



REQUEST FOR PROPOSALS FOR 2019-2020 Applications Due on May 3, 2019

1. Background

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. By leveraging NPL resources, for example, NAZA enables its funded partners to provide literacy-rich settings that promote a culture of reading, writing, speaking, and listening for fun and life-long learning. NAZA invests funding in OST programs that engage middle school youth who would likely otherwise not have access due to cost, transportation barriers, language barriers, etc. NAZA seeks to invest funding in youth-serving organizations that incorporate creative and innovative learning strategies (e.g. STEAM, experiential learning, arts, media exploration and creation).

On behalf of NAZA, the YMCA of Middle Tennessee oversees the contracts that are awarded to youth-serving organizations on a competitive basis. During the 2019-2020 school year, the YMCA of Middle Tennessee seeks to contract with youth-serving organizations to engage middle school youth (who reside in or attend a Metro school, including charter schools, within Davidson County) in high-quality afterschool programs.

Through this funding opportunity, NAZA seeks to expand quality afterschool learning opportunities for middle school youth in Nashville. Applicants should ensure that their afterschool program offerings are informed by the Nashville Youth Coalition's **Five Principles of Positive Youth Development**, which 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.

NAZA provides free-of-charge professional development opportunities to all partner staff. Trainings are based on the above positive youth development principles and the expectation is that every NAZA-funded partner adheres to these principles in daily work. Every NAZA-funded program site's quality of instruction is measured through the Youth Program Quality Assessment (YPQA). The YPQA assesses programs across the following domains, which align with the Five Principles of Positive Youth Development as indicated: Safe Environment (Principle 1), Supportive Environment (Principle 2), Interaction (Principles 2&3) and Engagement (Principle 4&5).

2. Funding Opportunity:

The YMCA of Middle Tennessee is now seeking applications from qualified youth-serving organizations to operate as NAZA-funded partners for the 2019-2020 school year. 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. While NAZA recognizes the expertise of both schools and youth-serving organizations, NAZA requests that schools interested in applying, partner with nonprofits on their application.

Renewable contracts to funded partners may be available based on the previous year's performance.

Funded partners can expect to receive two advance payments during the contracted year at the beginning of each semester. Each advance payment will equal 50% of the total contracted annual budget. All funded partners will submit mid-year and end-of-the-year financial reports on actual spending.

3. Terms and Conditions of NAZA Funding

Schedule and Content: NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (August 26, 2019 to December 12, 2019) and spring semester (January 7 to April 23, 2020), on days when MNPS is in session. Sites may program on other days, but will not be funded by NAZA for extra days.

A typical program day should span approximately two hours and be focused on creatively combining:

- School day supports (reading, homework, etc.)

- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) that reflect youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- Other Experiences (e.g. physical activity, team games with rules, etc.) that support team and relationship building.

All of the above experiences 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. Each day should begin with check-in and snack/meals. 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.

Research shows that middle school youth reap the most benefits from participating in high-quality afterschool programs on an ongoing basis (i.e. 60 days per year). To best support youth success, NAZA-funded partners must ask parents and youth (who are not participating in sports) to commit to attend the full 2-hour timeframe every program day.

Youth with no afterschool options should be the first priority for enrollment in NAZA-funded programs. If spots are available, youth participating in school-sponsored athletics can choose to attend school athletics as a portion of their NAZA-funded program time so long as they can commit to partially attending the NAZA-funded programming and the program has more than one staff on site (benefitting from a snack/meal, additional learning time, and transportation home). Only youth who have returned a completed enrollment form may participate.

NAZA is especially interested in funding sites with 30 or more youth.

Preferred Locations: The sites where programming is delivered, whether in school or in the community, are negotiated on a case-by-case basis. NAZA will only be able to provide a limited amount of late transportation home from schools. NAZA and MNPS have identified "hotspots" of need throughout the school district; in some of these areas, community-based, NAZA-funded programs are located near where youth live.

Priority Schools: The following schools are considered to be priority schools by MNPS and are also a priority for NAZA. These schools include: Antioch, Apollo, Gra-Mar, Haynes, Jere Baxter, Joelton, Madison, McMurray, McKissack, and Wright. Applications to serve youth from other middle schools will also be accepted and considered.

In addition, the following schools have high (30% and over) 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 from: Antioch, Apollo, Croft, John F. Kennedy, Margaret Allen, McMurray, Thurgood Marshall, Wright, Cameron, KIPP, and LEAD Southeast.

Use of Funds: NAZA funds may be used for educational purposes only; organizations funded by NAZA must not promote religious practices nor proselytize during programming time. Such activities may be offered by funded partners outside of their NAZA-funded program time. However, MNPS transportation and other NAZA resources will not be available, and youth who do not wish to participate must not be penalized in any way.

Payment: Applicants must submit an itemized budget (Annex 3) for the program year. Applicants should meet the required staff to youth ratio of 1:15 and budget accordingly. The overall budget should not exceed a per youth cost of \$1,232/youth (who resides in or attends a Metro school within the geographic boundaries of the clusters).

4. 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) non-profit or public entity.
- 2) Have a track record of providing high-quality afterschool programming that enhances the academic, social/emotional, and/or physical growth of middle school youth.
- 3) Submit a completed Application (Annex 1), Weekly Plan Example (Annex 2), Budget (Annex 3), and copies of all required documents by **May 3, 2019. There will be no exceptions for late applications.**

Programmatic Requirements for NAZA-Funded Partners:

- 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 be supervised at all times by program staff.
- 2) **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 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.
- 3) **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 serve at least 95% of the youth that they commit to serve each semester in their NAZA proposals.
- 4) **Attendance:** NAZA-funded partners commit to maintain daily attendance, updating the NAZA attendance tracking tool 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.**
- 5) **Meals/Snacks:** A healthy snack or meal must be provided to youth every day of programming.
- 6) **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.

7) **System-Wide Events:** NAZA-funded partners are responsible for participating in special, system-wide events and activities (including the fall Youth Leadership Retreat/Lights On, Data Dive, and fall and spring showcases).

Organizational Requirements for NAZA-Funded Partners:

8) **Branding:** NAZA-funded partners agree to recognize NAZA as a funder by utilizing NAZA promotional materials, displaying NAZA banners 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, using NAZA incentives, etc.

9) **Partner Meetings:** Key staff and program directors from each NAZA-funded program site are expected to participate in the NAZA learning community by attending **Partner meetings** four times during the school year. The outline of all meetings for the school year will be shared with selected applicants before the start of the school year.

10) **Professional Development:**

For each NAZA-funded partner, the program director and frontline staff working with youth must attend or complete: **the NAZA Essential Operations training and Introduction to Positive Youth Development training**. The NAZA Essential Operations training will be recorded and available online; Introduction to Positive Youth Development will be offered several times per year.

The program director and site coordinators of NAZA-funded programs must attend a **Youth Program Quality Assessment (YPQA) training** either in-person or online (the online version is available at the partner's expense). As many other program staff as possible should attend this training. At least one staff member who has attended YPQA Basics must be on-site at NAZA-funded program sites at all times.

Additional relevant trainings will be 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.

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

a) **A Baseline Assessment** utilizing the YPQA tool. Program staff assess their program and enter results in the Scores Reporter. A NAZA YPQA Fellow also conducts an assessment. The two assessments are reviewed to develop an understanding of how well the program is performing with regard to NAZA Quality Standards.

c) Developing and uploading a **Program Improvement Plan** based on the results of both assessments.

d) **A follow-up YPQA 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.

e) Additionally, NAZA-funded partners are required to administer a one-time **Youth Asset Survey (YAS)** to enrolled youth at each site between November 4th and November 19th of 2019.

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).

Key Dates in Contracting Process

May 3	Deadline for Submitting Applications for NAZA Funding
June 7 – June 14	Prospective Awardees Receive Notification of NAZA’s Intent to Award Funds
July 3 – July 31	Awardees Receive Final Award Notification
August 1	Required Memorandum of Understanding (MOU) Meeting for Awardees