



## **Massachusetts Promise Fellowship**

### **2018 - 2019 Host Site RFP Instructions**

Intent to Apply Deadline: January 19<sup>th</sup>, 2018

Proposal Deadline: February 2<sup>nd</sup>, 2018, 5pm

Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for information on attending an RFP info session in January 2018!

#### **Contributing Partners:**

Northeastern University  
Massachusetts Service Alliance  
The Corporation for National and Community Service  
America's Promise Alliance



**Northeastern University**



## Part 1-Overview, Eligibility, Benefits, & Requirements

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### Program Overview

The AmeriCorps Massachusetts Promise Fellowship (MPF) at Northeastern University grew from the America's Promise Alliance, a collaborative network based on "5 Promises" that form the conditions youth need to succeed: Caring Adults, Safe Spaces, A Healthy Start, Effective Education, and Opportunities to Serve ([www.americaspromise.org](http://www.americaspromise.org)). America's Promise is a thought leader in increasing graduation rates, disseminating research on the 5 Promises as effective interventions to support Grad Nation's goal of reaching a 90% graduation rate by 2020. MPF believes all young people in Massachusetts have a right to these Promises and Fellows implement these interventions during the Out of School Time setting to increase youth academic engagement – a key factor in dropout prevention. At MPF, we believe the Out of School Time setting provides a unique opportunity to support youth in reaching their full potential as students and engaged citizens. Fellows are placed at non-profits, city agencies, and schools to lead academic enrichment and college and career exploration projects for a year of service.

Each year, the program applies for funding from the Corporation for National and Community Service for AmeriCorps positions. Once received, these positions are awarded to host sites across the Commonwealth following a competitive review process. This year we plan to host 40 AmeriCorps members and anticipate receiving final notification of our federal funding in late May 2018.

MPF is hosted by Northeastern University's Center of Community Service and supported by the Massachusetts Service Alliance and the Corporation for National & Community Service.

### Supporters

MPF receives fiscal, in-kind, and technical support from the following partners:

- **The Massachusetts Service Alliance** established in 1991, is a private, nonprofit organization that serves as the state commission on community service and volunteerism. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact.
- **The Corporation for National and Community Service (CNCS)** established in 1993, CNCS is a federal agency that engages more than 5 million Americans in service through its core programs -- Senior Corps, AmeriCorps, and the Volunteer Generation Fund. As the nation's largest grant maker for service and volunteering, CNCS plays a critical role in strengthening America's nonprofit sector and addressing our nation's challenges through service.
- **Northeastern University** has hosted the Fellowship since March of 2000. The Fellowship is part of the Center of Community Service and falls under the guidance of City & Community Affairs. 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 enroll in a select number of tuition-free courses at Northeastern University through a partnership with the College of Professional Studies
  - Provides a 25% discount on courses in the College of Professional Studies for host site supervisors and MPF Alumni

### 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

### Partnership 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 (~40 hrs/week) for eleven months, August-June (hired in partnership between the program and host site)
- In-service leadership training focused on project implementation and evaluation, youth development, and regular retreats and monthly meetings for the Fellow, including over 170 hours of professional development as well as networking opportunities
- Access to the AmeriCorps national service network and associated training and conferences
- Orientation and training for the host site and Fellow supervisor
- 25% discount on undergraduate and graduate courses at Northeastern University's College of Professional Studies (CPS) for Fellow supervisors (August 2018-June 2019)

- Opportunities for youth affiliated with host sites to attend workshops and volunteer events hosted by MPF
- Site visits to address host site needs and evaluate Fellow progress and project goals
- An opportunity to network and share resources with other youth-focused organizations throughout the Commonwealth
- Administration of Fellow benefits: \$15,500 annual stipend administered bi-weekly, \$5,920 post-service education award, healthcare reimbursement, training opportunities, free coursework at Northeastern University's College of Professional Studies (CPS), 25% discount on CPS courses for up to 7 years following program graduation, loan forbearance, and \$60 monthly travel allowance by reimbursement

**Host Site Partner Requirements**

- Cash Match**
  - o We ask each host site organization to invest in the partnership by providing a **non-federal** cash match. The match covers 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. All accepted host site partners are required to submit a \$500 non-refundable deposit towards their cash match with their cooperative agreement in early May, 2018.
  - o Host organizations pay between \$10,800 and \$16,000 for a full-time Fellow that will serve a minimum of 1,700 hours over their 11-month term of service (whereas our total cost/Fellow is \$37,000). 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	\$10,800
\$300,001-\$500,000	\$12,500
\$500,001-\$1,000,000	\$14,200
\$1,000,001+	\$16,000

**\*Scholarship Opportunity for Northeastern University Partners**

This year, Northeastern University will be awarding scholarships of up to \$5,000 to organizations affiliated with the University (internal program, housed at the University, etc.) or located in the neighborhoods of Mission Hill, Roxbury, South End, The Fenway, and Nahant. This scholarship is sponsored by the University's City & Community Affairs department and Northeastern Crossing. See page 7 instructions on how to apply for the scholarship.

- Organizational Commitment**
  - o A clear vision of the project you plan to implement and how the Fellow will be effectively utilized to decrease school dropout and increase academic engagement
  - o Supportive leadership from staff and host site to ensure that the Fellow is considered and treated as an integral part of the organization
  - o Leading the hiring and recruitment process by posting the Fellow position, serving as the first point of contact for Fellow applicants, and selecting a Fellow finalist/s in accordance with MPF deadlines
  - o Completion of a criminal background check of your Fellow in both Massachusetts and their state of residence at the time of their application and submitting a letter verifying the completed process to the Fellowship before the program start date
- Fellow Support**
  - o One designated host site supervisor who will provide weekly supervision and daily support to the Fellow, as well as attend two mandatory meetings (one during orientation and one mid-year).
  - o Adequate work space for the Fellow – including desk, phone, fax, access to computer and office supplies
  - o Reimbursement for travel costs incurred as part of Fellow's service for the host site (other Fellowship-related travel is paid for by the Fellowship)
  - o Commitment to Fellow attendance at all mandatory MPF meetings and retreats
- MPF Reporting**

- Pre- and post- surveys of youth served by the Fellow. Specifically, the Fellow will track the academic engagement of a minimum of 15-20 consistent youth throughout the school year
- Fellows will conduct a focus group with a small group of randomly selected youth to complement the data collected from pre- and post-surveys
- Fellows will track monthly youth attendance at the program
- Host sites will complete an annual survey assessing program satisfaction and Fellow impact.
- Host sites will complete mid-year and end-year performance assessments of the Fellow (to be completed by the Fellow and supervisor)

## Part 2-Fellow Project Design

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### Project Requirements

All projects must:

- Meet the criteria of one of MPF's focus areas and be focused on utilizing strategies to increase youth academic engagement (see below)
- Take place in an Out of School time setting
- Meet a defined community need that can be addressed by one of MPF's project focus areas
- Serve the same group of 15-20 young people in grades 6-12 for an entire academic year (September-June)
- Include a strategy for recruiting youth participants (ex. existing partnerships, resources for recruitment, etc.)
- Provide the Fellow with the opportunity to meet with the young people a minimum of 5 hours/week throughout the academic year (September-June) for a total of at least 150 hours of programming
- Be a new project or build upon an existing project
- Be primarily focused on providing direct service to young people
- 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\**

### MPF Project Focus Areas

Although your project may address one or both of the Focus Areas, please select the one where the Fellow will spend the majority of their time and describe all activities in the proposal. **All proposals must strongly demonstrate how projects will decrease youth school dropout rates and increase academic success. \*MPF has a particular interest in supporting projects that serve youth that identify as People of Color and/or English Language Learners.**

### Focus Areas

All Fellows are expected to serve as a mentor to a group of 15-20 youth for a full academic year in addition to leading a project in one of the focus areas below.

#### Academic Enrichment

- Fellows will develop and lead academic enrichment activities (i.e. program wide homework club, 1:1 or group tutoring, Science, Technology, Engineering, Art, and Math (STEAM) support and/or exploration) for young people in the Out of School Time setting.
  - Activities for the proposed Massachusetts Promise Fellowship position should include, but are not limited to:
    - Develop and facilitate existing program curriculum, particularly in areas related to Science, Technology, Engineering, Art, and Math (STEAM) and English Language Learning (ELL) education
    - Engage and manage volunteers to serve as tutors to provide more one-on-one homework support for youth or mentors in their field of work/study
    - Facilitate experiential and project-based learning activities (sports, art, science, etc.) as a vehicle for academic engagement
    - Build relationships and create systems of communication with parents and teachers to ensure Out of School Time programs are best meeting the needs of students academically

#### College & Career Exploration

- Fellows will deliver college and career programming in the Out of School Time setting to ensure youth receive the life skills and training they need to succeed after high school and beyond

- Activities for the proposed Massachusetts Promise Fellowship position should include, but are not limited to:
  - Provide training and programming focused on the college application process including application advising, essay support and financial aid advice
  - Act as a youth college and career case manager to help youth navigate and access the many resources available to them when applying to college and/or gaining employment
  - Recruit professional volunteers to serve as career speakers to educate young people about job opportunities
  - Meet one-on-one with youth to discuss their career and college plans
  - Implement skill based training to support youth in the workforce including resume workshops, professional dress, interviewing, and networking
  - Build relationships with colleges and universities to schedule tours and information sessions for young people

### 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 (Fellows must have ownership over an entire program or part of a project)
- Supervise other AmeriCorps members

### Part 3-Program Timeline & Selection Process

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#### Timeline

**January 19<sup>th</sup>, 2018**-Intent to apply\* due (not required, but strongly recommended) \*Available at [www.masspromisefellows.org](http://www.masspromisefellows.org)

**February 2<sup>nd</sup>, 2018 at 5pm**– Applications due via email ([masspromisefellows@northeastern.edu](mailto:masspromisefellows@northeastern.edu))

**March 12<sup>th</sup>, 2018**- Fellowship host sites are selected and notified

**March, 2018 – July, 2018** – The Fellowship will work with host sites to recruit and hire a Fellow by July 1<sup>st</sup>, 2018

**August 13<sup>th</sup>, 2018** – Fellows begin service at host site organizations

#### Host Site Selection Process

All proposals are reviewed by a panel of community reviewers that recommend host site organizations for funding. Final decisions are made by the program staff and advisory board. Key elements include:

- Project alignment with MPF’s focus areas and requirements of utilizing Out of School Time programs to support youth academic engagement
- Ability to recruit and retain a minimum of 15 youth who will receive at least 150 hours of programming from August-June
- Organizational capacity to develop and manage the project and Fellow
- Realistic project objectives with measurable outcomes
- Demonstrated community and organizational need for the project
- Proper support, supervision, and training for the Fellow during the year of service
- Strong element of project ownership
- Project vision
- Clear connection between the host site and the mission of the Massachusetts Promise Fellowship
- Demonstrated compliance with MPF requirements and strong description of Fellow impact (for returning sites)
- Each section of the narrative is weighted using the following breakdown:
  - Organization Background (25%)
  - Project Design (50%)
  - Fellow Support (25%)

## Part 4-Application Instructions

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Please respond to the questions below in a PDF document. **Proposal must be doubled-spaced and in 12-point Times New Roman font and may not exceed 12 pages (including the cover sheet and service description template).** Please use 1-inch margins. Attachments will not be accepted. Applications that do not follow these guidelines will not be considered. If you are applying for more than one Fellow to work on different projects, complete a full separate application (including cover sheet) for each Fellow project as each application will be reviewed separately. If you are requesting more than one Fellow to work on the same project, complete one application and specify the number of Fellows requested. Applications (proposal and cover sheet) should be emailed to [masspromisefellows@northeastern.edu](mailto:masspromisefellows@northeastern.edu) by February 2<sup>nd</sup>, 2018 at 5pm.

### Narrative Questions

#### SECTION I- Organization Background & Need (25%)

##### Organization Background

Provide a clear and concise description of your organization and your organization's interest in hosting a Fellow by answering at least the following:

- How is your overall organization committed to this project? Please provide evidence of this commitment.
- How will the Fellow project/s align with MPF's goal of utilizing Out of School time programming as a vehicle to increase youth academic engagement and reduce the dropout rate in that community?
- Has your organization hosted a Fellow or other AmeriCorps members in the past, and if so, in what capacity, and for how many years? If your organization has hosted a Fellow before with MPF, please respond to the following:
  - How has hosting a Fellow had an impact on your organization and the young people served? (Please include data to support this impact if available).
  - Describe how your organization has been compliant with MPF's policies and procedures, including evaluation and reporting, communication, and meeting attendance.

##### Organizational & Community Need

Please explain the need that you have identified:

- How does this position target an identified need in your organization?
- Describe the youth in grades 6-12 that you hope to reach through this project, including details regarding school performance data, demographics, and any additional information that will clarify why you need a Fellow in your community. **\*MPF has a particular interest in supporting projects that serve youth that identify as People of Color and/or English Language Learners.**
- What is the overall high school graduation rate for the district/community the Fellow will be serving in?
- How will a Fellow/s make an impact and how will success be measured?

#### SECTION II- Project Design (50%)

##### Project Service Description

Please complete the attached service description template, including a short description of the project, project focus area, specific responsibilities, and candidate requirements.

##### Project Background

It is important for reviewers to have a clear idea of what the Fellow will be doing. Please include the following in your answers:

- Describe the service activities that the Fellow will perform and how those relate to the project focus area and the expected outcomes. Please highlight the elements of project ownership and how the Fellow will be responsible for the project itself.
- What are the measurable objectives of the project? Include specifics on how the youth will be impacted by this project/program.
  - How will this project ensure the Fellow serves a minimum of 15-20 youth with approximately 150 hours of programming? What strategies will be set up to support the Fellow in recruiting these youth (ex. relationships with local schools or community centers, access to resources, etc.)?
- Will the proposed project utilize a proven framework or evidence-based curriculum related to Out of School Time programs? If not, what resources will you use to ensure impact?

- Will this project involve recruiting and managing volunteers? If so, please describe.

### **Project Timeline & Fellow Schedule**

In order to recognize the full scope of the project, please:

- Describe the Fellow's schedule, illustrating how the Fellow will serve for a minimum of 40 hours/week including at least 5 hours of direct service with youth.
- Provide a quarterly timeline of how and when the project will be accomplished including activities and benchmarks. Keep in mind that the Fellow should be working with a consistent group of at least 15 young people by mid-October 2018 and should be on track to deliver 150 hours of programming by June 2019.

### **Project Vision**

Describe the sustainability of the Fellow project and include answers to the following questions:

- How will the Fellow lead this process and build capacity for the project leaving a lasting impact on youth in order for them to succeed in high school and beyond?
- If the Fellow project is an existing project:
  - discuss lessons learned, including project successes and challenges;
  - define how the project will be expanded and/or improved and sustained;
  - describe the vision for the future of the project?

### **SECTION III- Fellow Support (25%)**

#### **Fellow Training & Supervision**

- How will the Fellow be supported and who will be the Fellow supervisor? (NOTE: we require Fellow supervisors to meet with Fellows weekly and provide support on a daily basis)
- How will you ensure that the Fellow meets their hours requirement (1,700) by the end of their term of service?
- How will you ensure the Fellow is able to remain up to date with their data tracking responsibilities?
- What is your plan to orient and train the Fellow to your organization? What additional site-specific training will be necessary?
- What is your plan to recruit a Fellow with this skill set by July, 2018? Please highlight at least 5 recruitment efforts your organization will undertake to recruit a Fellow by the requested deadline.
- What other development opportunities/support/benefits will you provide the Fellow?

#### ***\*Scholarship Opportunity for Northeastern University Partners***

If you are an organization affiliated with Northeastern University (internal program, housed at the University, etc.) or located in the University neighborhoods of Mission Hill, Roxbury, South End, The Fenway, and Nahant, you are eligible to apply for a scholarship to be applied to your host site match payment. To apply, please include a letter with your application indicating how your proposal will meet the needs of your community, how you are already engaging with the University, and how you plan to increase this engagement. A select number of scholarships of up to \$5,000 will be awarded to partner organizations and criteria will be based on strength of proposal, compelling need, and illustrated opportunity to deepen engagement with the University. All scholarship recipients will be required to serve on Northeastern University's Community Advisory Board for the 2018-2019 academic year (4 meetings).

#### **Submission:**

Applications (cover sheet, narrative, and service description template) should be emailed as a single PDF document to [masspromisefellows@northeastern.edu](mailto:masspromisefellows@northeastern.edu) by February 2<sup>nd</sup>, 2018 at 5pm. We will be holding information sessions via webinar in December and January. Please visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for details.

*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.*



**2018-2019 APPLICATION INFORMATION**

**1. APPLICATION INFORMATION:**

Organization Name: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

*This person will be contacted regarding the proposal status*

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fellow Supervisor: \_\_\_\_\_

Anticipated Match: \$ \_\_\_\_\_

Members Requested for this Proposal: \_\_\_\_\_

Mission Statement: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Focus Area

- Academic Enrichment
- College & Career Exploration

Anticipated Number of Youth in grades 6-12 Fellow will work with consistently during the academic year (Sept-June):

Hours/week the Fellow(s) will work with this group of young people:

**UNDERSTANDING:**

In submitting this information to the Massachusetts Promise Fellowship at Northeastern University, we certify that the information is true and correct to the best of our knowledge, and understand that if the Massachusetts Promise Fellowship receives funding for our proposed position(s) and we are selected to host a Fellow, we are responsible for:

- Providing on-site supervision and support for the Fellow including an orientation and training
- Providing adequate work space including desk, computer, phone and access to fax and copier
- Participating in Fellow evaluation, site visits, and other Fellowship events deemed appropriate
- Attending 2 mandatory supervisor meetings
- Completion of a criminal background check on your Fellow in both Massachusetts and their state of residence at the time of their application and submit a letter verifying the completed process to the Fellowship before the program start date

Name \_\_\_\_\_

Title \_\_\_\_\_

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Signature

Date

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**ATTACHMENT 2-DOWNLOAD AT [WWW.MASSPROMISEFELLOWS.ORG](http://WWW.MASSPROMISEFELLOWS.ORG)**



**2018-2019 SERVICE DESCRIPTION**

SERVICE DESCRIPTION-Complete the following position description following the prompts. The description should not exceed one page and should read like a job description.

PROJECT FOCUS AREA (select one):

- Academic Enrichment
- College & Career Exploration

SERVICE DESCRIPTION

ESSENTIAL RESPONSIBILITIES

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment

QUALIFICATIONS

FELLOW SCHEDULE