

# Step Up Service-Learning Grant Request for Proposal

The Tulare County Board of Supervisors is offering five \$5,000 grants for Tulare County High Schools through the Tulare County Youth Commission. These grants are to support service-learning projects that address gang activity and youth at-risk of joining a gang. The Youth Commission will administer the grant process and make funding recommendations to the Board of Supervisors. The Board of Supervisors will make the final funding decision.

## Types of grants funded

The Step Up Service-Learning Grant Program funds small-scale, youth-directed projects that focus on reducing adolescent violent crime, aggression, delinquency and/or substance abuse. All proposals must include service-learning projects. **Only public and private high schools are eligible to apply.**

## What is service-learning?

Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities.

The projects should be:

- **Youth Driven:** Youth must serve as decision-makers in the project. Ideally, the project is created and implemented by youth. All projects should be comprised of students in grades 9-12 who are gang-affiliated, or at risk of being gang affiliated.
- **Challenging:** Projects should challenge the status quo and focus on crossing social boundaries through youth activism and youth leadership development.
- **Creative:** Youth and their advisor(s) should step outside of the box, thinking of fresh ways to engage in and encourage positive behaviors, and promote safe and healthy lifestyles.
- **Collaborative:** Projects must promote collaboration across social boundaries – different grade levels, youth groups, clubs or community groups working together. Various adults and community volunteers should be invited to participate.
- **On-Going:** The project should be a part of an ongoing effort, or an effort that is just getting started, but will continue.
- **Responsible:** Project organizers should be very thoughtful when constructing a budget. Be sure to check multiple retailers for price comparisons and sales for items you must purchase.

## Funding limitations

Five mini-grants will be awarded, one in each Supervisorial district. Each mini-grant project must not exceed \$5,000 and will be allocated as follows:

- A maximum of \$1,000 to the supervising adult advisor (teacher, counselor, etc.).



- Student stipends are recommended to be between \$150 and \$300 to each participating student, and a minimum of \$1,000 in total student stipends.
- The remaining \$3,000 is discretionary, but must be listed in detail in the proposed budget (ex: travel, training, postage, communication, project supplies, materials, etc.)

### **Conditions**

As a recipient of a Step Up Service-Learning grant, you are required to complete and submit the Youth Commission's final project report and survey within thirty days after your project completion date. Your report may also serve as the basis for articles about your efforts in the print and online publications of the Tulare County Gang Prevention Task Force. A video may be done for each project. Each mini-grant must have measurable outcomes, which should be monitored by a representative of the selected school. The Youth Commission has a measurement tool for recipients. In addition, the Step Up logo must be used to brand all projects. **If you previously received a Service Learning grant, you must apply for a different project.**

### **Notification**

If your project is selected for funding, you will be contacted by the Tulare County Youth Commission to sign your grant agreement. Upon signing your agreement form, we will provide you with the allocated funding, along with instructions about the required final project report. All approved mini-grant projects will be notified at the Tulare County Board of Supervisors meeting on April 24, 2012.

### **Timeline**

February 24: Application deadline

April 9: Youth Commission meeting to make funding recommendations

April 24: Board of Supervisors awards funding

June 15: Project start date

September 30: Project completion date

November 6: Project outcomes presented at Board of Supervisors' meeting

**Note: The Youth Commission and Board of Supervisors meetings are open to the public.**

### **Application**

Complete the attached application form and return 6 copies, plus the original, to:

Allison Pierce, Staff  
Tulare County Youth Commission  
2800 W. Burrel Ave.  
Visalia, CA 93291

Grant applications must be received at the Board of Supervisors office by Friday, February 24, 2012 no later than 5:00 pm. Postmarks will not be accepted. Grants are restricted to one per school per year. Incomplete applications will not be considered.

If you have any questions about any items in the instructions or application, please contact Allison Pierce at (559) 636-5000 or [agpierce@co.tulare.ca.us](mailto:agpierce@co.tulare.ca.us).







3. What civic/character values or social skills will your students learn and practice in this project?

4. Describe your student recruitment strategy:

5. Please answer the following questions to help determine the potential for a high quality service-learning project:

- a. What problems or needs does the project address?
  
- b. How will youth be involved in directing and developing the project?
  
- c. In what ways is the project collaborative (working with other groups or individuals to make it happen)?
  
- d. How will you make this project an ongoing effort?

6. What is an approximate timeline for your project? (Be specific)



Generalized timeline:

<b>June 1-July 14</b>	<b>July 15-September 15</b>	<b>September 16-September 30</b>
<ul style="list-style-type: none"> <li>• Recruit students</li> <li>• Conduct resource assessment</li> <li>• Schedule meeting times</li> <li>• Document progress</li> </ul>	<ul style="list-style-type: none"> <li>• Start planning process</li> <li>• Implement project</li> <li>• Document process</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of project</li> <li>• Document process</li> <li>• Create final project report</li> </ul>

7. Please provide a projected itemized budget for your project.

<b>Category</b>	<b>Amount</b>	<b>Description of proposed expenditure</b>
Materials & Supplies		
Adult Advisor Stipend(s)		
Student Stipend(s)		
Travel		
Training		
Postage/Communication		

<b>Category</b>	<b>Amount</b>	<b>Description of proposed expenditure</b>
Other		
<b>Total Amount Requested</b>		



# Action Plan

**Action Plan: June 1 – July 14, 2012 (First 45 days)**

**Goal:**

**Objective:**

- Must include:**
- Recruit students
  - Identify community partnerships
  - Schedule weekly meeting times
  - Document all progress

<u>Time Line</u>	<u>Tasks</u>	<u>Responsible Parties</u>	<u>Resources (People, supplies, etc.)</u>	<u>Notes</u>



# Action Plan

**Action Plan: July 15 – September 15, 2012**

**Goal:**

**Objective:**

**Must include:**

- Start planning process
- Implement the project
- Document all progress

<u>Time Line</u>	<u>Tasks</u>	<u>Responsible Parties</u>	<u>Resources (People, supplies, etc.)</u>	<u>Notes</u>



# Action Plan

**Action Plan: September 16 – September 30, 2012**

**Goal:**

**Objective:**

**Must include:**

- Completion of project
- Document all progress
- Create final project report

<u>Time Line</u>	<u>Tasks</u>	<u>Responsible Parties</u>	<u>Resources (People, supplies, etc.)</u>	<u>Notes</u>