



## Massachusetts Promise Fellowship

### 2010 - 2011 Host Site RFP Instructions

*Apply to Host a Massachusetts Promise Fellow!*

***\* Proposals Due By 5pm on Monday, February 1<sup>st</sup>, 2010 \****

**Contributing Partners:**

Northeastern University  
College of Professional Studies  
Massachusetts Service Alliance  
The Corporation for National and Community Service  
America's Promise Alliance

Northeastern University  
College of Professional Studies



## Massachusetts Promise Fellowship Overview

The **Massachusetts Promise Fellowship** believes that all young people in the Commonwealth have a right to the resources that they need to be successful in life, including a caring adult, a safe place, a healthy start, an effective education, and an opportunity to serve. We deliver these 5 promises to youth by training emerging leaders who commit one year of service to support and provide these needed resources to youth throughout the Commonwealth.

Massachusetts Promise Fellows deliver the resources that young people need to be successful in life by mobilizing and organizing community activity, creating and leading powerful initiatives, and training and inspiring citizen volunteers.

### HISTORY

Originally created through a partnership with **America's Promise Alliance** and the **Corporation for National and Community Service**, the Massachusetts Promise Fellowship has been hosted by **Northeastern University** since 2000. Fellows are committed and talented leaders dedicated to building a better future for children and youth. A Director, Member Development Manager, and Special Events & Alumni Relations Coordinator plan and support the activities of 39 full-time Massachusetts Promise Fellows serving in communities across the Commonwealth. For 2010-2011, we plan to host between 30 and 40 full-time AmeriCorps members.

Working in partnership with citizens, corporations, organizations and communities taking action to improve the lives of young people, Fellows help increase the number of adult mentors, provide children with safe places and structured activities during out of school time, provide young people access to health care, place students in work-based learning experiences, and encourage youth to serve their communities.

### PARTNERS

Fellows have served in partnership with **Host Site Organizations** across Massachusetts. To illustrate, a few of our partners have included: AIDS Action Committee, Asian Community Development Corporation, Boston Area Rape Crisis Center, Boston Children's Museum, Cape and Islands United Way, City of Brockton Mayor's Office, Dorchester House Multi-Service Center, Executive Office of Health and Human Services Office of Youth Development, Health Care for All, Holyoke Youth Task Force, Lawrence Community Works, Malden YMCA, Mass Mentoring Partnership, Pittsfield Public Schools, Roxbury Youthworks, Springfield Cares, Tenacity, The Medical Foundation, Youth Advocacy Project, and the Youth Center Incorporated of Adams.

The following organizations play an important role in the life of the Fellowship as funders, visionaries, and support providers:

The **Massachusetts Service Alliance** generates an ethic of service throughout the Commonwealth by creating and supporting diverse, high quality service and volunteer opportunities for all age groups, resulting in stronger communities and more active citizens.

**America's Promise Alliance**, founded by Gen. Colin Powell, mobilizes people from every sector of American life to build the character and competence of our nation's youth by fulfilling Five Promises:

- Caring adults in their lives, as parents, mentors, tutors, coaches
- Safe places with structured activities during non-school hours
- Healthy start and future
- Marketable skills through effective education
- Opportunities to give back through community service

**The Corporation for National and Community Service** works with governor-appointed state commissions, non-profits, faith-based groups, schools, and other civic organizations to provide opportunities for Americans of all ages to serve their communities. **AmeriCorps**, the domestic Peace Corps, engages more than 75,000 Americans in intensive, results-driven service each year.

**Northeastern University** has hosted the Fellowship since March of 2000 when the program's pilot status ended and it relocated from the Massachusetts Service Alliance. The Fellowship is part of the Center of Community Service and falls under the guidance of the Office of Government Relations. In addition, Northeastern University:

- Serves as the fiscal agent for the Fellowship
- Provides in-kind office space and administrative support to the Fellowship
- Allows the Fellows to take limited courses at Northeastern University tuition free through a partnership with the College of Professional Studies

## Program Overview

The Massachusetts Promise Fellowship provides youth-serving organizations, agencies, and schools the opportunity to apply to host one or more Fellows who will coordinate youth development projects and programs during the course of their year of service. Each year the program applies for AmeriCorps funding from the Corporation for National and Community Service for AmeriCorps positions. Once received, these positions are then awarded to deserving host sites across the Commonwealth after an application process and grant review. This year we will be requesting an increase- from 30 positions to 40 positions- in our federal application. We will grant 30 positions and will grant an additional 10 positions as funding permits. We anticipate receiving final notification of our funding in May of 2010.

Hosting a Fellow enables an organization to provide increased services to the community by creating a new youth-focused project, improving the quality and effectiveness of its current youth programming, and partnering with a network of youth-serving organizations and agencies.

## PROGRAM BENEFITS

The Massachusetts Promise Fellowship is committed to the success of each Fellow and their host site. As our contribution to the partnership with the host site we provide:

- A full-time Fellow (~35 hrs/week) for one year (hired in partnership between the program and host site)
- In-service leadership and project management training, regular retreats and monthly meetings for the Fellow, including over 170 hours of professional development as well as optional networking opportunities
- Access to the AmeriCorps national service network and associated training and conferences
- Orientation and training for the host site and Fellow supervisor
- Site visits to address host site needs and evaluate Fellow progress and project goals
- Access to the partner organizations of the Fellowship for resources, training, etc
- An opportunity to network with other youth focused organizations throughout the Commonwealth
- Administration of Fellow benefits; \$269/week stipend, \$5,350 post-service education award, health insurance, training opportunities, free coursework at Northeastern University, and \$50 monthly travel allowance

## ELIGIBILITY

To be eligible, your organization must:

- Be a non-profit 501(c)3 organization, school, or government agency operating in Massachusetts
- Be operational for at least one year with at least one full-time staff member and the capacity to host a Fellow

## **FELLOW PROJECT CRITERIA**

Fellow projects must:

- Be youth focused
- Meet a defined community need, benefit and/or involve young people (ages 0-24), and align with one of the program's performance measures (described below)
- Be a new project or an expansion of an existing project. If an expansion, please be specific on how the Fellow is going to take the project to the next level
- Have a large-scale impact
- Have a strong element of project ownership for the Fellow/s (Fellows are program or project leaders rather than program or project participants/assistants)
- Be Fellow-led or be a Fellow-led part of a larger project\*

*\*Fellows can be involved with one or more projects*

## **FELLOWSHIP PROGRAM AREAS**

The Fellowship develops specific objectives (called performance measures) to specify our expected outcomes and to align with AmeriCorps. The following performance measures capture our focus on the Five Promises as well as our commitment to partnership building/resource sharing. We are especially interested in organizations that wish to utilize the network of the Fellowship to develop new partnerships, including partnering with our other host sites and/or developing a relationship with Northeastern University. All of our performance measures include a component of capacity building and ensure that our Fellows will leave a sustainable impact on their host site. All proposed Fellow projects must align with one (or more) of the following performance measure topics:

1. **Caring Adult** – Fellows will develop new mentoring programs and/or expand upon current mentoring programs in an effort to establish and support new mentor/mentee matches.
  - Activities for the proposed Massachusetts Promise Fellowship position could include, but are not limited to:
    - Research mentoring program best practices to pilot a new program
    - Design and implement a mentor recruitment plan
    - Screen and match mentors and mentees
    - Coordinate and oversee group mentoring activities
2. **Safe Place** – Fellows will develop and lead out of school enrichment activities (i.e., adventure programming, service-learning projects, tutoring, athletics) for young people.
  - Activities for the proposed Massachusetts Promise Fellowship position could include, but are not limited to:
    - Design and implement after-school program curriculum
    - Pilot new after-school program site(s)
    - Coordinate activities and logistics at after-school program site(s)
    - Create evaluation tools for programming
3. **Healthy Start** – Fellows will coordinate and lead education and outreach efforts (i.e., newsletters, websites, seminars, summits, workshops, dances) to inform and educate young people on a variety of issues and topics (i.e., sex education, health care access, nutrition, substance abuse prevention, diversity awareness, conflict resolution, HIV/AIDS, legal rights, mental health).
  - Activities for the proposed Massachusetts Promise Fellowship position could include, but are not limited to:
    - Design and implement issue-based workshops for youth
    - Develop social media tools to reach a larger audience
    - Plan community summits/events
    - Create a website or newsletter to promote awareness around an issue

4. **Marketable Skills** – Fellows will work closely with and support emerging youth leaders as the young people develop and implement a variety of activities, programs, and projects that benefit their community.
  - Activities for the proposed Massachusetts Promise Fellowship position could include, but are not limited to:
    - Recruit youth council members and coordinate meetings
    - Provide training and develop leadership skills for a group of peer leaders
    - Develop issue-based train-the-trainer workshops for youth
    - Seek out professional development opportunities for the youth leaders to showcase their work
  
5. **Opportunities to Serve** – Fellows will actively recruit, train, and manage adult and youth volunteers that will serve to support their project and the mission of their host organization.
  - Activities for the proposed Massachusetts Promise Fellowship position could include, but are not limited to:
    - Coordinate and lead new volunteer orientations
    - Create new volunteer recruitment outreach materials
    - Plan volunteer appreciation events
    - Place and support volunteers
  
6. **Community Partnerships** – Fellows will actively research, plan, and create reciprocal partnerships for their host site organization.
  - Activities for the proposed Massachusetts Promise Fellowship position could include, but are not limited to:
    - Internally assess host site organization for partnership opportunities and research potential partners
    - Create a community assets and needs mapping project for their host site organization
    - Initiate and facilitate meetings, workshops and presentations for potential partner organizations
    - Develop sustainable and reciprocal relationships with appropriate organizations

### **PROHIBITED ACTIVITIES**

Fellows/Fellow projects **cannot**:

- Displace a current employee or serve in a regular staff position
- Be involved with political advocacy, religious instruction, voter registration, fundraising for host site match/operating expenses, writing federal grants, union organizing, or clerical activities (Fellows can perform limited administrative and fundraising duties necessary to their project)
- Sign off on a grant
- Serve as an assistant
- Supervise other AmeriCorps members

### **PROGRAM TIMELINE**

**Monday, February 1<sup>st</sup>, 2010** – Applications are due on or before 5pm

**Tuesday, March 9<sup>th</sup>, 2010** – Fellowship host sites are selected and notified

**March 22, 2010 - June 18, 2010** – The Fellowship will work with host sites to recruit and hire a Fellow

**August 2010** – Fellows begin service at host site organizations

### **HOST SITE REQUIREMENTS**

Each host site is required to provide:

- A **clear vision** of the project you plan to implement and how the Fellow can be most effectively utilized
- **Supportive leadership** from staff and host site to ensure that the Fellow is considered and treated as an integral part of the organization

- One designated host site supervisor who will provide **weekly supervision and support** to the Fellow, as well as **attend 2 mandatory meetings** (one during orientation and a supervisor meeting)
- A **cash match** to defray a portion of the Fellow benefit costs (see next page)
- Adequate **work space** for the Fellow – including desk, phone, fax, access to computer and office supplies
- Reimbursement for **travel costs** incurred as part of Fellow’s service for the host site (other Fellowship-related travel is paid for by the program)
- Complete a **background check** on your Fellow and submit a letter verifying the completed process to the Fellowship on or before the due date

**CASH MATCH**

We ask each host site organization to invest in the partnership by providing a **non-federal** cash match. The match is used to cover a portion of the total cost of the Fellowship position (training, travel, benefits, and living allowance) at your host site. The amount of the cash match is based on the *organization’s total operating budget*, including salaries, funds distributed as grants, and any other operating costs.

Host organizations pay between \$8,000 and \$12,500 for a full-time Fellow that will serve a minimum of 1700 hours over their 12 month term of service (**whereas our total cost/Fellow is \$35,101**). The amount your organization pays can be determined by reviewing your most recent organizational audit or referencing your most recent IRS Form 990. Please note; if you are a department within a large organization/government agency, we are looking for the budget of the entire organization. Please use the following table to determine the appropriate match:

<b>Total operating budget</b>	<b>Host Site Match/Fellow</b>
\$300,000 or less	<b>\$8,000</b>
\$300,001 - \$500,000	<b>\$9,500</b>
\$500,001 - \$1,000,000	<b>\$11,000</b>
\$1,000,001+	<b>\$12,500</b>

**HOST SITE SELECTION**

All proposals are reviewed by reading committees that recommend host site organizations for funding. Final decisions are made by the program staff. Key elements include:

- Organizational capacity to develop and manage the project and Fellow
- Realistic objectives with measurable outcomes that align with the Fellowship’s performance measures
- Proper support, supervision, and training for the Fellow during the year of service
- Strong element of project ownership
- Project vision

**RECRUITMENT AND HIRING**

We ask sites to assist with the recruiting and hiring process. Hiring is site specific, but a shared process. You know what skill-set you are looking for to make your project a success...we know what it takes to be a Fellow and a respected leader in the service community. We help you advertise the positions, assist in the interviewing process and then you select a finalist. The Fellowship staff will then complete a final interview and will make the official offer.

We recruit potential Fellows throughout the year. Through the AmeriCorps network, Idealist, and large database of colleges and university across the country- we are able to gain interest from potential applicants nationwide. We ask host sites to use their own local network to attract community members to their Fellow position/s. Through this joint process, we are able to find emerging leaders from across the country with diverse backgrounds and a

passion for community service. Fellows come to the program with a wide array of skills. Fellows receive an initial orientation and training from the program and ongoing leadership training and professional development opportunities throughout the year to help ensure a successful year. The host site is responsible for site-specific and project-related training and orientation.

## Proposal Guidelines

The application process for potential Fellow host sites is a competitive annual process. We ask that you please take the following steps to ensure that you receive an opportunity to host a Fellow(s) during the upcoming year:

- 1) Thoroughly read the program details and application instructions
- 2) Fully answer the questions as described in the application
- 3) Complete all required sections and submit one (1) original and ten (10) copies via mail/in person delivery to the address listed below on or before 5pm, Monday, February 1<sup>st</sup>. **Faxes and emails will not be accepted.**

## APPLICATION

Please complete the attached proposal template (Sections I, II, III). **The template can be navigated by using the tab button on your computer.** While we encourage you to be creative in the development of your proposal, we urge you to follow these guidelines when writing your proposal:

- Please answer every section clearly and in order. Use the template to guide you in the process.
- Type your answers directly into the template. Each of the fields have a character limit.
- **\*If you are applying for more than one Fellow\*** – Complete a **full separate application** for each Fellow project as each application will be reviewed separately. If you are requesting more than one Fellow to work on a project/s, you may submit one application specifying the number of Fellows requested.
- Print, sign and submit one original and ten copies of your proposal to the address below.
- **Please include one copy of your most recent financial statement, IRS Form 990, or audit report with your original copy.**

## FOR MORE INFORMATION

Please read through the application for necessary details and logistics. It will provide the information you need to know in order to apply for and host a Massachusetts Promise Fellow.

**For more information, please participate in an information session. We will be holding information sessions throughout the state in January in five locations. Please visit our website [www.masspromisefellows.org](http://www.masspromisefellows.org) for details.**

### **Applications are due by 5pm on Monday, February 1<sup>st</sup>, 2010.**

Please **mail/deliver** one (1) original and ten (10) copies to:

Massachusetts Promise Fellowship  
Northeastern University  
360 Huntington Ave, 212 CP  
Boston, MA 02115

**Please Note:** Use exact address. This is a mailing address only. For drop-off, our actual office is located on the Northeastern University campus at 716 Columbus Ave, Room 212. (If you view a campus map, our building is called Columbus Place).

*The Fellowship is an Equal Opportunity Employer, part of the AmeriCorps national service network, and required by law to comply with the AmeriCorps Provisions under guidance of the Massachusetts Service Alliance. This RFP can also be found at [www.masspromisefellows.org](http://www.masspromisefellows.org) and in alternative formats by request.*