NAZA-funded organization will follow the YPQI protocols and procedures and complete self-assessment, external assessments (if applicable), and staff and youth surveys in a timely manner.
4.	NAZA-funded organization will develop and use the Program Improvement Plan to improve programming for spring.
5.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for the 2024-2025 school year was 69%.

NAZA-Established Summer Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA contract.



2.	Of the # of youth contracted to be served in NAZA-funded organization’s summer program, at least 40% of the youth must be retained for at least 50% of the scheduled programming days.
3.	A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for Summer 2024 was 84%.

Youth-Level Outcomes

NAZA-funded organizations will be held to certain parameters on the Forum for Youth Investment’s Leading Indicator Survey - Youth on topics ranging from culture and climate to program structure and design. The categories are outlined in the table below, but the specific scores determining successful outcomes will be based on base-line data from the LIS-Y provided in the 2024-25 programmatic year and have yet to be determined. If NAZA-funded partners find their results to be below the agreed upon standards, they must address them as part of their annual improvement plan.

NAZA-Established Outcomes Categories – Leading Indicator Survey – Youth	
1.	NAZA-funded organization will be scored with aggregate overall average (combined across all of its sites)—demonstrating that youth respondents report positive experiences in their program.
2.	On “Homework Completion,” “Commitment to Learn,” “Academic Success,” “Work Habits,” “Initiative,” and “Problem Solving/ Persistence” scales, NAZA-funded organization’s respondent youth will report a commitment to learning as a result of participating in NAZA-funded afterschool program—demonstrating that youth respondents are committed to learning as a result of participating in their program.
3.	On the “Peer Interactions,” “Positive Peer Relationships,” “Positive Adult Interactions,” “DEI- Affirmation,” and “Encouragement,” NAZA-funded organization’s respondent youth will report feeling positive about their relationships in NAZA-funded organization’s afterschool program—demonstrating that youth respondents are experiencing positive relationships in their program.
4.	On the “Cultural Connections,” “Teamwork,” “Confidence/ Self-Esteem,” and “Emotion Knowledge,” “Emotion Management” and “Emotion Expression” scales of the of the youth-level survey, NAZA-funded organization’s respondent youth will report that they have learned fundamental/SEL/life skills in NAZA-funded organization’s afterschool program and report that these skills are of increased importance to them—demonstrating that youth gain fundamental/SEL/life skills as a result of participating in their program.
5.	On the “Youth Voice” scales, NAZA-funded programs will demonstrate that youth are empowered in their afterschool activities.

If applicable, feel free to describe additional program-specific outcomes that your organization expects to achieve in the 2025-2026 program year beyond what is cited above in the relevant section of your application. Please note, that NAZA highly values this information as it endeavors to better customize training and coaching supports. If the applicant is approved for funding and does not achieve the additional outcomes, there will be no negative implications.

6. Required Documents & Other Information

Required Documents

The following shall be submitted with this application:

- Preliminary Itemized Budget for FY ’26 (July 1, 2025 – June 30, 2026)
- Weekly Plan (Annex 2)



- Example of curriculum proposing to implement.
- Signed Certification of Assurance (Annex 9A) and Non-Profit Grants Manual Acknowledgement (Annex 9B).
- 501(c)(3) or 501(c)(6) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S.C.A.
- Copy of the Articles of Incorporation as a nonprofit and the registration identification number for a charitable organization, provided by the State of Tennessee Secretary of State, or proof of such exemption as allowed.
- Registration with the Secretary of State Office of Charitable Solicitations, indicating the agency is currently duly registered to solicit public funds in Tennessee as of the date of the application. A letter from the Secretary of State Charitable Solicitation Office issued within the last 12 months must be sent in as proof of current registration.
- Certificates verifying the following insurance: *commercial general liability, sexual/abuse/sexual harassment, automobile liability (if applicable)* and *professional liability insurance* with limits not less than one million dollars each occurrence. The NAZA-Funded Partner shall provide an updated certificate of insurance upon expiration of the current certificate.
- **A letter of commitment signed by an authorized officer from the applicant organization and the principal from each school for which the applicant is applying to serve.** This letter must be actually signed with the name and position of signatory clearly seen and date included. The templates of the letter can be found in Annex 6 (community-based sites) and Annex 7 (school-based sites).
- A copy of the agency's nondiscrimination policy. Note that Metro does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of programs, services, or activities. Metro does not discriminate in hiring or employment practices.
- An affidavit signed by the agency executive director that the agency is presently in compliance and will continue to maintain compliance with the following language:
 - The agency, related to its role as a NAZA-Funded Partner, will follow the MNPS operating procedures on verification of criminal background checks on all program staff and volunteers. On school grounds, the MNPS criminal background check contractor shall be used for employees. As long as there is no break in service with the agency, staff will not be required to be fingerprinted yearly. If there is any break in service at all, or if they must go through a rehiring process, they are required to complete a background check including fingerprinting.
 - All educational records created, disclosed or maintained pursuant to the terms of this contract are confidential and shall be created, disclosed and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. s #1232g), its regulations and Board of Education policy.
- For **NEW APPLICANTS**, additional information includes:
 - Copy of parent/student handbook
 - Previously used curriculum (if applicable)
 - Info about other sources of funding

Other Information

The following must be kept on file by the agency:

1. A policy is in place that indicates that smoking and drug/alcohol use are not allowed on program premises and in programming space.



2. Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
3. If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance (submit proof of auto insurance), in compliance with MNPS transportation policies.
4. Emergency management plans are in place at each site including procedures for fire drills and natural or other disasters; provide a Family Handbook that includes notice to families regarding emergency management plans. Community sites must provide a copy of their plan.
5. Procedures related to potential health risks/hazards and to program closure are outlined in a Family Handbook.
6. Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service (and described in a Family Handbook).
7. Procedures for dealing with sick or injured youth during programming time are outlined in a Family Handbook.
8. Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, outside of program hours (described in a Family Handbook).
9. Protocol for dealing with disciplinary offenses is described in a Family Handbook.
10. Policies and procedures support regular, positive and respectful communications with families of participating youth (a newsletter for families can also be provided to satisfy this item).
11. Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families (onboarding policies, procedures, or other records of staff/volunteer orientation will suffice).
12. Written job descriptions, work schedules, and employee timesheets are provided to program staff. (program job descriptions, work schedules, and timesheets will suffice).
13. A process is in place to evaluate and improve staff and volunteer performance and satisfaction (performance evaluation forms or a description of the process will suffice for this item).
14. Copy of first paid certificate(s) for relevant staff. At least one person with a current first aid certificate, including CPR, must be present at the site at all times.
15. Results (not actual records) of background checks for site staff. Specify dates of results and name of background check company on the agency's letterhead. All staff working with youth must be 18 years or older. High school volunteers must be directly supervised.
16. Certificates or verification data for all professional development training attended by staff.

7. Applicant Criteria and Requirements of NAZA-Funded Partners:

In order to be eligible for NAZA funds, applicant organizations must:

- 1) Be a 501(c)(3) or 501(c)(6) non-profit or public entity.
- 2) Organizations who have had terminated NAZA contracts within the past 5 years are not eligible for funding.
- 3) Former Partners receiving NAZA funds at least once since FY '23 (July 1, 2022 – June 30, 2023) are eligible to request more than 20 afterschool and summer slots.
- 4) Established Board. Current organization leadership cannot operate as board chair.
- 5) Have a track record of providing high-quality out-of-school time programming that enhances the academic, social/emotional, and/or physical growth of middle school youth.



6) Submit a completed Application (Annex 1), Weekly Plan Example (Annex 2), Preliminary Budget (Annex 3-**signed properly and dated, no cursive or print name will be accepted**), School Partnership Letter (Annex 6 or 7, depending on location of programming), Proposed Program Sites (Annex 8), Certifications of Acknowledgment (9A and 9B) and copies of all required documents listed in [Section 6](#) by **April 20, 2025**.

7) Recent Audit Report or Financial Statement:

The date of the audit report should be within 12 months of the NAZA application due date. For example, if the audit report was issued on or after 4/16/2024 (application due date), the report will be acceptable. If it exceeds the 12-month timeframe, for example, if the audit was issued 3/31/2024, a new audit will need to be conducted.

Metro Nashville Non-Profit Grants Manual provide criteria to determine if an organization is required to present an audit or financial statement. Grantees meeting the criteria below must submit the following information (*FYI: Any Metro grant funds received, supersedes the organizational total revenue in determining grantee criteria*):

- a. Organizations with \$500,000 or more in total annual revenue or receiving grant funds in excess of \$50,000 are required to submit an annual audit conducted by an independent CPA in accordance with generally accepted auditing standards.
- b. Organizations with total annual revenue between \$200,000 and \$500,000 or receiving grant funds between \$25,000 and \$50,000 are required to submit a review of financial statements conducted by an independent CPA.
- c. Organizations with total annual revenue between \$50,000 and \$250,000 or receiving grant funds between \$5,000 and \$25,000 are required to submit a compilation of financial statements prepared by an independent CPA.
- d. Organizations with total annual revenue of \$50,000 or less or receiving grants funds of \$5,000 or less, are required to submit internally prepared financial statements.

For more details, please refer to [Metro Non-Profits Grants Manual](#), Chapter 2, page 7.

*****There will be no exceptions for late applications.*****

8. Key Dates in Contracting Process

March 17	NAZA Funded Application Open
April 20	Deadline for Submitting Applications for NAZA Funding
April 22 – May 4	Application Review
May 5 – 6	Prospective Awardees receive notification of NAZA’s intent to award funds with contract.
May 5 – 12	Prospective Awardees send back signed contracts to NAZA Deadline.
By June 30	Awardees receive signed contracts from Metro/NAZA (depending on Metro Council schedule of budget approval)
August 21 (estimated)	2025 – 2026 School year NAZA kick off meeting



9. Evaluation Criteria

Returning partners

Proposal Score	Enrollment Score	Retention Score	Youth Survey Score	Staff Survey Score	Program Improvement Plan Score
Max 50	Max 15, if ≥90%	Max 15, if ≥40%	Max 5, if ≥60%	Max 5, if conducted	Max 10, if conducted

Scoring Rubric Information

For each application, a rubric will be used to score the proposals using points. Maximum points for returning partner proposals are 110 points based on four categories built on the proposal sections. See below for proposal scoring categories. The maximum points of 110 in the proposal equals a proposal score of 50, demonstrated above.

Returning Partner Proposal Evaluation Rubric

Category	Max Points
Mission and Experience	10 points
Priority Schools, ELL, & Highly Populated	10 points
Program Schedule, Activities and Growth Practices	45 points
Program Data/Recruitment	45 points
Total Score	110 points

New Partners:

For **NEW PARTNERS** the proposal score will be the only determining factor for funding since no data exists from previous years. Maximum points for new partner proposals are 135 points based on five categories built on the proposal sections. See below for proposal scoring categories. The maximum points of 135 in the proposal equal a proposal score 100%. The new applicant proposal score must be 70% or above to receive funding.

New Partners are only eligible to receive funds to support a maximum of 20 slots for afterschool and summer programming. Newly funded partners who are active **affiliated partners**, are eligible to receive funds to support 25 slots for afterschool and summer.

New Partner Rubric Proposal Evaluation Rubric

Topic	Max Score
Mission and Experience	20 points
Priority Schools and ELL	10 points
Program Schedule, Activities and Growth Practices	50 points
Program Data/Recruitment	20 points
New Applicant Information	35 points
Total Score	135 points

Final total awards are determined based on a combination of the above scores, availability of funds, number of applications and saturation of programs.

Appendix A – Middle School Enrollment

School Name	Total Enrollment
John F. Kennedy Middle	750
Meigs Middle	692
Antioch Middle	660
Thurgood Marshall Middle	606
Apollo Middle	546
McMurray Middle	543
Wright Middle	498
JT Moore Middle	456
Goodlettsville Middle	448
Bellevue Middle	439
H.G. Hill Middle School	438
Donelson Middle	435
William Henry Oliver Middle	423
Croft Middle	412
Dupont-Hadley Middle	388
Dupont-Tyler Middle	386
Jere Baxter Middle	373
Madison Middle	359
Rose Park Middle	346
Head Middle	342
West End Middle	328
Margaret Allen Middle	308
Two Rivers Middle	284
Creswell Middle School of the Arts	269
Isaac Litton Middle	266
Haynes Middle	232
East Nashville Middle	191
John Early Middle	136
Moses McKissack Middle	117
Brick Church Middle	106

Appendix B – Charter School Enrollment (5-8)

School Name	Total 5-8 Grade Enrollment
Explore Community School	593
LEAD Cameron	522
Valor Flagship Academy	511
Valor Voyager Academy	505
STEM Prep Academy	458
Intrepid College Prep Charter	433
LEAD Southeast Middle	425
East End Preparatory School	387
KIPP Academy Nashville	386
KIPP Nashville College Prep	359
Liberty Collegiate Academy	214
Strive Collegiate Academy	194
Nashville Classical East	193
Nashville Prep	186
KA @ The Crossings	177
Purpose Prep	54
Smithson Craighead Academy	52