



December 1st Deadline—Education and Enrichment
Grant Application Form

Please complete and include the following:

- Cover Sheet
- Program Narrative
- Grantee Action Plan Program Budget Form
- **Current Grantees: please complete and submit the Progress Report found at the end of the application form**

E-Mail your application (**in Word format, not in .pdf format**) along with other required materials to Foundation Administrator Karen Reynolds at kreynolds@mcneelyfoundation.org. If it is not possible to send the application electronically, applications will be accepted by US Postal mail. Attachments (budgets, financial statements, etc.) may be sent as pdf files with the E-mail application or sent via postal mail if postmarked by the deadline date. Please do not send CDs, DVDs or annual reports.

Grant Application Cover Sheet

You may reproduce this form on your computer

Date of application:
November 30, 2011 _____

Application submitted to: Karen Reynolds _____

Organization Information

Name of organization City of Saint Paul Department of Parks and Recreation		Legal name, if different	
Address	City, State, Zip	Employer Identification Number (EIN)	
25 W. Fourth Street, Suite 400	St. Paul, MN 55102	41-6005521	
Phone (651) 266-6400	Fax (651) 292-7405	Web site www.stpaul.gov/parks	
Name of top paid staff	Title	Phone	E-mail
Michael Hahm, CPRP	Director	(651) 266-6409	Michael.hahm@ci.stpaul.mn.us
Name of contact person regarding this application	Title	Phone	E-mail
Catherine Penkert	Grants Specialist	(651) 266-6422	Catherine.penkert@ci.stpaul.mn.us

Is your organization an IRS 501(c)(3) not-for-profit? _____ Y es No

If no, is your organization a public agency/unit of government? Y es _____ No
If no, check with funder for details on using fiscal agents, and list name and address of fiscal agent:

Fiscal agent's EIN number

Proposal Information

Please give a 2-3 sentence summary of request:

This proposal would support up to 15 East Side middle school youth in building life skills, building relationships with caring adults, and developing skills in science, healthy cooking, and the arts through the TeenVenture program. Saint Paul Parks and Recreation will work in collaboration with Saint Paul Public Schools Community Education, the East Side Arts Council, the Community Design Center of Minnesota, and Leonardo’s Basement to offer eight weeks of free workshops for middle school youth during the summer at Conway Recreation Center. The proposal would also support one Group Leader position for the K-5 East Side KidVenture program that serves over 100 youth per summer at Dayton’s Bluff Rec Center.

Population served: Youth in grades K-8, focus on middle school and those who live and/or attend school on the East Side	Geographic area served: East Side of Saint Paul
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Funds are being requested for (check one) Note: Please be sure funder provides the type of support you are requesting.

<input checked="" type="checkbox"/>	General operating support	<input type="checkbox"/>	Start-up costs	<input type="checkbox"/>	Capital
<input type="checkbox"/>	Program/program support	<input type="checkbox"/>	Technical assistance	<input type="checkbox"/>	Other (list)

Program dates (if applicable): June through August 2012 (8 weeks, exact dates TBD)

Fiscal year end: December 31, 2012

Budget

Dollar amount requested:	\$13,860
Total annual organization budget:	\$
Total program budget (for support other than general operating):	\$89,001

Authorization

Name and title of top paid staff or board chair:

Michael Hahm

Signature

Michael Hahm

Program Narrative

- o *Please provide a **brief history** of your organization and its mission.*

Saint Paul Parks and Recreation manages more than 170 parks and open spaces, Como Park Zoo and Conservatory, 25 city operated recreation centers, 4 municipal golf courses, more than 100 miles of trails, an indoor and outdoor aquatic facility, a public beach, a variety of premium sports facilities, and Great River Park. The mission of Saint Paul Parks and Recreation is to help make Saint Paul the most livable city in America by facilitating the creation of active lifestyles, vibrant places, and a vital environment.

- o *What is your proposed program? What is the primary goal of this program?*

The proposed program is TeenVenture, which is a middle school-focused summer subset of the larger East Side KidVenture No School Day and summer camp program. KidVenture began in 2007 as a project of the East Side Learning Collaborative with the goal of bringing many people together across roles and organizations in order to collectively ensure that **East Side youth build life skills and positive relationships with caring adults**. Today, the mission of KidVenture is to provide high quality out-of-school time learning opportunities for East Side youth by carrying out the following values:

- Building community through collaboration
- A safe, fun, welcoming environment
- A variety of engaging, hands-on learning experiences
- Caring relationships
- Free and accessible programming
- Staff dedicated to building youth leaders.

East Side KidVenture serves youth in grades K-6 on 14 No School Days throughout the academic year. Community Teachers lead workshops that are designed to intentionally create opportunities for children to strengthen life skills, including working in groups with their peers, resolving conflicts peacefully, and trying new things. Community Teachers are recruited through the East Side Arts Council's roster, Community Education's network of over 100 teachers, and other community organizations including the Community Design Center and Leonardo's Basement.

During the summer, the program is offered five days per week for eight weeks, but the model varies depending on age. Youth in grades K-5 continue with the school-year model of rotating through several workshops each day, usually including art, physical activity, and another enrichment topic such as cooking, foreign language, or science. Youth in grades 6-8 have their own program, TeenVenture, designed to better engage this age group that is transitioning from childhood to early adolescence by allowing them to explore topics of their own choosing and develop their skills to a higher degree through more intensive projects. Past projects have included videos on East Side history, public art such as murals and painted sidewalks, and hip hop dance performances. This year, each week will focus on a different topic or project. The East Side Arts Council will recruit artists for week-long workshops in mural painting, screen printing, hip-hop dancing, and world drumming.. The Community Design Center will lead two weeks of cooking workshops and Leonardo's Basement will lead two weeks of inventors' workshops; possible topics for these include rocketry, woodworking, or electricity and small motors.

- o *Who will carry out this program? What is their experience/background with programs of this type?*

Since its inception, KidVenture has been collectively designed and overseen by an advisory group made up of staff from the East Side Arts Council, Saint Paul Parks and Recreation, and Saint Paul Community Education, with lesser participation from the Community Design Center of Minnesota and Metropolitan State University. Parks and Recreation provides space, 1 Group Leader, 4 Teen Teachers through the Youth Job Corps program, a cell phone for the KidVenture Coordinator, the Federal summer meal program, and project management assistance, including fundraising and evaluation support. The East Side Arts Council supervises the KidVenture Coordinator VISTA position, recruits Teaching Artists, and raises funds. Community Education takes registration, publicizes the program in East Side schools, and recruits and pays 1 Teacher each day. The advisory group partners work together to oversee, give feedback on, and evaluate details of program implementation.

- o *Why is this program important and what impact will it have on your target population and/or the East Side community?*

East Side KidVenture, including TeenVenture, meets a critical community need by providing free neighborhood-based, high quality, hands-on learning experiences for East Side youth during out-of-school time hours. Over 100 youth, including 15 middle school students, will strengthen life skills and build relationships with caring adults in their community. The program consistently has a waiting list, indicating the community's demand for this opportunity.

The KidVenture model focuses on a range of youth development outcomes. Workshops are structured to support school-day learning without replicating a school-day environment. The KidVenture program is a success if a young person trusts the program staff, makes new friends, learns how to get along with others across differences, tries new things, says he or she learned something that will be useful outside of the program, and has fun along the way. Building relationships between youth and caring adults is a primary focus of KidVenture, so strong attention is paid to hiring qualified staff and providing ongoing training and support in the elements of quality youth development programs.

KidVenture employs a deliberate program structure, design, and delivery. Community Teachers are asked to submit lesson plans using the "What? – So What? – Now What?" format to ensure that learning goals are clear, relevant, and connected to practical implications through group reflection. The program supports a high intensity of contact with youth by operating five days per week for eight weeks in the summer. Registration is on a week-by-week basis for TeenVenture, so youth can attend just the workshop they find most interesting or they can attend all of them. The model aims to attract participants based on interest, and then retain them through the connections they make with the engaging, dedicated Group Leader.

KidVenture initially grew out of the Mayor's Second Shift Initiative and as such has been closely tied to the City's efforts to improve the use of data and assessments in driving youth program quality. KidVenture uses the Sprockets Database to track unduplicated attendance and participation data. Youth, parent, and teacher surveys are given to assess youth outcomes and program quality. Structured observations and focus groups are also conducted by advisory group members to ensure continuous quality improvement.

TeenVenture provides youth choice by offering a variety of workshop topics. Youth voice is also incorporated into each workshop through strategies such as group selection of the mural topic and individual design of the screens for screen printing. By employing teenagers as Teen Teachers in the K-5 program, KidVenture offers neighborhood-based leadership opportunities for East Side teens.

Proposed Action Plan

Please maintain a copy of this completed form for your records as you will need to refer to it for progress reporting and re-application.

Program Title: East Side KidVenture

Program Coordinator

Name/Phone/E-mail: Allie Quinn, (612) 270-9005, allie.kidventure@gmail.com

Qualifications/Experience: Allie is a second year Americorps VISTA member. Prior to working with KidVenture, she worked with Conservation Corps of MN & IA where she supported the Youth Outdoors program, an after school program employing St. Paul and Minneapolis high school youth in conservation-related work and education within their communities. Allie also worked as an internal communication specialist at Cargill after graduating from Iowa State University with a M.A. in Communication Studies.

Summary of Program:

(1 or 2 sentences)

East Side KidVenture’s mission is to engage youth in fun, hands-on learning activities that connect them to their community and help them build positive relationships with peers and adults during school release days and summer. TeenVenture, the middle school component of the program, offers more choice and opportunities to delve deeper into projects in order to better suit the learning needs of sixth through eighth graders.

Number of People Served by This Request: 115 (100 in grades K-5, 15 in grades 6-8)

Goal #1: Top Priority Goal You must answer “what measureable difference will your program make in your community; in changed lives, new skills, knowledge, behaviors or attitudes?” (Must be measureable results, not simply efforts)

Learning – Middle school youth will feel excited about learning.

Action Plan

What steps need to be done to achieve this goal?

Actions	By When	Person Responsible
1. Recruit Community Teachers from well-respected partner organizations	March 2012	KidVenture Coordinator, with support of Advisory Group
2. Identify topics for 8 week-long workshops	April 2012	KidVenture Coordinator, Partner organizations/teachers
3. Work with teachers to develop week-long workshops based on “What? – So What? – Now What?” format	May 2012	KidVenture Coordinator
4. Hire a dynamic Group Leader to support TeenVenture throughout the 8 weeks and ensure connection between youth, Community Teachers, and workshop projects	May 2012	KidVenture Coordinator and Advisory Group

Expected Result/Outcome:

Youth participants will report that they learned new things and things they did not know they could do, and they will be able to articulate what they learned each week.

Evaluation Method for Goal #1

- Attendance records (to track consistency of participation)
- Focus groups
- Surveys of youth and parents

Goal #2: You must answer “what measureable difference will your program make in your community; in changed lives, new skills, knowledge, behaviors or attitudes?” (Must be measureable results, not simply efforts)

Life skills – Middle school youth will develop stronger teamwork, decision-making, and conflict resolution skills.

Action Plan

What steps need to be done to achieve this goal?

Actions	By When	Person Responsible
1. Train Community Teachers and Group Leaders on fostering positive behavior, group facilitation, and teambuilding.	Mid-June 2012	KidVenture Coordinator, community training resources (e.g. Sprockets Network, East Side Network Café)
2. Work with Community Teachers to incorporate youth-led decision-making and teambuilding activities into their workshop plans.	May 2012	KidVenture Coordinator
3. Meet with Group Leader weekly to reflect on progress toward this goal and make adjustments as necessary	Ongoing throughout summer	KidVenture Coordinator

Expected Result/Outcome:

Youth participants will report that they feel comfortable working with their peers in a group, that they feel comfortable doing things with peers who are different than them, that they have learned how to get along better with other youth, and that they have gotten better at solving problems in a peaceful way.

Evaluation Method for Goal #2

- Surveys of youth and parents
- Focus groups

Goal #3: You must answer “what measurable difference will your program make in your community; in changed lives, new skills, knowledge, behaviors or attitudes?” (Must be measureable results, not simply efforts)

Caring Adults – Youth will believe that there are many supportive adults in their neighborhood who care about them.

Action Plan

What steps need to be done to achieve this goal?

Actions	By When	Person Responsible
1. Recruit and hire dynamic, caring, experienced youth workers to fill the Group Leader positions for summer	June 2012	KidVenture Coordinator, with support of Advisory Group
2. Recruit Community Teachers from partner organizations with reputations for building strong, positive connections with youth	March 2012	KidVenture Coordinator, with support of Advisory Group
3. Train summer staff in KidVenture philosophy of youth development and group management	June 2012	KidVenture Coordinator
4. Have regular check-ins with Group Leaders and Community Teachers to identify issues early and troubleshoot as needed	Ongoing throughout the summer	KidVenture Coordinator

Expected Result/Outcome:

Youth will report that the adults at KidVenture care about them, that they trust the adults, and that they can count on the adults to help solve problems. Youth and adults will know each other by name and demonstrate a positive, caring rapport.

Evaluation Method for Goal #3

- Attendance records (to track consistency of participation)
- Focus groups
- Surveys of youth and parents
- Structured observations

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