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**Proposal Abstract**

Boys & Girls Clubs of Central Iowa (BGCCI) proposes to establish a 21st CCLC to serve middle school students who attend Callanan Middle School and Harding Middle School. These schools are both part of the Des Moines Public Schools District and have student populations with significant academic needs.

BGCCI has collaborated with community stakeholders who support our mission; to inspire and enable all young people, especially those who need us most, to reach their full potential as responsible, caring, and productive citizens. The community stakeholders participating will work with us to provide an out-of-school program that addresses the needs of our target population. Meetings and surveys were utilized to carefully design the program to fit the complete needs of the students.

As the requirements of the 21st CCLC grant require programs to address the needs of a child holistically, we have designed the following areas of focus for our 21st CCLC program: Academic Support, Academic Enrichment, Family Engagement, Health/Well-being, and Social-development skills. The program will run after-school providing dinner for students, and 60 full-days over the summer providing breakfast and lunch to students.

All programming will be organized and managed by 21st CCLC highly-skilled staff and certified Iowa teachers. Specific goals for the program are:

**Goal 1:** Increase academic scores

**Goal 2:** Enrich learning experiences for participants

**Goal 3:** Increase family ability to support their child’s education

All program components for the 21st CCLC program are evidence-based and have been selected to directly align with the school-day programming and Iowa State Standards. 21st CCLC staff working directly with school-day staff will ensure a seamless transition from the school day to after-school programming, with fun enrichment components such as field trips, and family involvement activities.

BGCCI has over 50 years of experience, providing a safe, supportive environment to the community youth who need us most, with research-based, strategic programming. BGCCI serves around 2,000 youth every year at our five area Club locations. We have extensive experience providing high-quality educational activities, with all programs centered around our youth development strategy grounded in five research-based components; a safe, positive environment; activities that are fun and engaging; supportive relationships with adults; opportunities for skill development; and recognition of growth and achievement.

**2.1 Evidence of Student Need**

In the central Iowa community our kids and teens face sizable hurdles on their way to success. The city of Des Moines is home to 212,859 according to the United States Census Bureau 2016. Of this population, 23% are minorities with 11% being born outside the United States, many of whom do not speak English as a first language. Additionally, in Des Moines, 19% of its residents live below the poverty line, with 14.3% of children living in poverty. (Annie E. Casey Kids Count Data Center, 2016). With this backdrop of instability, it can be difficult for our young people to focus on academics and their own personal development.

Public safety is a concern for the Des Moines community. Crime in Des Moines is 54.53% higher than the national average (Home Facts, 2016). Additionally, from our needs assessment meetings with the principals and results from teacher and parent surveys, the target population of students need programming centered around social/emotional learning, to help them learn conflict resolution and gain employability skills. The principals also expressed a need to have additional student leadership opportunities, to show students positive role models and give them the opportunity to be positively recognized. With our youth facing these sizable hurdles, BGCCI has pulled our community partners together to provide youth development programming for community youth. The proposed 21st CCLC program will provide summer and after-school programming to 55 students from Callanan Middle School and 55 students from Harding Middle School to improve their reading and math scores, along with developing good character, and healthy lifestyles. Both schools are located in Des Moines. The table below shows the percent of students who meet or exceed the proficiency targets:

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools** | **Callanan Middle School** | **Harding Middle School** | **State of Iowa** |
|
| **Subject** | **Reading** | **Math** | **Reading** | **Math** | **Reading** | **Math** |
| **Grades** | **6** | **7** | **8** | **6** | **7** | **8** | **6** | **7** | **8** | **6** | **7** | **8** | **6** | **7** | **8** | **6** | **7** | **8** |
| **2016** | 63.2 | 64 | 68.6 | 45.5 | 65.2 | 57.4 | 60.6 | 54.1 | 49.3 | 52.3 | 59.1 | 42.1 | 75.1 | 75.8 | 75.8 | 77.2 | 83.8 | 76 |
|
| **2017** | 60.2 | 62.2 | 65.1 | 51.6 | 63.1 | 61.4 | 56.2 | 55.7 | 55.9 | 58.2 | 61.6 | 45.7 | 74.4 | 75.5 | 75.8 | 76 | 83 | 76 |
|
| Source: Iowa Department of Education Report Card |
|

**Callanan Middle School (6th-8th grade)**

BGCCI will serve 55 students from Callanan in the summer at Callanan Middle School for the first-year and transport the 55 students to our Burt Club on Drake University campus for the school-year. The Iowa Department of Education identifies Callanan Middle School as a school in need of improvement. Of the 592 enrolled students in 2017 at Callanan the ethnic diversity is as follows; Caucasian 23.1%, African American 39.5%, Asian 4.6%, Hispanic 25%, Multi-Racial 7.6%, and Pacific Islander .2%. Additionally, 79.6% of students qualify for the Free or Reduced Lunch (FRL) program. For students who qualify for the FRL program, have an IEP, or are ELL students there are significant achievement gaps, with only 53.7% academically proficient, compared to 89.6% who are not in the FRL program, have an IEP, or are ELL students.

**Harding Middle School (6th-8th grade)**

BGCCI will serve 55 students from Harding in the summer at Harding Middle School for the first-year and transport the 55 students to our Burt Club on Drake University campus for the school-year. The Iowa Department of Education identifies Harding Middle School as a priority school in need of improvement. Of the 743 students enrolled in 2017 at Harding the ethnic diversity is as follows; Caucasian 22.6%, Native American .5%, African American 22.7%, Asian 13.6%, Hispanic 34.1%, Multi-Racial 6.2%, and Pacific Islander .3%. Additionally, 91.3% qualify for the Free or Reduced Lunch program. For students who qualify for the FRL program, have an IEP, or are an ELL student there are significant achievement gaps, with only 53.3% academically proficient, compared to 89.4% who are not in the FRL program, have an IEP, or are ELL students.

**School & Community Resources**

A limited number of after-school resources are currently available at both schools. At Callanan there are very few opportunities available for students other than sports programming. At Harding there are after-school enrichment programs, such as Culture Club, Art Club, Drama Club, Media Club, Gaming Club, and Chinese Club. Additionally, at Harding the I Have a Dream Foundation offers a summer reading program.

However, at both schools there is a gap in academic programming, social-development programming, and health/welling-being programming. There is not an after-school academic assistance program available at either schools. The 21st CCLC program would fill this gap, as it would provide academic assistance, tutoring with academic enrichment activities designed to reinforce standards, along with enrichment programming, and sports programming. Through 21st CCLC we will be able to reach a new population of youth in our community with our research-based programs.

All of our programs are conducted in a safe, supportive Club environment, to provide youth development opportunities and stability. Project Learn, a tutoring and homework help program that uses high-yield learning activities to help students retain information will be included in our 21st CCLC program. Students will participate in STEM programming, and at our Harding site we will coordinate lessons with their current STEM Club, as students will participate in our program after the STEM Club has ended for the summer. Triple Play is our health and wellness curriculum, that teaches students how to stay active and eat healthy. This program is especially important for students who are in charge of their own diet. Our Torch Club program is our youth leadership program that helps provide stability and positive leadership. Many more enrichment programs will be offered. Our 21st CCLC sites will address the needs of working parents, as our program schedule accommodates parents’ work schedules. Our Burt Club will remain open until 7pm, to accommodate parents who have a later work schedule. Our 21st CCLC sites will fully address the needs of students. Through 21st CCLC we will reach a new population of youth in our community.

**Transportation**

At BGCCI, we are close partners with Des Moines Public Schools. Transportation is needed as a majority of families work and are unable to drive their child to afterschool programs, evidenced by our parent surveys. The summer sites will be offered at Callanan and Harding Middle Schools. Transportation in the morning and after the 21st CCLC program will be provided for all students over the summer if needed. For the school year, we will contract with DMPS to provide transportation for Callanan and Harding students to our Burt Club, located on Drake University campus. We will provide transportation for students back to their neighborhood at safe drop-off locations. We will collaborate with Des Moines Public Schools to select the safe locations.

**Safety**

At our 21st CCLC site we will provide a safe, supervised program environment with clear safety expectations for our youth. As previously stated, the city of Des Moines has a crime rate that is 54.53% higher than the national average. We know that with our youth in our safe environment there are more likely to make better choices. According to the After School Alliance, “73% say afterschool programming reduced the likelihood that kids will engage in risky behavior. Additionally, all 21st CCLC will be trained on our Safe Passage Policy, the procedure of releasing children to their supervised adults, along with all the emergency procedures to ensure safe departure of our youth. All our staff members must pass a mandatory background check and drug test to work at our facilities. All of our facilities are ADA compliant and safe for youth.

**Accessibility**

The 21st CCLC sites meet all ADA standards and are safe for youth. At the 21st CCLC sites we can accommodate individuals with physical disabilities in our space, and staff will work directly with individuals to ensure safe access to all programming. Of the students at Callanan, 19.9% are on an Individualized Education program, with 24% of the population being English Language learners. From the Harding student population, 22.5% are on an Individualized Education program, with 28.1% of the population being English Language learners. With the significant amount of students whose first language is not English, we will work with our bi-lingual volunteers, DMPS interpreters, and our bi-lingual staff member to translate when needed. Staff will work with DMPS teachers to collaborate on best practices to address student needs, such as an IEP. DMPS teachers will let staff know of any incidents or subjects that need extra attention, to align with the school day. 21st CCLC staff will provide individualized attention to students with an IEP and ensure they are making progress in their academics.

**2.2 Engagement of Community Stakeholders**

To form our plan and select the schools that are in need of assistance, we consulted with DMPS. We met with Heidi Brown and Allyson Vukovich from DMPS in spring 2018. They provided guidance on which schools were most in need of after-school and summer programming. After the selection of schools, we formed an Advisory Committee. The members of the Advisory Committee, along with surveys completed by Harding and Callanan students, teachers, and students helped us determine the need for a 21st CCLC program.

**3.1 Evidence of Link between Needs and Activities**

Our 21st CCLC activities were chosen to address the needs of the target populations. The academic assistance activities specifically address the target population’s low test scores in reading and math. Program activities will ensure that students are able to complete their homework, engage in fun enrichment activities that reinforce math and reading skills, participate in summer learning, and benefit from increased family support. The enrichment activities will address the low-economic household needs of our target population by giving youth from these families valuable experiences and opportunities. SMART Moves program will address the needs of challenged households and community environment by providing life-skill programming and activities for participants. Additionally, our 21st CCLC will address the need of full meals for food insecure children and youth as we will provide a healthy snack and dinner.

**3.2 Program Activities**

The Boys & Girls Clubs of Central Iowa will collaborate with the DMPS District to provide quality out-of-school and summer youth programming for the students of Harding and Callanan. The 21st Century CCLC programming for Harding and Callanan will focus on academic success, engagement and family involvement. The school year program will run Monday, Tuesday, Thursday, Friday: 3:25pm-8pm, and Wednesday: 2:10pm-8pm.

**Academic Success**

21st CCLC activities will increase students’ academic metrics by using our research-based program Project Learn. The 21st Century CCLC will use the Project Learn program to help reinforce lessons the students are learning during the school day to help retain the information and prevent summer learning loss.

The Project Learn program engages youth, through academic support, homework help, tutoring, academic enrichment, and remedial education. Through this program, staff can form lesson plans around the essential standards provided through DMPS, to prepare for standardized testing. Project Learn incorporates high-yield learning activities to help students’ increase their literacy and math proficiencies. Additionally, this program offers one-on-one tutoring for youth that need individualized attention to succeed.

**Enrichment**

The 21st CCLC will provide enrichment opportunities for participants that prepare them for their post-secondary path, by promoting positive decision-making, increased self-esteem and healthy lifestyles. The following activities that will increase students’ literacy and math skills are:

The Art Club program provides opportunities for our members to express their creativity and improve literacy proficiency. In this program, students participate in activities in visuals arts and creative writing to support the development of self-expression and creative thinking skills.

CultureALL is one of our 21st CCLC program partners, and they provide youth with the opportunities to experience a variety of cultures through guest speakers, activities, dance, music, and art.

The SMART Moves Program utilizes age-appropriate, small group discussion and activities to develop responsible decision-making skills which enables students to avoid risky behaviors.

The STEM program is a series of project-based learning modules covering Energy and Electricity, Engineering Design, Food Chemistry, Aeronautics, and Robotics.

Torch Club is a small-group character and leadership program for youth. In Torch Club, youth participate in three focus areas: academic success, career preparation and community service.

Triple Play is a comprehensive health and wellness program, that focuses on Healthy Habits, Fitness Challenges, and Social Recreation.

**Family Engagement**

We will offer quarterly Family Engagement nights to increase communication and engagement with our students, parents, and staff. The family engagement nights will incorporate parent/child activities based around what they are learning at Club.

Additionally, through these family engagement nights, we will partner with Des Moines Area Community College (DMACC) to provide resources for participant parents to continue their education, along with family activities to increase family ability to support their child’s education. DMACC will provide information on continuing education, through their Workforce Training Academy, along with Career Nights to share information for students and parents about different career paths. At these events, we will partner with DMPS and the Food Bank of Iowa to provide a healthy, nutritious meal.

**Healthy Snack**

The 21st Century program will provide healthy food that meets the USDA guidelines every day. All students will receive dinner during the school-year and summer through the Children and Adult Care Food Program (CACFP). Healthy snacks will be purchased through the Food Bank of Iowa at a discounted rate. Additionally, Harding Middle School is a host site for DMPS, breakfast and lunch will be provided for 9 weeks over the summer.

**3.3 Goals & Objectives**

**Goal 1: Increase academic scores**

*Objective 1.a. 70% of students attending the program three or more days a week will demonstrate a 5% increase in their math and reading scores as evidenced by students’ MAP scores*

**Goal 2: Enrich Learning Experiences for Participants**

*Objective 2.a. 70% of youth attending the 21st CCLC program will show increases in motivation to learn and school connectedness, as measured by pre- and post-program surveys*

**Goal 3: Increase family ability to support their child’s education**

*Objective 3.a. 75% of parents will attend quarterly family engagement nights, as measured by attendance sign-in sheets*

*Objective 3.b. 75% of parents will report they have increased knowledge as to how to support their child’s academic success, as measured by pre-and post-program surveys*

**Summer Program**

The summer program will consist of academic programming in the morning and enrichment programs in the afternoon. It will run Monday-Friday: 8am-4pm for 60 days. The program will run at Callanan with 55 students and at Harding with 55 students for the first year. For the second and third year, 110 students will be served in the summer at our Burt Club. We will provide transportation before and after the program for all three years, to increase student access. The summer program will include academic programming, enrichment programs, and field trips. The program will include all academic and enrichment programs listed above along with our Summer Brain Gain program. This program utilizes a project-based learning approach to reinforce skills in reading, writing, math, and STEM. Students will participate in field trips to the Science Center of Iowa, Neil Smith Prairie Life Learning Center, and area colleges.

**3.4 Alignment with the School Day**

As all of our current sites reside within DMPS buildings, we have built strong relationships with the school administration. DMPS administration has helped develop our 21st CCLC program based on their student needs, therefore it will be a seamless transition from the school day to the 21st CCLC program. At the sites we will have daily communication with school-day staff, along with quarterly staff-teacher meetings to align 21st CCLC activities to lesson plans. Additionally, both principals have assured us that the teachers will keep us updated with pertinent information to best help our youth succeed.

**3.5 Organizational Experience**

For over 50 years, BGCCI has provided a safe, supportive environment to the community youth who need us most, with research-based programming. BGCCI serves around 2,000 youth every year at our five area Club locations. We have extensive experience providing high-quality educational activities, with all programs centered around our youth development strategy grounded in five research-based components; a safe, positive environment; activities that are fun and engaging; supportive relationships with adults; opportunities for skill development; and recognition of growth and achievement.

**4.0 Research Base**

We will utilize the following research and evidence based programs:

**Project Learn**

Project Learnis based on the research of Reginald Clark, (Clark Reginald. (2002) *Building Student Achievement: In-School and Out-of-School Factors.* Policy Issues, North Central Regional Educational Laboratory, Issue 13) who found that there is a positive relationship between academic achievement and the amount of out-of-school time that youth spend engaged in high-yield learning activities. An evaluation of Project Learn was conducted by Columbia University, using a quasi-experimental design with comparison groups. The evaluation documented the following improvements in participants: improved verbal and writing skills, increased enjoyment and engagement in reading, and improved grades.

**Summer Brain Gain**

Summer Brain Gain is modeled on research into the effective type of youth development and out-of-school time program. A multiple-year evaluation of Summer Brain Gain was completed in 2015, (Scuello, M. and Wilkens, D. (2015). Evaluating Summer Brain Gain: 2015 Study Report (New York, N.Y.: Metis Associates) using a study design that included rigorously matched control groups. Midstream results documented the following improvements in participants: improved math skills for 4th, 5th and 6th graders; and improvements in reading skills for 5th and 8th graders. Final results documented that participants experienced a notable increase in math performance and suffered no significant summer learning loss.

**Triple Play**

Triple Play is a proven wellness and health program. An evaluation of Triple Play was conducted by Youth Development Strategies, Inc., (Gambone, Michelle, et al. (2009) *Promoting Healthy Lifestyles: The Impact of Triple Play on Healthy Eating, Exercise Patterns, and Developmental Outcomes*. Youth Development Strategies, Inc.) using a randomized experimental approach with treatment and control groups. The evaluation documented that youth who attended Clubs implementing Triple Play for 1.5 years were more likely to eat healthier foods, exercise more often, and rate their peer interactions as more positive than youth attending Clubs that were not implementing Triple Play.

**Youth Development Strategy**

The Youth development strategy, (Mannes, M., Lewis, S., & Streit, K. (2005). *Deepening Impact through Quality Youth Development Strategies and Practices: Final Report.* Minneapolis, MN. Search Institute) as implemented by Boys & Girls Clubs is grounded in five research-based components: a safe, positive environment; activities that are fun and engaging; supportive relationships with adults**;** opportunities for skill development; and recognition of growth and achievement.

**5.1 Management and Staffing**

At the Boys & Girls Clubs, we recruit, train, and retain highly qualified and skilled staff members who serve as positive role models for our youth. BGCCI will hire 21st CCLC positions based on their past experience and their ability to provide positive guidance, discipline and role modeling to members at all times. BGCCI regularly recruits staff by speaking at college level classes and attending career fairs in the community. We post all our positions on our website on Indeed, Career Builder, and our Facebook page.

The **21st CCLC Program Director** will manage the staffing plan along with our Chief Operations Officer. The Program Director will dedicate 100% of their time supervising the 21st CCLC Site Supervisors along with program implementation. They will ensure all programs requirements are being met, through weekly site check-ins. The Program Director will oversee all program partners, schedule staff development opportunities, manage the Advisory Council, and hold bi-weekly staff meetings.

**Site Supervisors** will be hired to oversee each summer program at Callanan and Harding Middle Schools for the 60 days. A site supervisor will be hired for the school year for the Burt Club site. The summer positions will be full-time temporary, with the school year position being full-time. Each Site Supervisor (SS) will plan, schedule, and facilitate all site activities. The Site Supervisors’ responsibilities include ensuring all staff to youth ratios are met, supervising staff, overseeing the site budget, purchasing supplies for programming, tracking program attendance, planning activities, and reporting their progress towards reaching program goals.

Additionally, each SS will maintain alignment with school day instruction through collaboration with the DMPS teachers at Callanan and Harding Middle Schools. Our Site Supervisor for the school-year will collaborate with teachers to learn of any incidents that happened during the day that could affect a student’s behavior in the program. Our Site Supervisor will coordinate lesson plans with DMPS teachers to provide high-yield activities during program time to ensure students are retaining the information. DMPS teachers will let our Site Supervisor know of subjects students are struggling with, so we can use the crucial out-of-school time to target these areas and improve our students’ academic proficiency.

The part-time **Youth Specialists** will work directly with the program youth. To ensure we are in ratio, we will hire 3 youth specialists per site for the summer. For the school year we will hire 5 Youth Specialists for our Burt site. Each Youth Specialist will lead activities within our 1:15 staff to student ratio. The qualifications to be a Youth Specialist include passing the background and drug test, to have obtained an associates or bachelor’s degree or be working towards a degree, and possess the ability to interact positively with youth. The Youth Specialists will run academic and enrichment programs with high-yield activities, and mentor youth.

Iowa Certified **Teachers** will work with children at Harding and Callahan sites during the summer. The teachers will have a teaching certification, teaching experience, and pass our hiring process. From our needs assessment meeting with both middle schools, the principals stated that many teachers will want to work over the summer. We will advertise these positions through the schools’ weekly newsletters to staff members.

BGCCI’s **Volunteer Coordinator**, Elaine Collet, will dedicate 10%of her time to recruit, train, and support program volunteers. The volunteers will tutor and mentor students and help lead enrichment activities. In order to volunteer with BGCCI, every individual needs to pass a criminal background check, be at least 16 years of age, commit to a minimum of 30 hours, and attend a volunteer orientation. Elaine recruits volunteers through postings on our website, United Way’s volunteer page, college fairs, and local businesses. As an organization, we rely on volunteers to engage with our members and help provide high-quality mentorship. Our current volunteers greatly help our staff by assisting with programs and forming positive relationships with our youth.

**Training/Retention**

BGCCI conducts orientations for all new staff and volunteers, and will do the same for the 21st CCLC program. To become a staff member, every individual needs to pass a background check and drug test. All staff members are provided with an employee handbook detailing policies and procedures. Mandatory trainings for all staff include Mandatory Reporter, Universal Precautions, First Aid, and CPR. We offer additional trainings through the Iowa State Extension Office for our Child Care Certified sites.

Additionally, one of our staff members is a certified national trainer through Boys & Girls Clubs of America. She hosts a training institute once a year. At this institute we have guest speakers, national trainers come from BGCA, and local university trainers. All full-time and part-time staff with attend this training institute, to further their skills to best serve youth. Our training department holds quarterly training sessions for all full-time staff. Along with the quarterly trainings, we have a mandatory Leadership Academy through our training department for all full-time staff. This Academy provides the opportunity for all of our staff to develop skills to equip them to best serve youth. The sessions are centered around effective leadership concepts, with each session led by a community leader from local universities and corporations. The Leadership Academy helps retain staff members, as we train them and provide opportunities to advance in their roles.

BGCCI leadership assesses staff needs through regular one-on-one meetings and inviting feedback during our all staff meetings. We retain our highly skilled and talented staff members by attending to their needs and concerns, seeking their input, and setting professional goals every year. All staff members have a mandatory performance review with their direct supervisor in June.

**Professional Development Plan**

All 21st CCLC full-time and part-time staff will participate in the Iowa Afterschool Alliance training, IMPACT After School Institute, IMPACT bi-monthly committees and regional workshops. All full-time and part-time staff will attend a food training for our Child and Adult Care Food Program, First Aid, CPR, Mandatory Reporter and Universal Precautions. The 21st CCLC staff will attend our Leadership Academy that starts in August and runs until May. Full-time staff will attend the youth development institute through our national organization, Boys & Girls Clubs of America. 21st CCLC staff with participate in monthly professional development webinars through the Iowa Afterschool Alliance.

**5.2 Transportation and Accessibility**

Boys & Girls Clubs of Central Iowa will serve Harding students from Harding Middle School at our Burt Club for the school year and the summer for the second and third years of programming. This building meets the standards of the Americans with Disabilities Act and is safe for students. We can accommodate individuals with physical disabilities in this building, and staff will work with individuals to ensure safe access to all programming.

To safely transport students from Callanan and Harding Middle Schools to our Burt Club on Drake University campus for the school-year, we will contract with DMPS. Contract funds are included in the budget. Students will take a DMPS school bus from Harding and Callanan to Burt Club after school is let out. The Burt Club will remain open Monday-Friday until 7pm. Parents will pick up their child if they are able at the Burt Club, with staff following the safety procedure for student release, by only releasing youth to their approved guardians. Students who are 12 years of age or older are allowed to walk home, if they have a signed permission slip by a parent. Lastly, we will coordinate with DMPS to provide a bus for students at 6pm to transport students to their safe drop-off locations. Through DMPS 6pm is the latest we can contract drivers. We will work with DMPS to carefully select safe drop-off locations for students.

For summer programming the first year, we will serve students at Callanan and Harding middle schools. Both schools are ADA compliant and safe for students. We will provide a morning and after Club bus for summer programming to Callanan and Harding Middle Schools. We will work with DMPS to carefully select pick-up and drop-off locations. Enrollment will determine location areas, as many students live in proximity to each other.

At both schools, there is a significant number of students and families that speak a primary language other than English. We have volunteers, DMPS staff, and a bi-lingual staff member that will translate with families if needed. Although the 21st CCLC program targets students with academic need, we do not deny program access to any student. All of our programs are free from discrimination and inclusive through our safe, supportive environment. We have formed this safe, supportive environment through clear safety expectations with safety procedures posted on the walls, along with mandatory trainings in Emergency procedures, First Aid, and CPR. Our staff partake in regular fire and tornado drills.

**5.3 Stakeholder Advisory**

Representatives from our community partners and stakeholders from Des Moines Public School Administration, including Heidi Brown, the Before and After-school Coordinator, Allyson Vukovich, the Director of Community Schools, parents, teachers from both schools, and the principals from Harding and Callanan will participate in a 21st CCLC Advisory Committee. This committee will provide vision, goal setting, and management to our program. The committee will meetmonthly in the evening to encourage parent participation. They will identify and resolve challenges faced by the program and monitor success. The 21st CCLC Program Director will lead Advisory Committee meetings, along with the Site Coordinator. The 21st CCLC Program Director will oversee mid-year evaluations, end of year evaluation results, and sustainability progress.

**5.4 Continuous Improvement and Sustainability Plan**

Our 21st CCLC will continuously improve with each year, as we will use surveys to assess parents, teachers, and students. We will use this feedback to continuously improve the program with guidance from our Advisory Committee. Our Advisory Committee will meet monthly to monitor the program. The evaluator will provide the group with reports to help monitor progress towards our goals. These key findings will be used to identify any changes that need to be made to the program to ensure students are improving their attendance, their academic proficiency, and their behavior.

Additionally, the Program Director will survey each of our key stakeholders annually. The feedback will help to make any necessary adjustments to our program and cater to the needs of the students.

**Organizational Background**

The Boys & Girls Clubs of Central Iowa has provided a safe, supportive environment with strategic programming for the community youth who need us most for over 50 years. In central Iowa, we serve nearly 2,000 Club members at our five area Club locations. We have an annual budget of $2,689,083. This budget is supported through grants, donations, and special events. BGCCI does not use membership fees as part of our financial sustainability model, membership costs only $10/per academic year, but no one is ever turn away for inability to pay. We will not charge a fee for participation in the 21st CCLC program.

**Effective use of public funds**

Additional funding sources for 21st CCLC grants includes our following partners; Meredith Corporation, Wells Fargo, and Principal Financial Group. We will use our resources to make the most effective use of public funds. We will provide dinner for our participants through the Child and Adult Care Food Program (CACFP). Currently, BGCCI uses community partnerships and volunteers to leverage resources for our programming. We will engage our current partners and forge at least 2 new partnerships every year for our 21st CCLC program. Our community partners allow us to use their facilities, collaborate for programs, and partake in field trips.

**6.0 Communication Plan**

**21st CCLC Information Sharing**

To ensure program success and effectively communicate 21st CCLC results, BGCCI will strategically communicate the project initiatives to program participants, families, key stakeholders, and the community.

BGCCI’s long-standing partnership with DMPS will be instrumental in effectively communicating to students and parents. Staff will distribute flyers and letters to parents in school for children to take home to their families. We will hold family meetings to communicate the goals and benefits of the 21st CCLC program. Additionally, parents and students will learn of this opportunity through the school website, newsletters, and through parent-teacher conferences. Our staff will have direct contact with teachers, children, and families every day to aid in communication efforts. DMPS staff regularly refer students in need of after-school services to our staff members.

The program will be announced to the key community stakeholders in a variety of ways. It will be advertised on our website and on our social media platforms. We will include 21st CCLC program information in our quarterly newsletter that reaches over 4,500 individuals in the Des Moines community. To communicate the program details to the community as a whole, we will share a press releases with media outlets to reach a wider audience. Additionally, we will share the program information on our school partner websites and their social media platforms. All of these strategic methods will increase community awareness of the 21st CCLC program.

The Program Director will ensure that staff at both 21st CCLC sites are up to date on program activities and professional development opportunities through sharing a program calendar. She will hold bi-weekly staff meetings and use this as a time to share concerns and as a group collectively form strategies to address them.

**21st CCLC Program Results**

BGCCI will share program results with all 21st CCLC stakeholders. We will update stakeholders quarterly through email communication and meetings. Additionally, all evaluation results from the 21st CCLC program will be made available to partners and the public by posting on our website. The results will include student achievement data, attendance, enrollment, discipline data, qualitative data describing implementation of the program and how we met the program objectives.

**7.1 21st CCLC Program Partners**

Partnerships are essential for BGCCI to expand our resources and provide extensive enrichment opportunities for 21st CCLC students. We have collaborated with numerous community organizations to provide enrichment activities to the participants of our 21st CCLC program.

**Des Moines Public School District (existing partner)** and BGCCI have had a long supportive relationship, as we follow the school-based Club model, with all of our current Clubs housed in DMPS buildings. The district will provide the facilities to run our summer programming at Callanan and Harding Middle Schools for the first year. Additionally, through the district transportation department, we will transport students from their schools to BGCCI facility during the school year. The district will provide curriculum consultations to ensure the 21st CCLC educational and enrichment activities align with the district standards, state standards, and all necessary benchmarks. DMPS will allow time for school administration to update 21st CCLC staff of students’ needs, and refer at-risk students who are in need of after-school services. The MOU is attached from the school district along with letters of support from Callanan and Harding Middle School principals.

**Courage League Sports (existing partner)** is an adaptive sports and recreational facility that offers year-round programming for children and adults. Courage League Sports has run clinics for our middle school members. They will provide facilities for 21st CCLC to use such as their pool, along with running their adaptive sports programming at a discounted rate for our 21st CCLC sites. We will use the 21st CCLC funds to pay a small fee for Courage League Sports staff to come to the 21st CCLC sites and run their adaptive programming for our participants. Additionally, their staff will serve as mentors and work with our 21st CCLC participants individually. MOU is attached.

**CultureALL (existing contractor)** and Boys & Girls Clubs of Central Iowa have partnered for the past 2 years to bring culture programming to our middle school Club sites. CultureALL programming allows our youth to explore different cultures through music, art, clothes, dance, and language. The organization will provide their culture programming for our 21st CCLC middle school participants. The 21st CCLC program will pay for the CultureALL program fees for our middle school members’ for summer and school-year programming. The CultureALL program provides the supplies and speakers for each program session. The MOU is included in our application.

**Des Moines Area Community College (DMACC) (new partner)** is essential for family literacy and engagement activities. DMACC staff from the Workforce Training Academy will work with 21st CCLC families to determine how to best serve their needs, assist with enrollment for financial aid and/or scholarships, and provide resources for adults who wish to return to school, making career changes, would like to further their education, or participate in short-term training opportunities. For the Career Nights DMACC will provide information relevant to the parents and the 21st CCLC students, of potential career paths. The MOU is included in our application.

**Girl Scouts of Greater Iowa (existing partner)** Girl Scouts of Greater Iowa and BGCCI have formed a successful partnership for the past 3years. Girl Scouts of Central Iowa provides gender-specific programming to our 2 middle school Club sites in central Iowa and one of our elementary sites. We will continue this partnership to provide gender-specific programming for the 21st CCLC middle school participants. The support given to the 21st CCLC program by Girl Scouts of Greater Iowa is in the form of staff time and programming curriculum for the school year. The 21st CCLC funds will pay for the membership fee for summer participants. The MOU is included in our application.

**Iowa Public Television (existing partner)** IPTV will provide educational programming, along with curriculum support for the 21st CCLC program. They will host field trips and provide enrichment opportunities for our participants. BGCCI and IPTV have partnered in the past to bring enrichment programs to our middle school Club members. All services will be in-kind support, the MOU is included in our application.

**7.2 Schedule of Meetings**

BGCCI has invited all partners to serve on our Advisory Committee. The Advisory Committee intends to engage our community partners through this grant and our programs, maintain current partnerships, recruit new partners from sectors such as city government, community service organizations, and for-profit organizations. Meetings will be scheduled monthly.

Our 21st CCLC students will participate in additional enrichment activities and field trips such as a trip to the Science Center of Iowa, the Des Moines Art Center, Buffalo Wild Wings for recognition trips, local colleges and universities for visits, and the movies. Additionally, our middle school members currently partner with the Animal Rescue League and read books to the animals, to help improve their reading comprehension. Our 21st CCLC students will participate in this opportunity too.

The Food Bank of Iowa is a valuable partner of ours. We almost exclusively purchase all of our food through the Food Bank, because of the discounted rate. We will purchase snacks and additional food items through the Food Bank to ensure every child receives a nutritious snack every day they are in the program.

In order for our 21st CCLC program to be successful, we have formed a plan to meaningfully engage our partners over the lifetime of the grant, along with a plan for recruiting new partners. We with evaluate our partnerships quarterly and gather feedback from our partners to continually improve the program. Our goal for program partners is for our members to participate without a participation fee cost. To recruit new partners, we will work with our Advisory Committee and connections through our Board of Directors to engage our students in community programs and provide enrichment opportunities.

**8.1 External Evaluator**

BGCCI will employ an external evaluator, Mariann Culver, Ph.D. The evaluator will conduct an evaluation of program effectiveness of our 21st CCLC sites and comply with the Iowa Department of Education. Mariann earned a Ph. D. from Iowa State University, and has 30 years of experience in evaluation, assessment, data visualization, and reporting. She has worked at local schools, area education agencies, universities, and on the state level.

She will complete a comprehensive, rigorous local evaluation of our 21st CCLC program effectiveness. Additionally, the evaluator will complete a state evaluation and provide all requested data and other information as requested to the United States Department of Education and the Iowa Department of Education.

**8.2 Evaluation will result in program improvement**

BGCCI and our external evaluator will capture all necessary data and form action plans to continuously improve the experience for our participants. Staff will capture all necessary data including individual attendance, program activities, program goals and objectives, and assessment results. Callanan and Harding Middle Schools have agreed to provide student-level data annually, including the measures in the table below. This data will enable accurate assessment of the effectiveness of our 21st CCLC program. BGCCI will provide all requested data and program information to the state. The itemized budget for evaluation is below.

|  |  |  |
| --- | --- | --- |
| **Task** | **Hours** | **Cost** |
| Establish measures, data collection procedures, and timeline | 10 hours | $1,000 |
| Transcription | 7 hours | $700.00 |
| Data Analysis | 30 hours | $3,000.00 |
| Reporting | 25 hours | $2,500.00 |
| **Total** | **72 Hours** | **$7,200.00** |

**Evaluation Procedures**

Our evaluator will compare academic outcomes for children who did and did not participate in the 21st CCLC program. The following methods will be used to evaluate and measure our project goals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective** | **Data**  | **Collection Methods** | **Timeframe** | **Analysis for Improvement**  |
| 1.1  | 1.1.a. Program attendance records1.1.b. MAP scores | 1.1.a. Attendance is tracked in the Member Tracking System1.1.b. Through data sharing agreements, the school principals will collect participant MAP scores  | 1.1.a. Tracked daily and collected weekly by the Program Director1.1.b. Annually (summer and after school after school year) | 1.1.a. Staff meetings to review ADA and coordinate with teacher and parents on reasons for low attendance1.1.b. Advisory committee will compare MPA scores before the start of the program to the students’ scores after participation in the 21st CCLC program to determine increases in proficiency |
| 2.1 | 2.1.a. Survey Reponses  | 2.1.a. Pre- and post- program surveys | 2.1.a. Administered at the beginning and end of every 8-week program | 2.1.a. Staff meetings to review the survey results 2.1.b Advisory Committee will compare the beginning and end survey results to determine the increase in motivation to learn and school connectedness  |
| 3.1 | 3.1.a. Family participation in quarterly family engagement nights3.1.b Survey responses | 3.1.a. Sign-in attendance sheets for quarterly family engagement nights3.1.b Pre- and post- program surveys | 3.1.a. Quarterly family engagement nights3.1.b Quarterly family pre- and post- surveys at quarterly family engagement nights | 3.1.a. Advisory committee will review attendance sheets after every engagement night to determine success and evaluate necessary changes 3.1.b Advisory committee will review survey results after each event |

**Sharing Results**

The 21st CCLC Program Director will share our evaluation results with the public by posting our evaluation reports online, in a language that is easily understood. Our program stakeholders, including Des Moines Public Schools, Des Moines Area Community College, Courage League Sports, CultureALL, Iowa Public Television, and Girl Scouts of Greater Iowa, will have the evaluation results shared with them through our website, an executive summary, and through presentations at our Advisory Committee meetings. The results will be shared with our stakeholders and the public on an annual basis.

**9.1 Line item budget with cost estimates**

All of the following line-items are an estimation of the necessary items for program implementation and reasonable in their cost estimates. We will submit the budget on an annual basis.

**Personnel**: High-quality staff will serve 110 students for 185 days during the school year, and 60 days in the summer. The following are the total costs for personnel with a break-down of the amount that will be reimbursed through the grant.

The Program Director reports to the BGCCI Chief Operations Officer, and acts as the liaison to the Advisory Committee and the schools, oversees program implementation, and facilitates collaborations. She will spend 70% of her time on 21st CCLC programming for the school year and summer, and 30% of her time on 21st CCLC administration duties. ($45,000/year)

The Volunteer Coordinator will dedicate 10% of her time for recruiting, training and supporting volunteers for the school-year and summer.

($35,000/year x 10% time= $3,500)

The Harding and Callanan summer Site Supervisors will report to the Program Director, manage day-to-day operations, and serve students every day. The summer sites will operate for 60 days. For the school year we will have one Site Supervisor at our Burt Club that will report to the Program Director. The annual salary for a site supervisor is $30,000. The grant will pay for the amounts below. This is not reflective of the full cost for personnel, only the amount the grant will cover.

Summer: 2 Site Supervisors @ $7.21/hr. x 8 hrs./day x 60 days = $6,926.25

School Year:1 Site Supervisor @ $14.04/hr. x 8 hrs./day x 185 days =$20,778.75

Youth Specialists will work directly with the students. We will have 3 YS’ per summer site for the first year, with 4 YS’ for the school-year. This is a part-time position ($12,500/year). The amount that will be charged to the grant breaks down as follows:

Summer: 6 YS x $3.01/hr. x 6 hrs./day x 60 days = $6,501.6

(Harding and Callanan)

School Year: 4 YS x $7.70/hr. x 6 hrs./day x 185 days = $34,188

Iowa Certified Teachers will work directly with students over the summer at the standard teacher salary of $25/hr. This request supports one teacher per summer site for the first year.

Summer: 2 teachers @ $25/hr. x 60 days x 8 hrs./day = $24,000

All salaries are standard BGCCI salaries for these positions. Benefits include FICA (1.765%), which totals $10,503.33 for all listed staff. The total personnel request for the school year and summer of the first year is $151,397.93. The personnel portion of the budget request is 70% of the total budget. The estimated in-kind personnel time for our partners for the first year is $3,360.

**Staff Travel**: BGCCI requests support for $1,600 (1%) for field trips and staff mileage for the first year of programming. This will cover transportation costs for field trips and college visits. 21st CCLC students will take 1 field trip per week for the summer and school year.

**Materials**: BGCCI requests $18,500 for the school year (9%) for materials and supplies to support enrichment activities for 110 students. This amount would provide materials for STEM programming, activity fees, and supplies for the quarterly family literacy nights. The estimated in-kind value for our partners’ program materials is $2,600.

**Professional Development:** Professional Development is crucial for retaining high-quality staff. For professional development the request is $12,600 (6%). BGCCI will use these funds for in-person and online training, orientation materials, our Leadership Academy, and sending full-time staff to conferences.

**Student Access:** Student access to the 21st CCLC program is vital to the success of the program. The estimated in-kind value for DMPS facility use for summer programming $2,884. Student access will cost $15,625 (7%). DMPS will provide bus transportation during the school year for students to access the Burt Club. DMPS will provide a late bus at 6pm to transport Callanan and Harding students back to their neighborhoods with 5-10 safe drop-off locations during the school-year. For the summer DMPS will provide a morning bus and after-Club bus. The pick-up and drop-off locations will depend on enrollment.

**Evaluation:** Evaluation is essential for program improvement and sustainability. The program will use an independent evaluator. The evaluator will assess the 21st CCLC program quality. Evaluation is $7,200 (3%) of the budget.

**Administrative/Indirect Costs:** BGCCI staff will provide administration support for the 21st CCLC grant through fiscal management, and conducting quarterly reporting. All are vital to a successful program. The administrative cost is $10,160 (4%) of the budget.

**9.2 Supplement, not supplant**

The 21st CCLC program will provide quality programming for 55 Harding students and 55 Callanan students after-school and in the summer. These students currently do not have access to high-quality after-school programming, creating a new opportunity. The funds will be used to expand programming to target a completely new population of students by establishing a new 21st CCLC program, not supplanting existing services. Administration costs are below 8% so the majority of the grant will cover direct services to the new population of services. Our 21st CCLC program partners will provide in-kind services including facility use, program curriculum, and staff to make this program successful.