



Opening Information

The Massachusetts Promise Fellowship is now accepting Grant Proposals for the 2021-2022 Program Year. Below you will find the project design requirements and the timeline. To view the full RFP Instructions [Click Here.](#)

Project Requirements

All projects must:

- Meet the criteria of one of MPF's focus areas (academic enrichment or college and career exploration) and utilize strategies to **increase youth academic engagement**
 - Be primarily focused on providing direct service to young people
 - 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
 - Have a strong element of project ownership for the Fellow/s. This means Fellows are program or project leaders rather than participants or assistants.
 - Provide the Fellow with the opportunity to meet with young people a minimum of 5 hours/week throughout the academic year (September-June) for **150 hours of programming**
 - Serve the **same group** of 15+ young people in grades 6-12 for an entire academic year
 - Include a comprehensive strategy for recruiting and retaining youth participants
 - Comply with AmeriCorps policies and prohibited activities

Program Timeline & Selection Process

<u>January 13,</u> <u>2021</u>	<u>Intent to apply* due (not required, but strongly recommended).</u> <u>*Available at www.masspromisefellows.org</u>
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<u><i>January 29, 2021 at 5pm</i></u>	<u><i>Applications due</i></u>
<u><i>March 5, 2021</i></u>	<u><i>Fellowship host sites are selected and notified</i></u>
<u><i>March-June 2021</i></u>	<u><i>The Fellowship will work with host sites to recruit and select a Fellow by June 15th, 2021</i></u>
<u><i>May 7, 2021</i></u>	<u><i>Cooperative Agreement Due</i></u>
<u><i>August 16th, 2021</i></u>	<u><i>Fellows slated to begin service at host site organizations</i></u>

Contact Information

Application Instructions

Follow these instructions for proposal submission:

Step 1: Determine if you are a new or returning proposal applicant (see RFP to determine designation)

Step 2: Review the questions below and complete your responses in a separate document. *If you are applying for more than one Fellow to work on different projects, complete a full separate application submission for each Fellow project, as each application will be reviewed individually.

Step 2: Complete the service description template ([download here](#)) and save and attach PDF to your application. This document will be uploaded to the submission portal when prompted.

Step 3: Transfer your responses into this portal by *January 29, 2021 at 5pm*

Organization Name

Organization Mission Statement

Organization Address

Street Address, Line 1	<input type="text"/>
Street Address, Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zipcode	<input type="text"/>

Primary Contact Person Information

First & Last Name	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Does the organization exist in one of the following Boston neighborhoods: The Fenway, Roxbury, South End, Mission Hill or in Burlington, Dedham or Nahant?

- Yes
- No

Fellow Supervisor

First & Last Name	<input type="text"/>
Email	<input type="text"/>

How many Fellows are you requesting?

**If you are applying for more than one Fellow to work on different projects, 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 the same project, complete one application and specify the number of Fellows requested.*

Are you submitting a new proposal or a returning proposal?

**See RFP to determine which proposal form you should complete based on your status*

- New Site Application
- Returning Site Application

Please select anticipated match payment.

See RFP for Guidance on selection

- \$10,800
- \$12,500
- \$14,200
- \$16,000

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

Amount of hours each week the Fellow(s) will work with this group of young people:

Fellow Project Focus

See page one for Project Focus Areas descriptions

- Academic Enrichment
- College & Career Exploration

Please share the following:

Target community(s) served:

Graduation rate of community(s) served:

Poverty rate of community(s) served:

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:

- Leading recruitment efforts for the Fellow
- Providing ongoing supervision and support for the Fellow including an orientation and training
- Providing adequate work space including desk, computer, phone, office supplies and required databases and online systems
- Participating in Fellow evaluation, site visits, and other Fellowship events deemed appropriate
- Attending 3 mandatory supervisor meetings
- Communicating regularly with the Fellowship team regarding Fellow challenges and successes

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Returning Applications: Org Background & Need

SECTION I- Organization Background & Need (15%)

Organization Background

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

How has hosting a Fellow impacted the young people served by your organization? Please include data to support this impact if available.

What major accomplishments and challenges did you experience as an organization hosting a Mass Promise Fellow?

Returning Applications: Project Design

SECTION II- Project Design (50%)

Project Service Description

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

Upload Service Description below as a PDF document

Use the template to include the service description, focus area, essential responsibilities, qualifications and Fellow schedule. Upload as a PDF document below. Template here: [2021 2022 service description template](#)

Project Background

It is important for reviewers to have a clear idea of what the Fellow will be doing. Please begin by restating the following:

What is the projects selected primary focus area?

- Academic Enrichment
- College and Career Exploration

Please select the **MPF Academic Enrichment Objectives** that the project will include
A minimum of three objectives must be selected.

- Provide tailored homework and academic support (individualized coaching sessions and/or group tutoring)
- Lead a combination of academic enrichment, and/or recreational activities throughout the school year
- Promote and lead workshops on student collaboration, teambuilding, academic study skills, goal setting, and leadership development
- Reinforce education as a pathway to success
- Engage with families, community members, and teachers to ensure activities meet community and academic needs

Please select the **MPF College and Career Exploration Objectives** that the project will include
A minimum of three objectives must be selected.

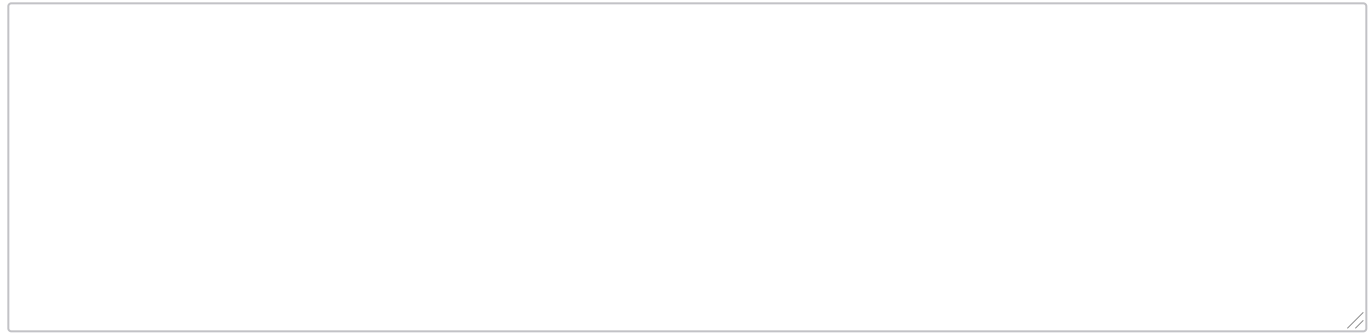
- Lead youth through the college process including but not limited to: the college application process, essay support, college tours, financial aid, decision making, scholarships, introduction to college success
- Share alternatives to college and support youth applications to alternative programs
- Engage in one-on-one and/or group college and career advising

- Provide exposure to various career pathways through panels, field trips, activities, informational interviews, etc.
- Implement skill-based trainings to support youth in the workforce including resume workshops, job searching, interviewing, networking, and goal setting

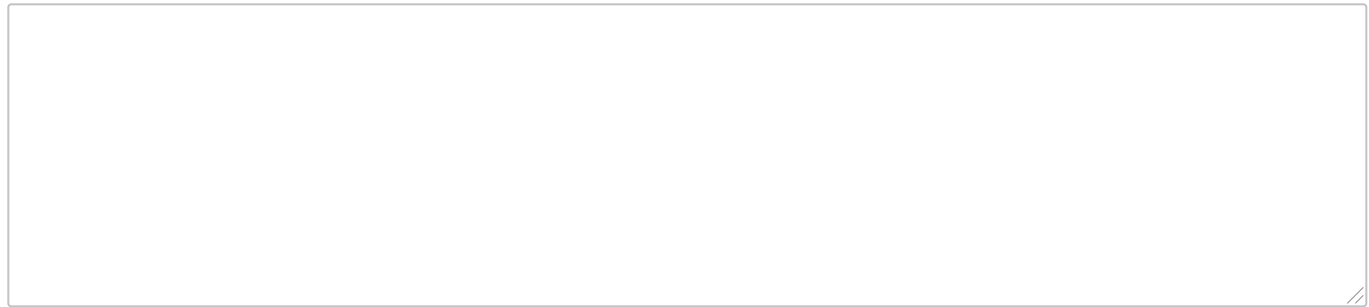
Restate the Fellow project outcomes as they relate to MPF's goal of increasing academic engagement and on time graduation. Have the stated goals changed or adapted from the previous year? If so, why and how?

Describe the service activities the Fellow will perform. Please highlight how the Fellow will implement the selected MPF focus area objectives (*listed above*).

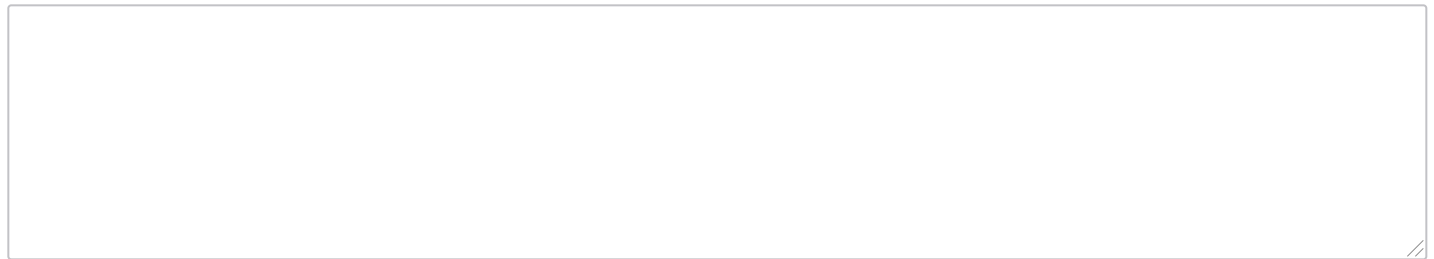
What challenges, if any, did your Fellow face regarding youth retention and/or youth consistency in the program (reaching 150 hours of meaningful interactions with 15+ youth)? What changes do you intend to implement in order to address challenges?



Describe how the Fellow role will differ from a full-time staff position.



What are some of the opportunities and challenges that COVID-19 presented for the Fellow project. How are you prepared to adapt in 2021-2022?

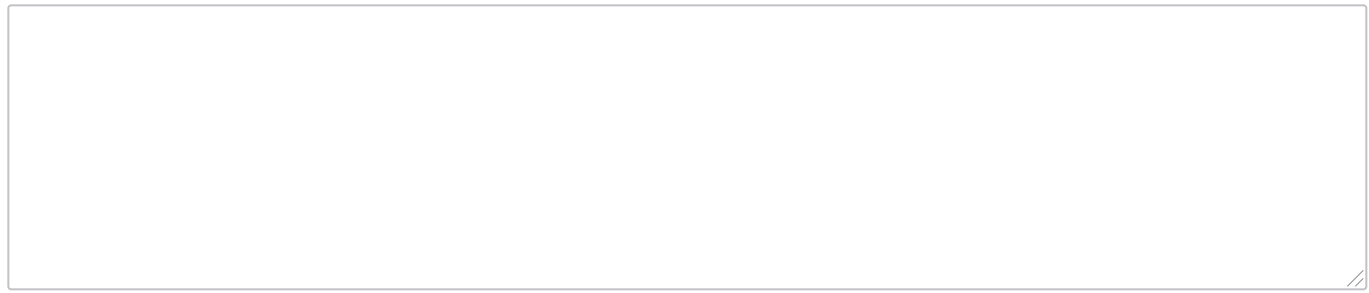


Project Timeline & Fellow Schedule

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

Describe the Fellow's schedule and a quarterly timeline illustrating how the Fellow will serve for a minimum of 40 hours/week to reach 1700 hours in 11 months. The Fellow should be working with a consistent group of **at least** 15 young people for 5 hours a week by mid-October 2021 and should be on track to deliver 150 hours of programming to that same group by June 2022.

**Applicants may upload a graphic or chart, if preferred.*

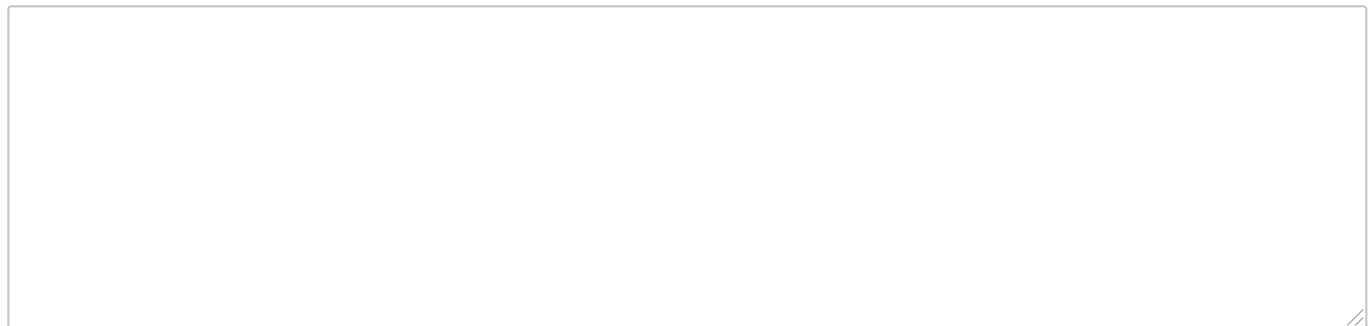


Optional Graphic or Chart Upload of Project Timeline and Fellow Schedule

Project Vision

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

How do you plan to expand, improve, and/or sustain the current project?



Returning Application: Fellow Support

SECTION III- Fellow Support (35%)

Fellow Training & Supervision

Please expand upon how your organization will provide holistic support to Fellows throughout their year of service.

How has the Fellow's personal and professional growth been supported this year? What have you learned that will be applied if granted another Fellow in 2021-2022?

How has the Fellow been supported in staying on track and on time with their MPF responsibilities (ex. data tracking, attending meetings, etc.)? Identify areas for growth or improvement.

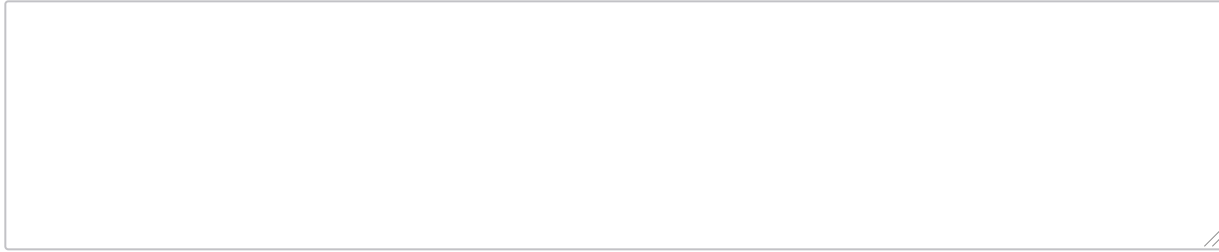
Please share the name and contact information of whom will manage Fellow recruitment from your host organization.

First & Last Name

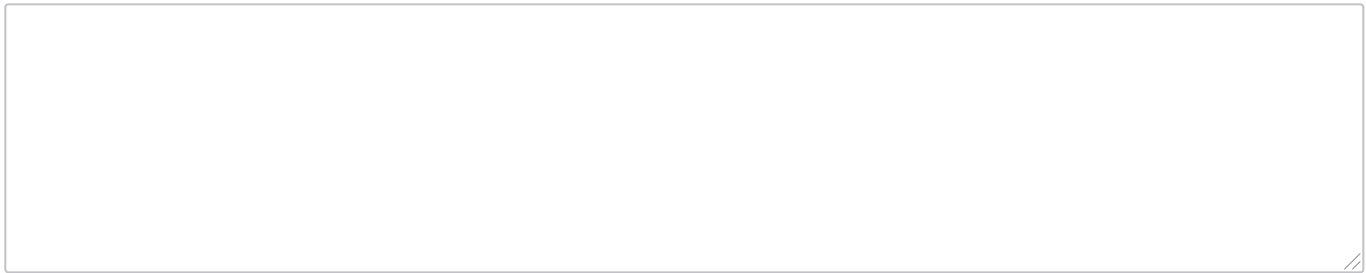
Email

Phone Number

MPF Recruitment requires host organizations to play a major role in advertising, outreach, and engagement in timely interviewing. What is the organizational plan to recruit the Fellow and what are five different strategies you intend to implement? If you struggled with recruitment this year, what changes do you intend to make?



What is the Fellow host site onboarding plan, accounting for if the Fellow has limited to no work experience. What additional site-specific training or professional development will be provided?



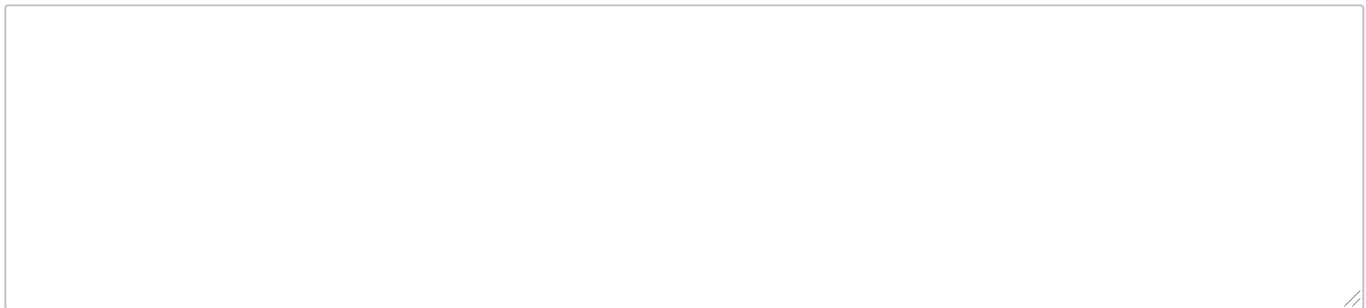
New Applications: Organization Background & Need

SECTION I- Organization Background & Need (15%)

Organization Background

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

How would hosting a Mass Promise Fellow align with the organization's mission and goals?



Why is the organization a good fit for a Fellow and what program infrastructure exists to ensure a Fellow will be successful?

Organizational & Community Need

Please explain the need that you have identified:

How would this position target an identified need in the 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.

New Application: Project Design

SECTION II- Project Design (50%)

Project Service Description

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

Upload Service Description below as a PDF document

Use the template to include the service description, focus area, essential responsibilities, qualifications and Fellow schedule. Upload as a PDF document below. Template here: [2021 2022 service description template](#)

Project Background

It is important for reviewers to have a clear idea of what the Fellow will be doing. Please begin by restating the following:

What is the projects selected primary focus area?

- Academic Enrichment
- College and Career Exploration

Please select the **MPF Academic Enrichment Objectives** that the project will include
A minimum of three objectives must be selected.

- Provide tailored homework and academic support (individualized coaching sessions and/or group tutoring)
- Lead a combination of academic enrichment, and/or recreational activities throughout the school year
- Promote and lead workshops on student collaboration, teambuilding, academic study skills, goal setting, and leadership development
- Reinforce education as a pathway to success
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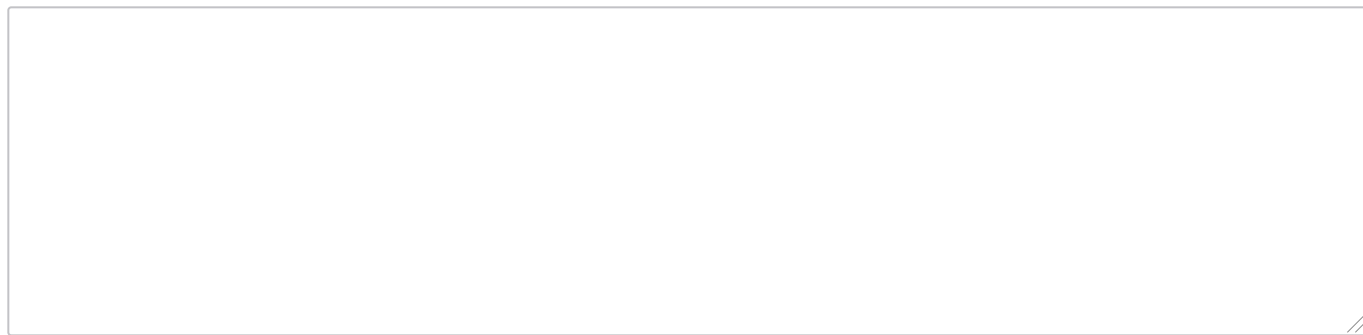
Please select the **MPF College and Career Exploration Objectives** that the project will include
A minimum of three objectives must be selected.

- Lead youth through the college process including but not limited to: the college application process, essay support, college tours, financial aid, decision making, scholarships, introduction to college success
- Share alternatives to college and support youth applications to alternative programs
- Engage in one-on-one and/or group college and career advising
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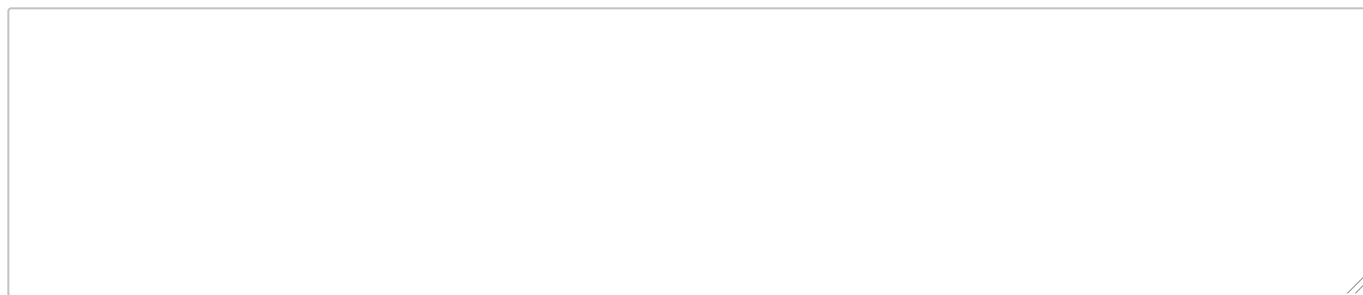
What are the intended outcomes of the project as they relate to MPF's goal of increasing academic engagement and on time graduation?

Describe the service activities that the Fellow will perform. Please highlight how the Fellow will implement the selected MPF focus area objectives (listed above).

What strategies will be implemented to support the Fellow in recruiting and retaining a minimum of 15 consistent youth?

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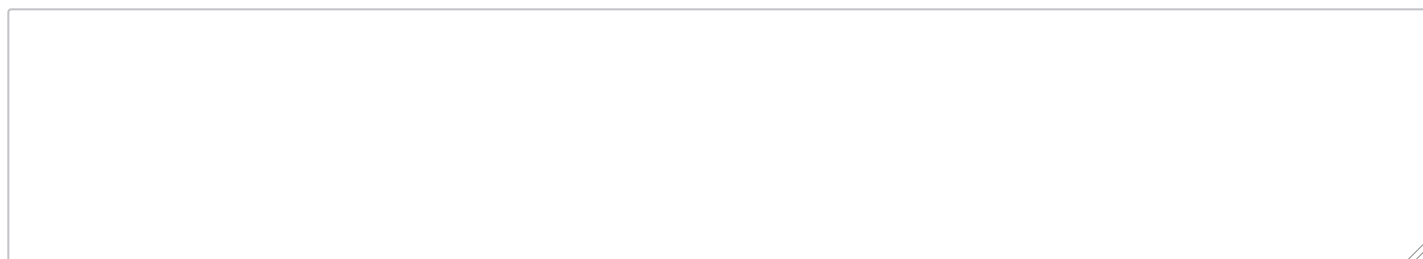
How will the Fellow be supported to achieve approximately 150 hours of programming per youth for the service term?

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Describe how the Fellow role will differ from a full-time staff position.

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How will the Fellow project be adapted if COVID-19 restrictions remain in effect for 2021-2022?

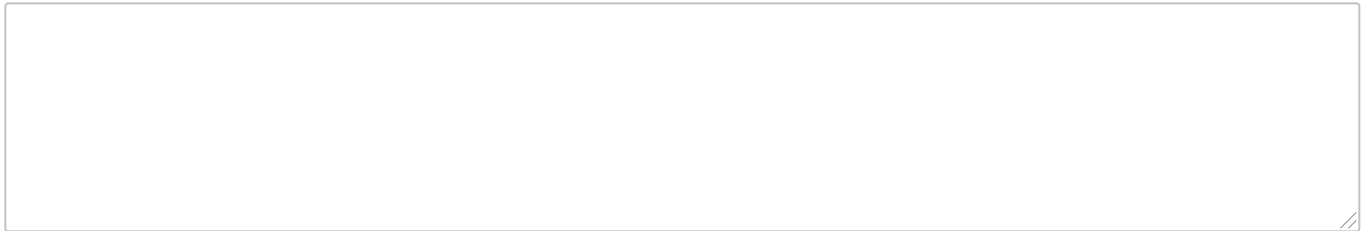
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Project Timeline & Fellow Schedule

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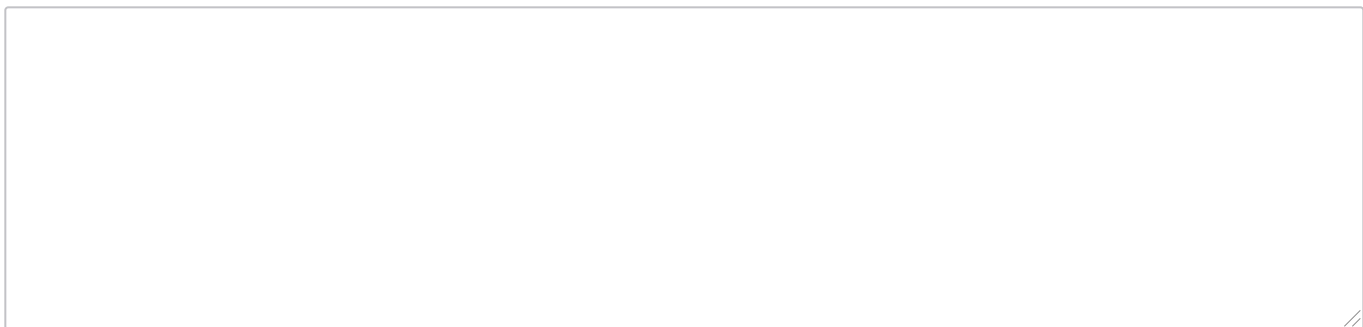


Optional Graphic or Chart Upload of Project Timeline and Fellow Schedule

Project Vision

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

How will the Fellow build capacity for the project/program? How will they leave a lasting impact on youth, so they to succeed in high school and beyond?



New Application: Fellow Support

SECTION III- Fellow Support (35%)

Fellow Training & Supervision

Please expand upon how your organization will provide holistic support to Fellows throughout their year of service.

Who will be the Fellow supervisor? How will the Fellow be supported? (NOTE: we require Fellow supervisors to meet with Fellows weekly and provide support on a daily basis. Each site may only have **one** designated supervisor)

How will the Fellow be supported in keeping up with their MPF responsibilities, such as data tracking or attending meetings?

How will the Fellow be oriented to the organization? What additional site-specific training and professional development will be provided?

How will support be provided if the Fellow has limited to no work experience?

Please share the name and contact information of whom will manage Fellow recruitment from the host organization.

First & Last Name

Email

Phone Number

MPF Recruitment requires host organizations to play a major role in advertising, outreach, and engagement in timely interviewing. What is the organization's plan to recruit the Fellow and what are five different strategies you intend to implement?

Scholarship Submission

Scholarship Submission for Northeastern Neighborhoods (Optional)

If you are an organization affiliated with Northeastern University (internal program, housed at the University, etc.) or located in the University Boston neighborhoods of Mission Hill, Roxbury, South End, The Fenway, or Burlington, Dedham or Nahant, you are eligible to apply for a scholarship to

be deducted from your host site match payment. **To apply, please attach a letter 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 \$3,000 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.

FINAL Submission

Submission:

Applicants should submit this survey, including the service description attachment, by January 29, 2021 at 5pm. We will be holding information sessions via webinar in December and January. Please visit www.masspromisefellows.org for details.

I have reviewed all information in the proposal and am ready to submit.

Yes

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.

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