



Opening Information

The Massachusetts Promise Fellowship is now accepting Grant Proposals for the 2020-2021 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 and utilize strategies to **increase youth academic engagement** (see below)
 - 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.
 - Be Fellow-led or be a Fellow-led part of a larger project *Fellows can be involved with one or more projects*
 - 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**
 - Serve the **same group** of 15+ young people in grades 6-12 for an entire academic year (September-June)
 - Include a comprehensive strategy for recruiting and retaining youth participants
 - Comply with AmeriCorps policies and prohibited activities

Program Timeline & Selection Process

<u>January 6th, 2020 at 5pm</u>	<u>Intent to apply* due (not required, but strongly recommended)</u> <u>*Available at www.masspromisefellows.org</u>
<u>January 27th, 2020 at 12pm</u>	<u>Applications due through submission portal</u>
<u>March 2nd, 2020</u>	<u>Fellowship host sites are selected and notified</u>
<u>March-June 2020</u>	<u>The Fellowship will work with host sites to recruit and select a Fellow by June 15th, 2020</u>
<u>August 10th, 2020</u>	<u>Fellows begin service at host site organizations</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 27th, 2020 at 12pm***

Organization Name

Organization Mission Statement

Organization Address

Street Address, Line 1

Street Address, Line 2

City

State

Zipcode

Primary Contact Person Information

First & Last Name

Email

Phone

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

Email

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 Proposal Application
- Returning Proposal 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):

Hours/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

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 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
- Communicating regularly with the Fellowship team regarding Fellow challenges and successes

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SIGN HERE

clear

Returning Applications: Org Background & Need

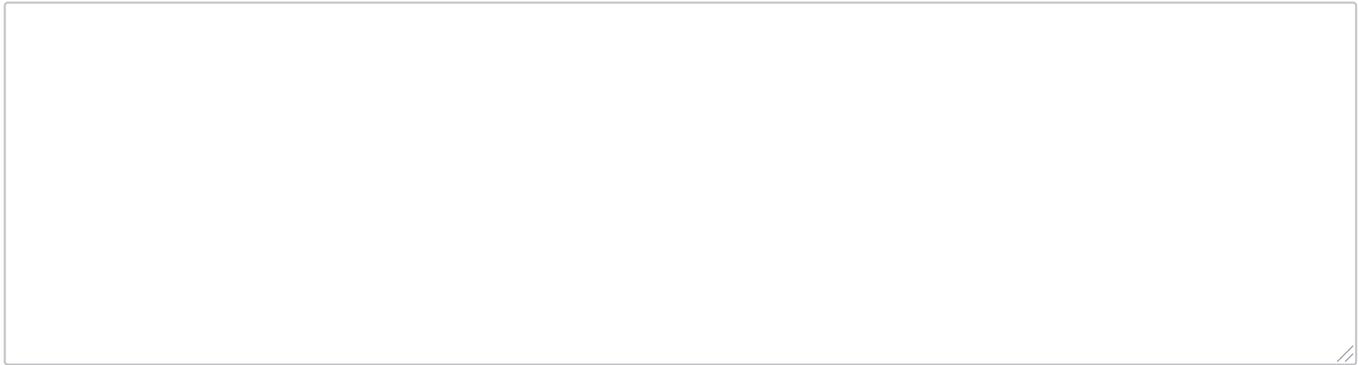
SECTION I- Organization Background & Need (15%)**Organization Background**

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: [2020 2021 service description template](#)

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:

Restate your goals and objectives for the Fellow project. Have your stated goals changed or adapted from the previous year? If so, why and how?

Restate the specific service activities the member will engage in. What areas will the Fellow have project ownership?

What challenges, if any, did you 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?

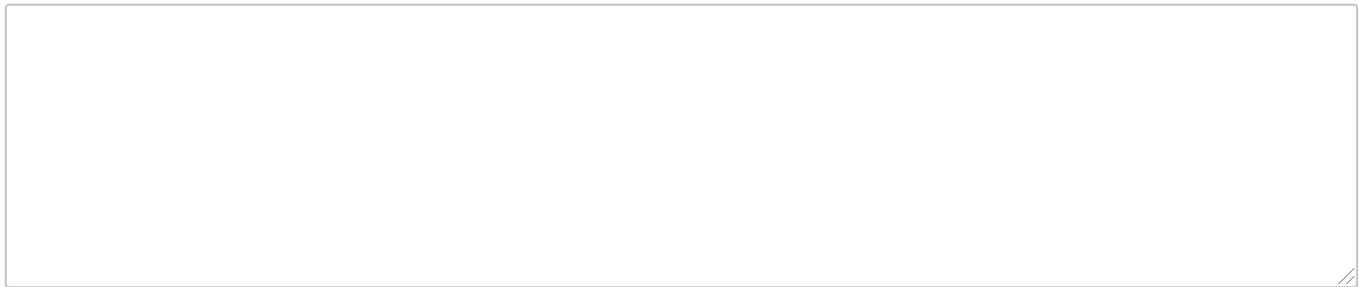
Describe how the Fellow role will differ from a full-time staff position.



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. This should include at least 5 hours of direct service with youth. The Fellow should be working with a consistent group of **at least** 15 young people by mid-October 2020 and should be on track to deliver 150 hours of programming to that same group by June 2021. **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?



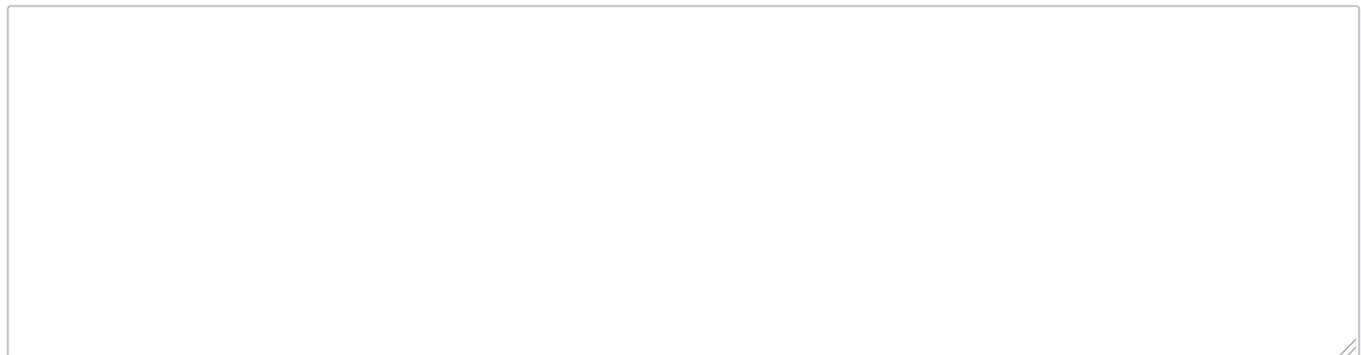
Returning Application: Fellow Support

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 have you supported your Fellow's personal and professional growth this year? What have you learned that you will apply if granted another Fellow in 2020-2021?



How have you supported Fellows with 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 your organizational plan to recruit your 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 your plan for onboarding a Fellow at your host site, particularly if they have limited to no work experience? What site-specific training will be necessary?

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 is your overall organization committed to this project? Please provide evidence of this commitment.

Has your organization hosted a Fellow or other AmeriCorps members in the past? If so, in what capacity and for how many years? Please share more about that experience and the Fellow impact.

Organizational & Community Need

Please explain the need that you have identified:

How would 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?

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.

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Use the template to include the service description, focus area, essential responsibilities, qualifications and Fellow schedule. Upload as a PDF document below. [Template here: 2020 2021 service description template](#)

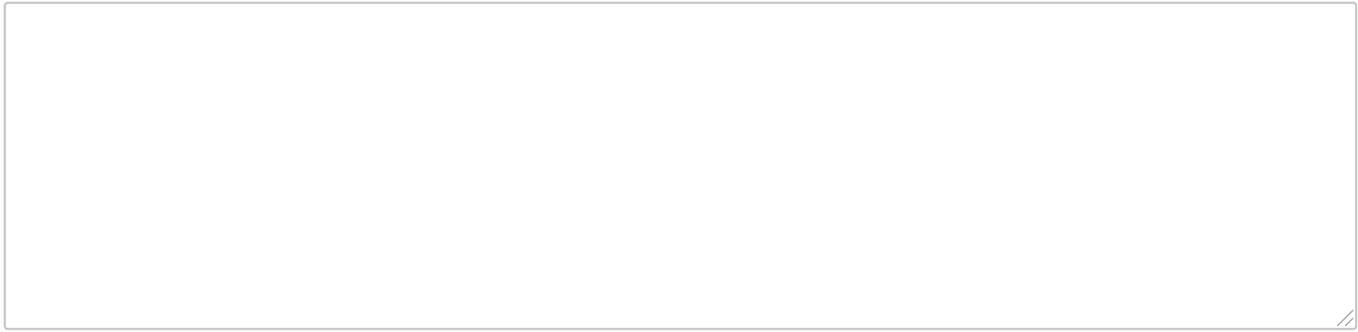
Project Background

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

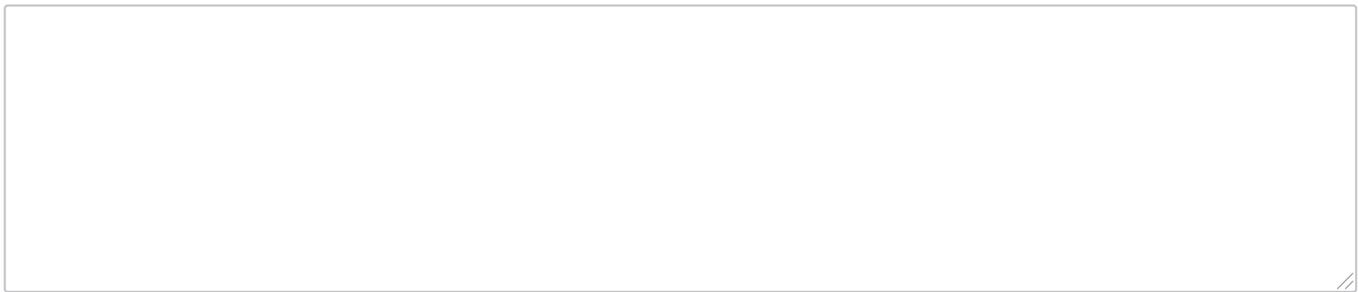
What are the measurable goals and objectives of the project? Include specifics on how the youth will be impacted by this project as it relates to our goal of increasing academic engagement.

Describe the service activities that the Fellow will perform, how they relate to the project focus area, and the expected goals. Please highlight the elements of project ownership and responsibilities the Fellow will have.

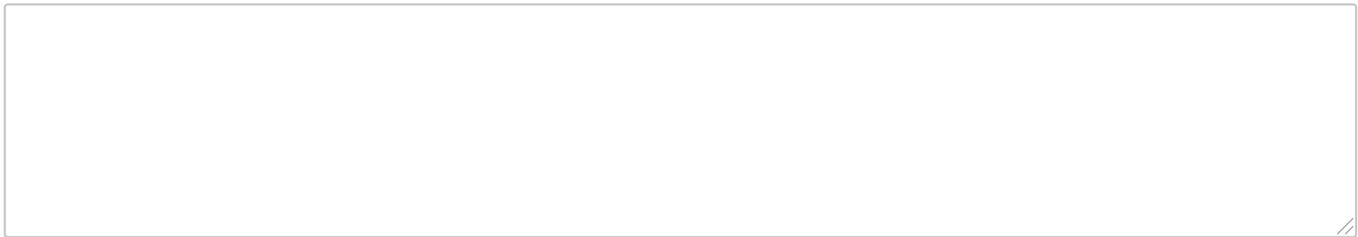
What strategies will be implemented to support the Fellow in recruiting and retaining a minimum of 15 consistent youth?



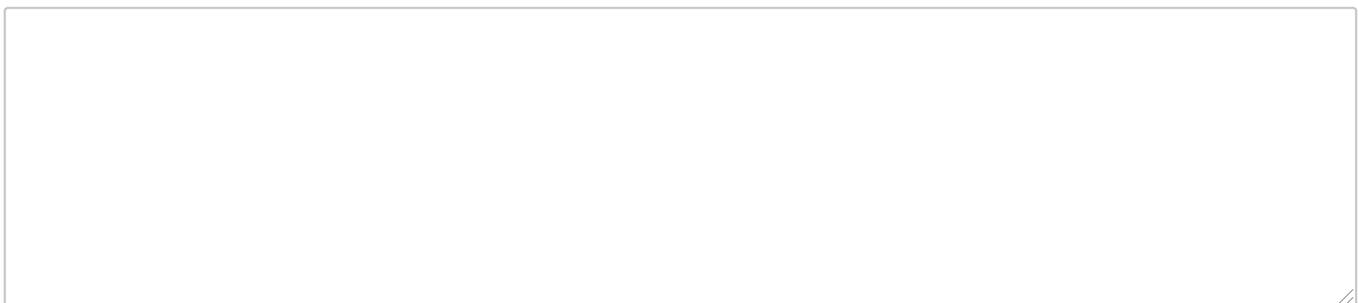
How will you support your Fellow to achieve approximately 150 hours of programming per youth for the service term?



Will this project involve recruiting and managing volunteers? If so, please describe volunteer roles and how you will support your Fellow in this process.



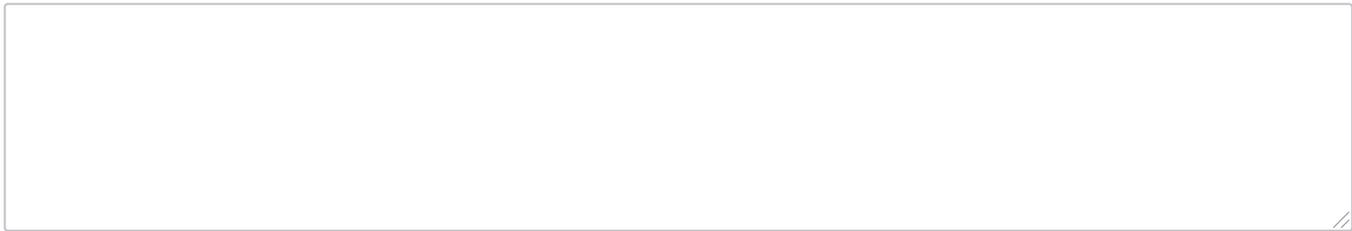
Describe how the Fellow role will differ from a full-time staff position.



Project Timeline & Fellow Schedule

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

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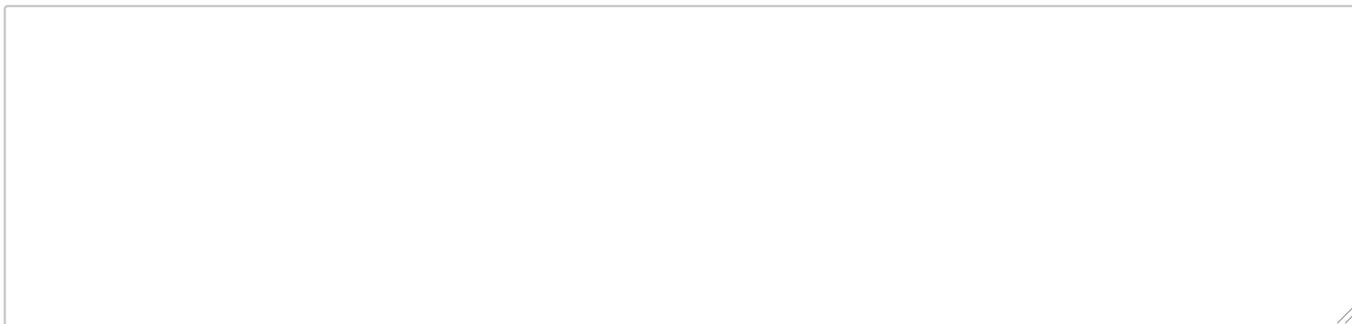


Optional Graphic or Chart Upload of Project Timeline and Fellow Schedule

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 in order for them 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 do you plan to help your Fellow keep up their MPF responsibilities, such as data tracking or attending meetings?

What is your plan to orient and train the Fellow to your organization? What additional site-specific training will be necessary?

How will you provide additional support if your Fellow has limited work experience?

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

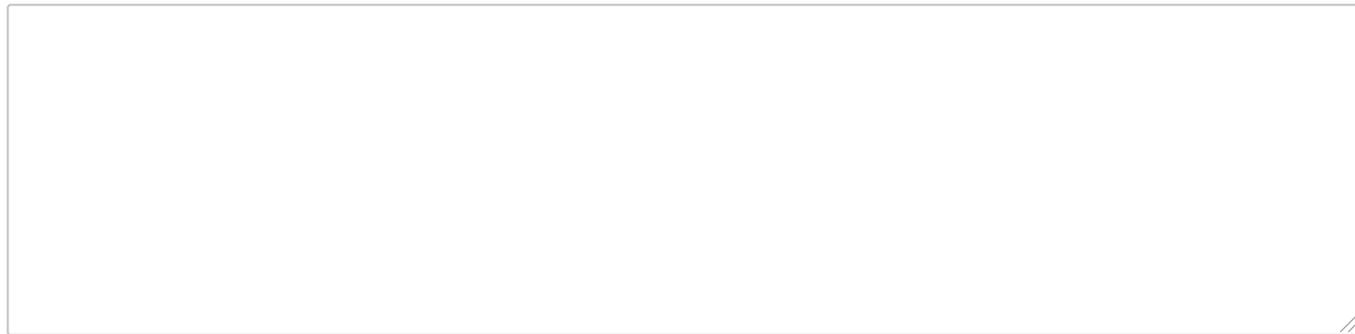
First & Last Name

Email

Phone Number

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

What other development opportunities or supports will you provide the Fellow?



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 27th at 12pm. 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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