

City of Stockton Homework Center Grants

Notice of Availability Of Funds

Applications Due: **Friday, June 20, 2008, by 5:00 p.m.**

Please submit one original and five (5) copies.

No facsimiles or electronic submissions will be accepted

**CITY OF STOCKTON
HOMEWORK TUTORING GRANTS FISCAL YEAR 2008-2009
TIMELINE**

Monday, May 5, 2008	Notice of Availability of Funds Release Homework Center Applications Available
Thursday, June 5, 2008, 3-5 p.m.	Homework Center Grants Workshop: Stewart-Hazelton Room, Cesar Chavez Central Library 605 N. El Dorado St., Stockton, CA
Friday, June 20, 2008 5:00 p.m.	Applications due to: Natalie R. Rencher, Director of Library Services Stockton-San Joaquin County Public Library 605 N. El Dorado Street Stockton, CA 95202 Originals must be filed; no facsimiles accepted. One original and five (5) copies.
July 2008	Review and evaluation of applications with staff and Council Committee on Community Improvement & Crime Prevention.
August 2008	Present recommendations to City Council for review and approval.
September 2008	Contract creation and compliance
September 2008	Funds released
October 2008	Homework Center Programs begin operation

Availability of Funds for Homework Tutoring Centers—Citywide

Agency: Stockton-San Joaquin County Public Library (City of Stockton)

Action: Notice of availability of funds

Summary

The City of Stockton announces the availability of funds for the tutoring center program grants focusing on elementary and middle school students who need assistance in academics. As part of this effort the city is soliciting applicants which are public or private non-profit organizations. Grants are expected to be awarded in September 2008 with service expected to begin in October 2008 and run through the school year.

Dates

Applications must be received by **5:00 p.m. on Friday, June 20, 2008** for grants to fund through the 2008-09 school year. Applicants should file one original application and five (5) copies. No facsimiles or electronic submissions will be accepted.

Applications will be reviewed in July 2008. Successful applicants will be informed in September 2008, pending Council approval and the release of funds.

Programs are to begin in October 2008. The city reserves the right to reject all applications.

Funding cycle

Applications are currently being accepted for the fiscal year 2008-09 with a maximum of \$10,000.00 per site.

Funding is available on a fiscal year basis. There are no carryover funds and the amount available will depend on the City of Stockton budget for FY 2008-09.

Funding in one year does not guarantee funding the next year.

Workshop

Pre-application workshop is available for potential applicants to learn about the Homework Center Grant process. Participation is strongly encouraged for all new and returning applicants. Workshop will be offered on **Thursday, June 5, 2008, from 5-7 p.m.** in the Stewart-Hazelton Room at the Cesar Chavez Central Library. Administrative review of applicant submissions is available by appointment.

Addresses

Applications are available online at www.stockton.lib.ca.us and/or by telephone at (209) 937-8362. Applications should be submitted to the same address to the **Attention of Natalie R. Rencher, Director of Library Services.**

For further information contact: Cathy Clady, Development Program Manager III, Stockton-San Joaquin County Public Library, at (209) 937-8362.

SUPPLEMENTARY INFORMATION

Background

One of the goals of the City of Stockton is to help children succeed in school. One way of doing this is by providing assistance in the learning process through after school tutoring and homework assistance programs. This program is offered at the schools within the city limits of Stockton. There are opportunities for private sector organizations to offer this service to those schools not located within the city.

Tutoring is individual or group assistance in a particular subject area or areas. Tutors work with a student who is behind in his or her lessons and does not understand the subject matter well enough to be able to catch up without assistance. When assistance is provided and the child can maintain an acceptable grade level, he or she will have a better attitude toward school and is more likely to attend school and graduate.

The City of Stockton is also interested in providing youth development opportunities fostering assets in young people through interaction with caring adult and youth tutors. Tutors can also serve as role models or mentors in a child's life. When a child bonds with an adult or teen who has clear standards and healthy beliefs, the child is not as likely to do things which will endanger that bond. This is especially true if the individual has given the child the skills to accomplish a task and then praises the child for his/her accomplishment. These positive interactions make the child feel good about him/herself and the adult or teen from whom he/she receives praise. Regular interaction between a caring adult or teen and a younger child develops that child's capacity to make healthy life choices.

Purpose of Grant

The City of Stockton is contracting for tutoring services for elementary and middle school students in schools and neighborhoods where there are students with low grade point averages and limited opportunities which put them at educational risk.

The city will provide grants for the following purposes:

- To provide one-on-one and small group tutoring for a minimum of twenty (20) students for a minimum of three (3) days per week for a minimum of one hour per child per session.
- To provide up to twenty (20) trained tutors who will commit to spending at least three (3) months with the program.
- Tutors are to provide instruction in reading, math, and other subjects as identified by the teachers, staff, principal, and parents.
- To include an evaluation of the student's progress using standardized tests, school assessments, classroom assessments, teacher observations, attendance data, discipline data, or other available data which indicates the student's progress.

The project may be eligible for an audit to verify use of city funds.

Minimum Submission Requirements

1. Applicant must supply all information requested on the grant application.
2. Contracting agency must be a legally organized public or private non-profit agency with officers and/or directors who are responsible for operations.
3. Contracting agency must demonstrate ability to meet all guidelines.
4. Agency must have an agreement with the school that the students are attending wherein the school agrees to refer students, supply assignments, and conduct evaluations and report progress. This MOU must be included with the grant application. **(see attached sample)**
5. A certificate of insurance in the amount of \$1,000,000, naming the city as an additional insured must be attached to the grant application. Insurance must cover general liability and worker's compensation. If you have questions regarding this requirement, please contact the City's Risk Manager at 937-8629. **(see attached sample)**

APPLICATIONS NOT MEETING MINIMUM SUBMISSION REQUIREMENTS WILL NOT BE REVIEWED

Those agencies most likely to receive funding are those private or public nonprofit agencies which:

- a. Provide services at a school site or take steps to mitigate the need to transport students.
- b. Meet or exceed the minimum requirements.
- c. Do not depend entirely on the city for funding. Grant evaluation criteria will review any additional funding received by the applying agency for the same or similar programs. In-kind and other funding resources are strongly encouraged. Funds may be used to enhance existing programs, provided the applicant can clearly identify and track actual use and document that City of Stockton funds are not used in a duplicative manner when other funds are available. City of Stockton funds may not be used to supplant the applicant's existing services.
- d. Have a well-developed plan for achieving their goals.
- e. Have the organizational depth and structure to support the program.
- f. Agency must be able to demonstrate improvement in student performance and provide evaluative measurements in order to continue to receive funding.
- g. Overhead and administrative costs are kept to a minimum. It is the intent of the program to focus funding directly to contact/tutoring with students and minimally to overhead costs. Under no circumstances should this category amount to more than 15% of the grant request.

Additional Guidelines

- Any agency receiving funds under this program must make financial records available for inspection by the City of Stockton. The agency must provide an audit review of funds expended before any other funds will be approved for that agency.
- City of Stockton funds must not be used for any purpose other than those indicated in the proposal and approved at the time of the contract signing unless agreed to in writing by the City.
- Any tutor, homework center volunteer, or employee of the agency who has contact with students is required to be fingerprinted and have a TB test. Test results must be submitted to the agency before a tutor begins work. Results will be kept on file at the agency and should be available for review by City staff upon request.
- Staff should not be employed and being paid by the applicant or the City for the same time they are being paid as a tutor, site coordinator, or other employee of the applicant.
- The City will allow grant funding for training, but only on an hourly basis and not as a paid position with the program as this adds to the overhead and a full time trainer should not be necessary.
- The agency must keep records of student attendance and tutor performance.
- The evaluation process proposed should include coordination with the student's teacher as the need identified, how the student can be helped, and progress reports to the tutor. This should be included in the agreement with the school. Measurement tools must be included to demonstrate pre- and post-changes in the student performance and/or behavior as a result of the program.
- Successful applicants must file timely mid-year and end of year written reports including financial statements to the City. A site visit to review the program may be arranged by City staff.

Sample Memorandum of Understanding

The faculty and staff of _____ School are interested in supporting a Tutor Center serving our students during the 2008/09 school year. We agree to provide the following services/activities in support of the program:

In addition, we will agree to provide the following in an effort to evaluate the success of the program:

Tutoring Program Director
Address

Date: _____

School Principal
Address

Date: _____

DESCRIBE TARGET AUDIENCE

PROPOSED CENTER STAFFING

PROGRAM GOALS AND OBJECTIVES

HOW ARE RESULTS TO BE MEASURED?

PROGRAM REPORTING REQUIREMENTS

In addition to the financial reports specified, Grantee shall, no later than Friday, February 28, 2009, submit to the City a report which gives a status report of the accomplishments of the Program from the opening of the Center until the end of January 2009. Grantee shall, no later than July 1, 2009, submit to the City an evaluation report which describes the accomplishments of the entire Program. As well, during the year, City staff may request written status reports showing elements of the program, such as attendance, student comments and parent participation.

PROGRAM BUDGET (Exhibit B of Contract)

Personnel Services (Staff Salaries & Benefits)	CITY	SCHOOL DISTRICT	OTHER
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Subtotal for Personnel Services	\$	\$	\$

Non-Personnel Expenses			
Rent	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Telephone	\$	\$	\$
Office Supplies (expendable, i.e., paper, pens, etc.)	\$	\$	\$
Equipment	\$	\$	\$
Program Supplies (books, videos, etc.)	\$	\$	\$
Incentives	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Subtotal for Non-Personnel Expenses	\$	\$	\$

TOTAL CITY CONTRIBUTION	\$		
TOTAL SCHOOL DISTRICT		\$	
TOTAL OTHER SOURCES			\$
TOTAL CENTER BUDGET			\$

Grantee shall not adjust line item expenditure of City's grant award without notifying City Staff. Grantee shall make such notification in writing to City Staff, Attention: Cathy Clady, Library.

Please provide one original and five (5) copies of the entire application by **Friday, June 20, 2008.**