



## **Massachusetts Promise Fellowship**

### **2012 - 2013 Host Site RFP Instructions**

*Apply to Host a Massachusetts Promise Fellow!*

***\* Proposals Due By 5pm on Thursday, February 2<sup>nd</sup>, 2012 \****  
*Emailed or Faxed Proposals Will Not Be Accepted*

**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 Five 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.

Originally created through a partnership with the **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.

### 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, Health Resources in Action, Youth Advocacy Department, 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, currently engages more than 50,000 Americans in intensive, results-driven service each year.

**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 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 Fellow who will coordinate mentoring, academic support or college and career programming to increase each young person's interest in school. Each year the program applies for AmeriCorps funding from the Corporation for National and Community Service for AmeriCorps positions. Once received, these positions are awarded to deserving host sites across the Commonwealth after an application process and grant review. This year we plan to host 40 AmeriCorps members and anticipate receiving final notification of our federal funding in late May of 2012.

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, \$5,550 post-service education award, health insurance, training opportunities, free coursework at Northeastern University, loan forbearance, 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 (grades 4-12), and align with one of the program’s performance measures (described below)
- Provide an opportunity for the Fellow to serve a consistent group of young people over the course of an academic year
- Be a new project or an expansion of an existing project.
- Have a large-scale impact
- Include both direct service and capacity building activities
- 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 and are intended to serve a consistent group of young people. All include a component of capacity building to ensure our Fellows will leave a sustainable impact on their host site. Proposed Fellow projects must align with **one** of the primary performance measures outlined below (caring adult, safe place, healthy start, opportunities to serve, or effective education):

### 1. Mentoring

- Caring Adult** – Fellows will implement and expand mentoring programs in the Out of School Time setting to increase the number of youth who experience a consistent caring adult to support their academic achievement.
  - Activities for the proposed Massachusetts Promise Fellowship position should include but are not limited to:
    - Recruit mentors and facilitate the matching process
    - Provide matches with group mentoring activities and refer them to community resources
    - Identify and implement relevant mentor training
    - Evaluate and assess mentoring program

### 2. Academic Support

- Safe Place** – Fellows will develop and lead enrichment activities (tutoring, academic support, homework clubs, etc) 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:
  - Facilitate and enhance existing program curriculum
  - Develop new activities (workshops, field trips, guest speakers, etc) that are age appropriate and culturally relevant to supplement existing curriculum
  - Engage and manage volunteers to serve as tutors and homework helpers to provide more one-on-one support for youth
  - Build relationships and create systems of communication with parents and teachers to ensure OST programs are best meeting the needs of students
- **Healthy Start** – Fellows will coordinate and lead education programs in the Out of School Time setting to develop social and emotional competencies of youth (ex. self-awareness, self-management, social awareness, relationship skills, responsible decision-making).
  - Activities for the proposed Massachusetts Promise Fellowship position should include, but are not limited to:
    - Design and deliver character building programs that provide youth with the space to reflect, role play, and build community with each other
    - Recruit and support youth participants
    - Research the Social Emotional Learning (SEL) framework to integrate into an existing health education program
    - Create and implement activities that will help youth develop social and emotional competencies
- **Opportunities to Serve** – Fellows will create and lead community service-learning projects with youth in the Out of School Time setting.
  - Activities for the proposed Massachusetts Promise Fellowship position should include, but are not limited to:
    - Support youth through a community needs and asset mapping process to design a service project in their community
    - Support youth in the implementation of community service-learning projects
    - Assess the community service-learning project and its impact on the community
    - Facilitate an existing (or create) a civic engagement curriculum to educate young people about the importance of being engaged in their communities
    - Find new and innovative ways to keep youth engaged after the successful completion of community service-learning projects

### 3. College & Career Exploration

- **Effective Education** – Fellows will deliver college and career programming in the Out of School Time setting to ensure youth are prepared to succeed.
  - 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
    - Recruit professional volunteers to serve as career speakers to educate the young people about job opportunities
    - Meet one-on-one with youth to discuss their career and college plans
    - Implement skill based training to make youth marketable in the workforce including resume workshops, professional dress, interviewing, and networking

## 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

**Thursday, February 2<sup>nd</sup>, 2012** – Applications are due on or before 5pm

**Tuesday, March 9<sup>th</sup>, 2012** – Fellowship host sites are selected and notified

**March 2012 - June 2012** – The Fellowship will work with host sites to recruit and hire a Fellow

**August 2012** – 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 one mid-year)
- Agree to comply with the **reporting requirements** of MPF
- A **cash match** to defray a portion of the Fellow benefit costs (see below)
- 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 Fellowship)
- Assist with 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
- Complete a **criminal background check** on your Fellow and submit a letter verifying the completed process to the Fellowship on or before the due date

## REPORTING REQUIREMENTS

The Fellowship will be responsible for all of the reporting that is submitted to the Corporation for National & Community Service. The host site and Fellow will help support the Fellowship in successfully completing the following:

- Complete and oversee pre- and post- surveys of youth being served by the Fellow. Specifically the Fellow will track the youths' interest in school during the academic year
- Supervisors will complete an annual survey assessing the Fellow impact
- Fellows will conduct interviews with three randomly selected youth
- Complete mid-year and end-year assessments of the Fellow (to be completed by the Fellow and supervisor)

### 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 \$8,800 and \$13,750 for a full-time Fellow that will serve a minimum of 1,700 hours over their 12 month term of service (whereas our total cost/Fellow is \$36,718). 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>\$8,800</b>
\$300,001 - \$500,000	<b>\$10,450</b>
\$500,001 - \$1,000,000	<b>\$12,100</b>
\$1,000,001+	<b>\$13,750</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
- Clear connection between the host site and the mission of the Massachusetts Promise Fellowship
- Each section of the narrative is weighted using the following breakdown:
  - o Organization Background (25%)
  - o Project Background (50%)
  - o Fellow Support (25%)

## Proposal Guidelines & Instructions

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 below
- 3) Complete a cover sheet for each separate Fellow project proposal and respond to the narrative questions. Submit one (1) original and ten (10) copies via mail/in person delivery to the address listed below on or before 5pm, Thursday, February 2<sup>nd</sup>, 2012. **Faxes and emails will not be accepted.**

## Application Instructions

Please respond to the questions below in a Word document (doc.). **Proposal narrative must be typed, doubled-spaced and in 12-point Times New Roman font and may not exceed 8 pages (not including the cover sheet).** Please use 1 inch margins. Attachments will not be accepted. 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 complete both the cover page and narrative
- Answer every section clearly and in order
- 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
- Print, sign and submit one original and ten copies of your proposal to the address below

## Narrative Questions

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

#### Organizational Overview

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

- What is your organization's mission?
- What are its major programs and services?
- Has your organization hosted a Fellow in the past, and if so, in what capacity, and for how many years?
- Has your organization hosted an AmeriCorps member/s from another program in the past, and if so, in what capacity, and for how many years?
- Why do you want to host a Fellow(s) and how will the Fellow(s) fit within your organization?

- How will the Fellow project/s fit in with your organization's mission and overarching goals?
- Who in the organization will be involved with the project and in what capacity?

### **Organizational & Community Need**

Please explain the need that you have identified:

- How does this position target an identified need in your organization?
- How will this project meet the need to provide resources to young people in your community?
- Tell us about the demographics of the young people your organization serves and how this project is meeting the needs of underserved youth?
- How will a Fellow/s make an impact?

## **SECTION II- Project Background (50%)**

### **Project Overview**

Provide a one-paragraph summary of the proposed Fellow project.

### **Project Focus Area**

Please select one primary focus area (see full descriptions on pages 4 & 5)

- Caring Adult
- Safe Place
- Healthy Start
- Opportunities to Serve
- Effective Education

### **Project Description**

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 the expected accomplishments. Think of what you would want to see on a detailed job description.
- What are the objectives of the project?
- What are the Fellow's specific duties and anticipated outcomes? Please highlight the element of project ownership and how the Fellow will be responsible for the project itself.
- How does the project relate to the Fellowship's performance measures?
- Will the proposed project utilize a proven framework or evidence-based curriculum? If not, what resources will you use to ensure impact?
- How will you measure success?

### **Project Timeline**

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

- 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 young people starting in the fall.
- Demonstrate how the project will provide an adequate work load for a Fellow serving full-time for one year. You may outline this in any form (paragraph, bullets, table/chart, etc.), but it must be within the narrative. Attachments will not be accepted. Please keep in mind that the Fellow should be working with a core group of youth for the academic year.

## Project Vision

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

- If the Fellow project is an existing project:
  - discuss lessons learned;
  - how the project will be expanded, improved, and sustained;
  - how the project has adapted to MPF's 2012-2013 program model if applicable;
  - where do you see the project in the near future as it continues to grow and expand?
- If the Fellow project is a new project:
  - what is the vision for this project and where did the idea come from;
  - what are the end goals;
  - where would you hope to see the project after its first year?
- How will the Fellow lead this process and build capacity for the project to make a lasting impact beyond their year of service?
- Provide evidence of organizational commitment to this project.
- Is there a plan for the proposed project if your organization is not granted a Fellow?

## SECTION III- Fellow Support (25%)

### Fellow Training

- What orientation/training will you provide the Fellow?
- How will your Fellow fit within your organization?
- How will you ensure that the Fellow is properly trained and supported to carry out their project at your site?
- What other development opportunities/support/benefits will you provide the Fellow?
- Fellows participate in monthly mandatory trainings coordinated by the Fellowship staff. How will you encourage the Fellow to share these resources with your site staff?

### Fellow Supervision

Fellows need support and guidance to be successful. Convince us that your organization has the capacity to support the Fellow and project.

- Who will be the Fellow supervisor and what is their role in the organization?
- What is the supervision plan for the Fellow? (NOTE: we require Fellow supervisors to meet with Fellows weekly)
- If your organization hosts other AmeriCorps member/s, discuss the relationship and potential collaboration between the Fellow and those member/s.

## **SUBMISSION CHECKLIST**

- 1 original proposal including:
  - signed cover sheet
  - narrative, maximum of 8 pages (see above for formatting requirements)
- 10 copies of the proposal to include (*double sided copies are encouraged to save paper*):
  - cover sheet
  - narrative

**FOR MORE INFORMATION**

We will be holding information sessions throughout Massachusetts in January. Please visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for details.

**Applications are due by 5pm on Thursday, February 2<sup>nd</sup>, 2012.**

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.*