

**Youth Activities Board Meeting
Zoom Webinar
December 8, 2020
5:30 p.m.**

This meeting will take place virtually via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/96746504233>

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866

Webinar ID: 967 4650 4233

Members of the public wishing to provide public comment during tonight's meeting can do so by clicking the "Raise Hand" button (online Zoom Webinar) or press *9 (telephone).

Agenda

- I. Roll Call**
 - II. Approval of Agenda**
 - III. Public Comments on non-agenda items**
 - IV. Approval of Minutes: November 10, 2020**
 - V. Old Business**
 - VI. New Business**
 - a. FY22 Grant Application Review and Final Edits.
 - VII. Liaison Reports**
 - a. PRAC
 - b. JAHc
 - VIII. Board Comments**
 - IX. Next Meeting - January 12, 2021**
 - X. Adjournment**
-

**Youth Activities Board Meeting
Zoom Webinar
November 10, 2020
5:30 p.m.**

This meeting will take place virtually via **Zoom Webinar**. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/96746504233>

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866

Webinar ID: 967 4650 4233

Members of the public wishing to provide public comment during tonight's meeting can do so by clicking the "Raise Hand" button (online Zoom Webinar) or press *9 (telephone).

Meeting Minutes

- I. **Call to order at 5:38pm- Tom Rutecki, Chair**
Roll Call-
Member Present: Tom Rutecki, Bonita Nelson, Kiana Potter, Summer Christiansen, Kristina Moore-jager, Josh Anderson
Members Absent: Liz Balstad, Della Cheney, Caleb Peimann
Staff Present: Lauren Verrelli; Recreation & Public Services Manager
Public Members Present: None
 - II. **Approval of Agenda-** Ms. Nelson moves to approve agenda. No objection. Agenda approved.
 - III. **Public Comments on non-agenda items-** None
 - IV. **Approval of Minutes: August 11, 2020 -**Ms. Nelson moves to approve the minutes. No objection. Minutes approved
 - V. **Old Business**
 - VI. **New Business**
 - a. Contingency Requests- Available Balance- \$16,089.80
 - b. Welcome new YAB members Kristina Moore-jager, Summer Christiansen and Josh Anderson.
 - Ms. Moore-jager commented she applied for YAB as professionally works as a Health Program Manager for State of Alaska at Health & Social Services. Currently writes RFP's and reviews grant applications and makes funding decisions. Ms. Moore-jager was previously director for Big Brothers Big Sisters of
-

Juneau and had applied for YAG previously. Has been a Big for about 9.5 years. Providing opportunities for the youth in Juneau is critical.

- Josh Anderson commented he was nominated by the PRAC as representative for the YAB. Mr. Anderson has two young children who are involved in many activities and has an interest in youth activities in the Juneau community. Had previously been asked to be on the YAB so this seemed like the perfect opportunity to get involved.
- Summer Christiansen commented she had been an educator for past seven years and wants to be more involved in the Juneau community as she has worked with kids most of her life.

c. Election of Officers for Chair & Vice Chair.

Ms. Nelson nominates Mr. Rutecki as chair. No objections, moved.

Mr. Rutecki nominates Ms. Nelson as vice chair. No objections, moved.

d. FY22 Grant Application, Score Sheet, Tentative Board Review schedule.

Mr. Rutecki gave a brief description of the YAG process and how they are scored and how funds are awarded out to each organization based on their proposal. The board will review the grant packet in more detail at our next meeting in December.

Ms. Nelson commented on grant application packet and spoke on sections of grant application and requirements.

Ms. Nelson would like to review application and go through it with the YAB to make it more understandable and user friendly for both applicants and board members as reviewers and scorers of grants.

Ms. Moore-jager asked if previous grant application could be sent to YAB members as an example of what had been submitted by previous organizations.

Mr. Rutecki will ask Mr. Pusich to send out several grants submitted in previous years to board members for their review so members know what to expect.

Ms. Nelson also asked to request Mr. Pusich to send YAB the summary sheet, which shows how much funding was awarded to each of the organizations in the three different categories for Academic, Arts and Sports.

Mr. Rutecki stated the YAB would meet in December to finalize grant application to make changes prior to FY22 application being available to the public on January 4.

VII. Liaison Reports

a. JAHC – none

b. PRAC- Mr. Anderson stated PRAC is an advisory board that listens to proposals or requests from community members. PRAC makes recommendations to CBJ staff who then forwards recommendations along to Assembly for final approval. PRAC has been dealing with request from Nordic Ski Club regarding closure of Montana Creek road to motorized use during winter months during ski season. PRAC also had presentation on retirement of Merrill Jensen who managed the Jensen-Olson Arboretum for past 13 years.

Eaglecrest no longer wants to manage Dimond Park Field House, so PRAC made recommendation that Parks & Rec take over management of Dimond Park Field House, which recommendation was forwarded to Assembly.

VIII. Board Comments

Ms. Nelson asked if Kristen Romanoff was still on the YAB.

Mr. Rutecki commented that Kristen is no longer on the board and returning members are Ms. Cheney and Ms. Balstad.

Mr. Anderson thanked everyone for opportunity to be on the YAB.

IX. Next Meeting - December 8, 2020

X. Adjournment- Ms. Nelson makes motion to adjourn meeting.
Meeting adjourned at 6:08pm

Points of Discussion for FY22 YAG Based on Analysis of Sports Application for RFYAG#21-001

10 November, 2020

Bonita Nelson

1. Typographical Errors on proposal check sheet and table of contents for CBJ Program Request

Two proposals had different amounts listed on the cover sheet than were used in budget analysis/narrative. Group A listed 25000 on table of contents, but budget analysis listed 22000. Group B listed 13987 on title page and budget was 13842.

The main problem lies with overall allocation of funds to the three groups, last year with sports it was inflated by 3000 dollars.

2. What should be done with total allocation when groups requests items that are not fundable?

Groups C requested \$4304 but \$1688 of requests were invalid (gym rental 938 + assistant coach for 750 = 1688). Is the request we should consider \$2616 instead of \$4304?

3. Calculation of Extent of Youth Participation (the largest point value on score sheet and is used to calculate total program cost/hr the second largest value on score sheet). (page B-3)

Are TRAVEL days considered direct youth participation?

Group D had 13 travel days where they listed 16 hours of active participation during those days. These trips involved airplanes or ferry transportation.

Group E changed the number of hours of direct participation from 40,436 on Plan of Operation narrative (page C6- C7) to 57,136 (page C-19) when they calculated the request cost per participant hour which is the second highest scoring value on the score sheet. They added in a competitive travel program component with no explanation (which needed to be on pages C6 or C7).

4. Use whole numbers only when calculating dollar values or hours

5. Adult to youth ratio (page B-3)

Some groups include board members, administrative help or chaperones in this calculation, majority limit this ratio to instructors/youth . Is the intent the latter?

6. Special Consideration to those provide scholarships (page A-1 and B-4)

This is a 7 point value and we don't outline a provision for groups that do not provide scholarships due to not charging a fee to students. Verbage on RFP indicates that the group would not get points, but it should change to indicate that full points would be awarded if no fees are required for youth to participate. Have only seen this with two groups with this situation.

7. Practical Assistance to youth in need: (page B-4)

Many groups include scholarships in this narrative, should this narrative be more specific or broader?

8. Goals/Objective/Timelines and Program Evaluation Components (page B-4)

Some groups include the administrative goal for the organization (increase participation, fundraising success) but most just focus of goals for the youth activities in the organization.

9. Community Coordination (page B-4) and Volunteer Support (page B-5)

Many organizations combine this with Volunteer Support in their narratives (exact same words)

10. Past History Points (page B-5) 11 points

The beginning of this narrative of Management Capacity states that groups must include an organizational chart and current resumes of top administrative personnel (etc).

Should these 11 points be divided up to insure inclusion of current organization chart and resumes (such as 2 points for each of these and 7 points for the narrative of history)? If not point division, then at least check boxes should be added to indicate that these two items are present.

These hours go into the calculation of Extent of Youth Participation and

All page numbers in this document refer to the Youth Activities Grants Package RFYAG #22-001.

Background info: The YAG is established and guided by directions in CBJ's Resolution serial No. 2820 listed on page A-6 in the Request for Youth Activities Grants Package: RFYAG #22-001. The resolution outlines how the Board "shall evaluate proposals through a scoring method applying the following factors in order of importance". There are 13 factors (numbered 1-13 listed on pages A-9 and A-10) which guide scoring priorities. The YAB has also added their own factors for evaluating the grant application. The score sheet (pages B-1 and B-2) reflects the factors that are mandated and prioritized by the CBJ by listing "CBJ (x)" next to the line where point values are listed, others are those generated by YAB. Point allocation follows the CBJ factor priority.

The issues below result from 2 problems: the CBJ factors are succinct (therefore open to wide interpretation) and the additional factors written by the YAB are interpreted by groups to be duplications of CBJ factors. This has led respondents to use the same verbiage in multiple answers or to not understand the intent of a CBJ or YAB factor.

Several of these topics have been discussed over the last several years at Board meetings, but problems keep arising in interpretation of the data requests (at least in the sports grant requests.)

I have found ten topics that have occurred several times over the sports proposals and should be reviewed by the board. Each topic is numbered and is bold. An issue statement describes the problem and or background information. Copies of the text taken from the grants package which are relevant to the topic are italicized and red text indicate proposed changes for discussion purposes. Since I have only reviewed sports proposals my examples and suggestions reflect that knowledge. Other examples from the other two categories could be substituted. The suggestions are for discussion purposes.

1. Typographical Errors on amount of proposal request (page C-1) and request amount used for budget calculation (page C-13) are not the same.

Issue: Groups are using prior year's check sheet (page C-1) for amount request but the budget information (page C-13) has new and correct amount. Although the amount could be insignificant one group was less than \$150 but another had a difference of \$3000. This resulted in the sports group being allocated a higher amount that should have been because the title page used prior year's request.

ACTION: Add the lines below on page C-1 and C-13

PROPOSAL CHECK SHEET AND TABLE OF CONTENTS: (page C-1)

Program Title:

Organization:

CBJ Program Request: \$ _____ **(This amount must match the total amount of request listed on page C-13)**

G. Total (page C-13 on budget information page)

(Total the subtotal of A through F) -*This amount must match the amount listed on page C-1*

2. What should be done with total allocation when groups requests items that are not fundable?

Issue: Allocation of requested funds are based on the point value of the grants score. Higher scoring grants get a higher percentage of their requests. This problem occurs with a small percentage of grants, but is significant when a group request has a small amounts of funds (< \$10,000 in sports). The CBJ resolution is clear on what type of items or services will or will not be funded and they are listed below. For example: a lower scoring group that requested \$4300 had \$1700 of invalid (gym rental and coach fees) expenses. Therefore the valid amount of the request was \$2600 not \$4300. If the original request of \$4300 was used and the point value indicated allocating 50% of the amount (a typical amount for a low scoring grant) then that organization would really get a disproportionally higher amount of their request.

ACTION: Paragraph 2 on page A-1 clearly states what cannot be funded. We can clarify this problem by adding the text in red to paragraph 2 listed below:

Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors. Any costs for these non-allowable items will be deducted from your total request and the adjusted amount will be used in determining your final award. Funding will be allowed for a special artist, educator or coach offering a program in Juneau. Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB. Facility rental for a special program (defined on page A-5) is an allowable expense under the grant. Funds for equipment and travel will also be considered. Highest priority for travel funding is given for youth travel essential to the program, second highest is for special instructors traveling for training.

If you have questions regarding these policies please call CBJ Parks and Recreation Department at (907) 586-5226.

3. Are TRAVEL days considered direct youth participation? The effect is to inflate the number of hours of participation and to lower the cost per hour of the program both of which will increase point values.

ISSUE: The priorities of the CBJ factors reward large groups with many hours of participation. These data are used to calculate the two highest point values on the score sheet (extent of your participation on page B-1) and program cost/hour (page B-2). The board has had many discussions of this concept and has agreed that the intent of this point is to calculate the number of hours participants are engaged in the activities of the program. For example, this includes the entire length of a game or practice for all of the individuals on the team, acknowledging that some individuals are more active more than others. And does not include youth who attend an activity as an audience. This past year two sports programs added many extra active participation hours as travel time to out of town competitions which gave them higher point values for the two top point values.

The Plan of Operation narrative (pages C6-C7) require a specific explanation and break down of calculation participant hours. That number is used again on page C-19 to estimate cost/hour of the grant proposal and both of these summary numbers must be the same. The groups that included travel hours significantly increased the active hours thereby decreasing the cost/hour of the grant request.

I don't believe the CBJ nor the YAB's intent is to allow groups to use travel hours as direct participation.

ACTION on page B-3 change the text listed in red below which will clarify youth participation hours to not include travel

A. Extent of Direct Youth Participation

II. Plan of Operation (67 maximum points possible) A. Extent of Direct Youth Participation (55 points possible)

16 pts 1. (a) Identification and description of the total number of direct hours of participation per youth. Please be as specific as possible and break numbers into age groups, skill levels and/or activity groups if hours of participation will vary. (ie: Mighty Mites-30 hrs; Jrs (Middle School)-303 hrs; Jrs (High School)- 480 hrs). Please include only youth who participate ~~in the majorities of the~~ (delete the words "in the majorities of") **directly in** activities in the program. Do not include youth who only attend to observe a special event hosted by an organization (e.g. audience members). **Do not include travel hours to and from competition.**

ACTION ITEM page C-5

II. PLAN OF OPERATION (67 Points)

A. EXTENT OF DIRECT YOUTH PARTICIPATION (Refer to Page B-3 Section II, A): (55 points)

1. (a) Identify and describe how many hours each individual youth enrolled in your program will participate. Break down by age group, skill levels, and/or activity groups if hours of participation will vary. **Travel hours to and from competition are not allowed.**
- (b) Identify and describe the total number of hours of participation by all youth enrolled in your program. Break down by age group, skill levels, or activity groups if hours of participation will vary. **Travel hours to and from competition are not allowed to be calculated in the active participation tally.**

4. Use whole numbers when reporting all values (dollars and hours).

Issue: Checking the math on the score sheets is much more efficient using whole numbers

ACTION: Add Use whole to text on page B-3

I. Required Information

This information must be included in the application.

A. Please include proof of non-profit status. *

B. Please include proof of legal status (articles of incorporation, etc.) *

If your organization has applied for and received a Youth Activity Grant previously, and there has been no change in your non-profit or legal status, you may check the applicable box in the application and will not be required to re-submit this information. Any difference requires that you re-submit proof. If you do not provide the required information OR do not check the applicable box **YOUR APPLICATION WILL NOT BE EVALUATED*

Use whole numbers when reporting all values.

5. Adult to youth ratio (page B-3) is often confused with volunteer support (page B-5)

ACTION: Define what is meant by adult/youth ratio (on page B-3) and include more definition to the Volunteer Support category on page B-5

ISSUE: Some groups include board members, administrative help or chaperones in the calculation of adult to youth ration (page B-3) . The vast majority of the sports proposals only include those who directly work with the youth, such those who are instructors or who are directly helping with the events. Previous discussions at board meetings have discussed this intent. CBJ factor related to this issue is #5 : “ High adult per youth ratio to support the program” page A-9 (this is vague). The directions in the Proposal Evaluation Criteria for this factor (page B-3) are:

12 pts 3. *Identification of the specific adult to youth ratio to support the program. If the ratio differs among age groups or by activity, please list specific numbers. Include only persons who are actively working with youth during activities. Others working on the program level should be enumerated under the Volunteer Support category (see page B-5).*

Because the instructions have the second sentence the intent seems to be identification of the adult/youth who are working directly with the activities. Additionally, on page B-5 is the **Volunteer Support** definition:

C. Volunteer Support (8 points possible) *A description of the type and amount of volunteer support there will be for the program. Include all chaperones, board members and others who assist the program.*

6. Special consideration to those provide scholarships (pages A-10 and B-4)

Issue: This is a 7 point category and we don't outline a provision for groups that do not provide scholarships because they do not charge fees for participation. CBJ factor # 10 (page A-10) states: "Existence of scholarship for fund for qualified youth within the program". Additional text in red below should be added to page B-4 to allow points to be given for those who don't charge fees.

7 pts 4. A description of the existence of scholarships available to qualified youth within your program (not including those from CBJ funding). Describe the process, example of request and statistics on numbers awarded. If no fee is required youth to participate and therefore no scholarship is required, please give details so points can be awarded for this category.

7. Practical Assistance to youth in need: (page B-4) from CBJ factor #11 (page A-10)

Issue: Several groups have listed scholarships as an answer to the "practical assistance to youth in need factor". This is not valid since there is a separate category for scholarships and the intent is to verify other types of support.

ACTION Add text to page B-4 listed below

6 pts 5. Provide information on assistance provided to youth in need such as provision of transportation, equipment and other practical assistance. Do not include scholarships.

8. Goals/Objective/Timelines and Program Evaluation Components (page B-4)

Issue: Example of program goals in application packet on pages B-7 and B-8 list activities or skills that involve youth, not admirative goals for the organization. Groups have include administrative activities for the organization ("keep things going, start planning for next year") in addition to youth activities (learn to solo sail). Since the examples given in the instructions focus on youth activities and skills and not administrative activities an explanation of intent should be provided listed in red below.

ACTION: on page B-4 insert the red text below

B. Goals/Objectives/Timelines (4 points possible)

*Provide a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAG goal of providing athletic, cultural, artistic or extra curricular academic experiences for youth and should be explained clearly and concisely. Objectives and activities should be **measurable**, feasible, have time limits and describe specific accomplishments. There should be at least one goal for each program component that furthers the overall goal of YAG program. Goals should focus on youth activities or skills and not on organization's administrative goals.*

For Examples: See Appendices, Pages B-7 and B-8 of grant package.

9. Community Coordination (page B-4), Volunteer Support (page B-5) and Cooperative Efforts (page B-5) applicants often use the same information to answer these questions

Issue: These categories receive the same (cut and pasted) answers on several sports applications and confusion for the rating board members. CBJ mandates “amount of volunteer support for the program” (factor # 9 page A-10) and “cooperative efforts with other youth organizations” (factor #12 page A-10). Community coordination (described on page B-4) is a category added by YAB. These are listed below:

Action Items: Add red text below

D. Community Coordination (4 points possible) (PAGE B-4) (YAB category)

- 1. List the agencies with whom you will coordinate and provide an explanation of how the coordination will meet the goals and objectives of this program. **Agencies do not include other youth groups. Please put that information under the “Cooperative Efforts” category described on page B-5***
- 2. Describe any collaborative efforts made with other groups to increase numbers and/or diversity of participants.*

Here are the directions for volunteer support (page B-5) for CBJ factor 9 and Cooperative Efforts (page B-5) CBJ factor #12

C. Volunteer Support (8 points possible) A description of the type and amount of volunteer support there will be for the program. **Include all chaperones, board members and others who assist the program. Collaborations with other community groups or agencies should be listed in the Community Coordination category (defined on page B-4).**

D. Cooperative Efforts (5 points possible) A description of cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program. **This includes such things as coordination of fields for practices with other youth organizations.**

10. Past History Points (page B-5) 11 points - unfair to new groups and no way to evaluate inclusion of required organizational chart and resumes

Issue: CBJ factor #6 (page A-9): is “Organization’s past history of providing successful youth programs.” Newer programs are heavily discriminated against in this large point category, especially since the largest sports programs are the longest running programs. In order to make a more equitable comparison, the 11 point category could be broken down to include point values for required information that is not evaluated. Below is the description on **page B-5** of past history category in the instruction part of the grant package:

A. Past History (11 points possible) *A description of the organization's past history of providing successful youth programs, evaluations and reporting to the YAB.*

This category is under the Management Capacity section of the grant application (on page C-10) listed below:

III. Management Capacity (Refer to Section B-4, Section III): (41 points)

- *Include a current organizational chart with names of staff positions filled in on it.*
- *Include current resumes of top administrative personnel and specialized instructors.*

Note: It is important to include both of these items and that they include current information on both those who will administer the program, and those that will lead the program. This will help reviewers to have a complete understanding of your organization's management structure and capabilities.

ISSUE: There is no place to record if these two items (resumes or org chart) are present (no check box) nor the quality of these items. Sports section has received grants applications where the resumes only include employment history and NO information about the experience of the personnel with respect to knowledge of the sport. Also applicants have left out organizational charts completely. The quality of these two items could be evaluated using some of the 11 Past History points.

ACTION: Divide the 11 Past History points to include the organizational chart and the resumes in that point category. The 11 points could be divided so the resumes = 3 points, the organizational chart = 2 point and the past history could be 6 points. The resume and organization chart could be subcategories on the score sheet under the past history line.



REQUEST FOR YOUTH ACTIVITIES GRANTS Youth Activities Program Fund RFYAG #022-001

The City and Borough of Juneau, Youth Activities Board is presenting its Request for Youth Activities Grants (RFYAG) packet for various youth activity programs. This packet defines the program requirements and describes the procedures for Youth Activities Grant preparation and submission.

Forms will be available for pick-up at the Parks and Recreation Office at City Hall. You can request the RFYAG document be e-mailed to you from Dave.Pusich@juneau.org. Forms will also be available on the CBJ web page at <http://www.juneau.lib.ak.us/parksrec/grants>. You can print these forms if you have Adobe Acrobat Reader, but cannot fill out the RFYAG document on line. All forms available beginning Monday, January 4, 2021.

Please be aware that all programs/activities from the Juneau School District are not eligible to apply for funding through this Youth Activity Grant.

Requests for interpretation shall be in writing, delivered or faxed to CBJ at least ten days before Youth Activity Grant proposals are due.

Proposals will be received at:

Juneau Parks and Recreation
Room 218, City Hall
155 South Seward Street
Juneau, Alaska 99801
(907) 586-5226
(907) 586-4589 FAX

Proposals, in 7 copies, **one with original signature in blue pen**, will be received until **4:30 pm local time, Monday, March 1, 2021**. Proposals will not be accepted for any reason unless they are received by 4:30 pm sharp AND they contain a signature on page C-2 of the application.

For document identification, your submittal envelope should identify the Request for Youth Activities Grant number and the name of the submitter.

For information, contact Dave Pusich, Recreation Supervisor, at (907) 586-5226.

Your participation in this Request for Youth Activities Grants process is appreciated.

Sincerely,

Dave Pusich
Recreation Supervisor

REQUESTING PROPOSALS FOR THE DELIVERY OF VARIOUS YOUTH ACTIVITY PROGRAMS

NOTICE IS HEREBY GIVEN that the City & Borough of Juneau (CBJ), Alaska is requesting proposals from interested public or private non-profit organizations to provide youth programs in accordance with priorities established by the City and Borough Assembly and the Youth Advisory Board (YAB).

Interested agencies should contact the CBJ Parks and Recreation Department at (907) 586-5226, or by mail at 155 South Seward Street, Juneau, Alaska 99801, to obtain the request for proposal package for the grant award process. Proposers are advised that specific requirements contained in the request for proposal package must be met by the proposer for a proposal to be responsive.

Attention is called to the fact that the CBJ is an affirmative action employer. Proposers are advised that compliance with equal employment opportunity regulations is required.

Proposals must be received at the office of the CBJ Parks and Recreation Department, Room 218, 155 South Seward Street, Juneau, Alaska 99801, by 4:30 pm, Monday, March 1, 2021. Proposals submitted after this deadline will not be considered for any reason.

Table of Contents

Section A: Grant Information

Page

Purpose and Priorities, Eligibility Requirements, Grant Requirements	A-1
Grant Requirements (Continued)	A-2
Funding.....	A-2
Application Requirements, Submittal of Proposals	
Directions for Application Completion, Proposal Evaluation Process and	
Right to Reject Proposals.....	A-3
Sales and Property Taxes, Local Provider Points, Evaluation Requirement	A-4
Scoring Changes to this year's Request for Proposals.....	A-4
Definitions	A-5
Resolution of CBJ Serial No. 2820.....	A-6

Section B: Proposal Instructions and Criteria

Sample Proposal Evaluation Score Sheet	B-1
Proposal Evaluation Criteria	B-3
Appendices	B-7

Section C: Grant Application (forms to be completed)

Proposal Check Sheet and Table of Contents.....	C-1
Title Page.....	C-2
Abstract.....	C-3
Required Information.....	C-4
Plan of Operation, Extent of Direct Youth Participation.....	C-5
Adult/Youth Ration, Scholarship & Youth Assistance Information	C-6
Goals/Objectives/Timelines.....	C-7
Program Evaluation Components	C-8
Community Coordination.....	C-9
Management Capacity	C-10
Volunteer Support	C-11
Program Budget.....	C-12
Program Budget Narrative.....	C-14
Participant Cost.....	C-15
Organization Support & Program Revenues	C-16
Proposal Presentation.....	C-18
Optional Information.....	C-18
General Comments Regarding Proposal.....	C-18

SECTION A

FY22 YOUTH ACTIVITIES GRANT

GENERAL INFORMATION

PURPOSE AND PRIORITIES

This grant program is designed to encourage local organizations providing or desiring to provide athletic, cultural, artistic or extra-curricular academic activity programs to the youth of Juneau. The Youth Activities Program will only serve Juneau's youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case, the program may serve youth no older than 20 years of age.

Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.** Facility rental for a special program (defined on page A-5) is an allowable expense under the grant. Funds for equipment and travel will also be considered. Highest priority for travel funding is given for youth travel essential to the program, second highest is for special instructors traveling for training.

ELIGIBILITY REQUIREMENTS

1. Program must be offered by a public or private non-profit organization.
2. All Programs/Activities from the Juneau School District are not eligible to apply for funding under this Request for Proposal.

Special consideration will be given to:

- Agencies that receive no other funding from the CBJ.
- Organizations that provide scholarship funds for youth activity programs out of their own budget **(this does not include scholarships provided with CBJ funds).**

GRANT REQUIREMENTS

1. The program will only serve Juneau's youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case the program may serve youth no older than 20 years of age.
2. Program starting date must occur between July 1, 2021 and June 30, 2022.
3. **Programs will not be funded retroactively.**

4. Grants will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.** Facility rental for a special program (defined on page A-5) is allowed.
5. All promotional and/or printed material for any program funded through this grant must include the following statement: "This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues." Examples of where this statement will be required includes but is not limited to: performance programs, enrollment and registration materials and forms, posters, advertising, brochures, newsletters, websites, flyers, newspaper articles, radio interviews, etc. A plan outlining how this information will be conveyed must be included in the proposal. Copies of printed and promotional materials will be required as part of the final program evaluation.
6. Grantees shall provide a written evaluation of the project and a final budget within 60 days from the end of the project, or by the end of August 2022. Failure to submit both of these items in a timely manner will render the Grantee ineligible for grant funds from this program during the next applicable funding cycle.
7. Approved funding must be spent as outlined in your Program Budget, or Revised Program Budget, if one is required. Any funding not spent as outlined in the grant proposal, or any remaining funds must be paid back to the CBJ when the final evaluation and budget are submitted. Please consult Dave Pusich, Recreation Supervisor, if you have any questions about approved expenditures or if circumstances change. The YAB encourages organizations to seek donations for their projects. Money returned will be used to fund other youth activities.
8. All programs are subject to City and Borough of Juneau financial audits.

FUNDING

The amount available for Youth Activities Grants for Fiscal Year 2022 will be up to **\$315,875**. Only one proposal is allowed to be submitted when organization is formed under the same board of directors.

The award period for this grant is one year and begins July 1, 2021. Selected Youth Activities Programs will be funded on an annual basis. Successful applicants are in no way guaranteed of funding in subsequent years.

Grantees will be notified of the funding amount by June 1, 2021. Grantees become eligible for funding once a contract is signed. The grant amount will be paid by the date grantees specify as necessary to begin the program, **no earlier than July 15, 2021.**

APPLICATION REQUIREMENTS

Submittal of Proposals

Proposals will be received in the office of the CBJ Parks and Recreation Department, Room 218, City Hall, 155 South Seward Street, Juneau, Alaska 99801, until **4:30 pm, Monday, March 1, 2021**. The proposals will be reviewed and awarded by the Youth Activities Board, which consists of one member from the Parks & Recreation Advisory Committee, one youth member, one member from the Juneau Arts and Humanities Council and six members from the general public.

Clarification or changes to the documents by the CBJ will be in the form of an addendum to the RFYAG and, when issued, will be sent as promptly as is practical to all parties to whom the RFYAG has been issued. All such addenda shall become part of the RFYAG.

Directions for Application Completion

It is the intent of the Youth Activities Board to encourage clarity of proposal, neatness and brevity. You must use the format provided and complete your application within the space allowed in the application packet. Submit seven (7) copies of the proposal, including one with an original signature **in blue pen**. The overall proposal must be typed double-space on one side only of 8 ½ x 11 white paper. Individual sections of the application may specify otherwise. Do not bind the proposals with other than staples or other easily removed devices.

Proposal Evaluation Process

The Youth Activities Board evaluates the proposals. The intent of the CBJ is to make this award based on written proposals following priorities established in Resolution of CBJ, Alaska Serial No. 2820 attached on page A-6. After selection of successful proposals, the Youth Activities Board will determine the funding level for each program and forward their recommendations to the Assembly.

Right-to-Reject Proposals

The CBJ reserves the right to reject any and all proposals and to determine which proposals meet the criteria of the RFYAG. The CBJ further reserves the right to waive any informality or irregularity in the grant requests or grant request process. Grant requests received after the deadline for submittal will not be considered for any reason. If any required portion of the grant proposal is missing, the application will be found non-responsive and will not be considered.

Neither this invitation to submit an application nor any subsequent procedures for selecting a successful applicant to receive funds should be regarded as a municipal procurement. The City and Borough of Juneau retains the right to proceed without further notice or reject any or all applications, to rescind this offer, to modify the criteria set out above, to negotiate with one or more applicants and to in any manner, exercise its authority to determine the best use or combination of uses for the funds being made available.

No compensation will be given for the costs of preparing the application nor shall any application be regarded as confidential or proprietary after all proposals have been reviewed and grants awarded.

Juneau Business Sales and Personal Property Tax

Vendors/merchants conducting business within the City are required by law to register with the City for sales and property taxes. Vendors/merchants must be in good standing for all amounts owed to the City prior to award, but in any event no later than five business days following notification by the City of intent to award.

Local Professional Service Provide Points

All professional services shall be purchased giving Juneau proposers the following consideration, that 2 of the total points possible for each proposal shall be awarded if and only if the proposal is submitted by a Juneau proposer.

Program Evaluation Requirements

Successful applicants will be required to complete a written evaluation of their program within 60 days of the completion of the program, or by the end of August 2022. Applicants will not be considered during the next applicable funding cycle if the evaluation is not received within the time limit. An evaluation form will be provided with the approved contract. Applicants must use the format provided when submitting the final evaluation.

Scoring Criteria Changes

Changes made in 2018 to the scoring criteria and point values are:

- 1) The total point value for the grant has been changed to 150 (previously it was 257).
- 2) The point values for all of the categories on the score sheet have changed. Scoring criteria have been revised to follow priorities established on pages 4-5 in CBJ Resolution 2820 (attached on page A-6 of this document). The point values for these categories range from 16 to 4, ranked by "order of importance" defined in the Resolution. Other categories are defined by the Youth Activity Board and receive 4 points or less.
- 3) The "Assistance to Youth" category on the score sheet (II Plan of Operation A #4) has been divided into two categories which reflect CBJ "priorities" # 10 and # 11. Previously both of these priorities were included into one.
- 4) Deleted the "Fees to Participant" line on score sheet
- 5) The optional information (Section VI) no longer includes "Listing of Agreements" but does include receiving 2 points for "Letters of Support". We are requesting a maximum of two letters in this section and each one will receive one point.
- 6) The point value for Local Proposer (listed at the bottom of the scoresheet) has been reduced to 2 points from 5% of the total point value.
- 7) Specific information regarding scoring criteria for maximum points in each category is listed on page B-3 under Proposal Evaluation Criteria.

Definitions:

CBJ	City and Borough of Juneau
Special Instructor	Must meet all of the following criteria: not currently on staff of the agency, time limited, must work directly with youth, and must have special qualifications for the program. Final determination will be made by the YAB.
Special Event Rental	Rental for a venue where regular activities are not scheduled or where an event is offered on a one-time basis or when a special instructor is brought in for an event.
YAB	Youth Activity Board
YAG	Youth Activity Grant
YAP	Youth Activity Program
FY	Fiscal Year. For the purposes of this grant the CBJ fiscal year is July 1, 2021 through June 30, 2022.
In-Kind	The value of budget items for the project which are provided to applicant by outside parties at no cash cost to applicant. Examples of this might be tangible costs such as the donation of transportation, printing costs, free use of a facility, etc. Please do not include "volunteer time" as in-kind services.

Presented by: The Manager
Introduced: 03/05/2018
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2820

**A Resolution Reestablishing the Youth Activities Board, and
Repealing Resolution 2761.**

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, Resolution No. 2071 extending the Board sunset date, Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board, and Resolution 2761 setting criteria for allocation of funds for youth activity programs.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Youth Activities Board Reestablished. There is hereby reestablished the Youth Activities Board.

Section 2. Youth Activities Board Membership.

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist of:

- (1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;
- (2) One member 18 years old or younger;
- (3) One member from the Juneau Arts and Humanities Council, nominated by the Council; and
- (4) Six members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(4) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

- (1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.
- (2) A vacancy on the Board shall exist:
 - (A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
 - (B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
 - (C) If a member submits his or her resignation to the Assembly;
 - (D) If a member is physically unable to attend Board and standing committee meetings for a period of more than 90 days; or
 - (E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.
- (3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.

YOUTH ACTIVITIES PROGRAM FUNDS

- (4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.
- (5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

Section 3. Youth Activities Board Purposes. The purposes of the Board are as follows:

(a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.

(b) To adopt procedures for evaluating proposals received for providing youth activities.

(c) Subject to the limitations established in Section 4, to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.

(d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

Section 4. Criteria for Decisions. The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

(a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.

(b) The Board shall annually place in a contingency account a sum equal to five percent of the total youth activity grant funding allocated by the Assembly. The purpose of the contingency account shall be to fund unanticipated events, purchases, or travel for youth who qualify by competition to attend advanced level competition before the end of the fiscal year. In the last six months of the fiscal year, the Board may allocate unexpended contingency funds to a qualifying community organization

in accordance with this section. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

- (1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.
- (2) Programs may not be funded retroactively.
- (3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.
- (4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."
- (5) All programs are subject to City and Borough financial audits.

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

- (1) Number of hours of participation per youth.
- (2) Low program cost per participant hour.
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program.
- (5) High adult per youth ratio to support the program.
- (6) Organization's past history of providing successful youth programs.
- (7) Financial management of organization as indicated by overall budget.
- (8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.

- (9) Amount of volunteer support for the program.
- (10) Existence of scholarship fund for qualified youth within the program.
- (11) Provision of transportation, equipment, and other practical assistance to youth in need.
- (12) Cooperative efforts with other local youth organizations.
- (13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

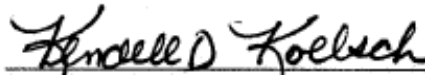
Section 5. Rules for Procedure. The Rules of Procedure for Assembly Advisory Boards reestablished by Resolution No. 2686, as amended from time to time, shall govern the conduct of business by the Board.

Section 6. Administrative Support. Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

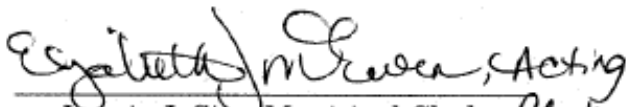
Section 7. Repeal of Resolution. Resolution 2761 is repealed.

Section 8. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 5th day of March, 2018.


Kendell D. Koelsch, Mayor

Attest:


Laurie J. Sica, Municipal Clerk *Clerk*

SECTION B

FY22 YOUTH ACTIVITIES GRANT

PROPOSAL INSTRUCTIONS AND CRITERIA

PROPOSAL EVALUATION SCORING SHEET:

Organization: _____ FY22 Request _____

Program: _____

Rater: _____ Date: _____

I. Required Information Possible Pts/Score

- A) Proof of non-profit status Yes/No
B) Proof of legal status Yes/No

II. Plan of Operation

- A) Extent of Youth Participation
1. (a) Direct hours per youth 16 _____ CBJ (1)*
(b) Total number of direct participation 14 _____ CBJ (3)
2. Number of youth 12 _____ CBJ (5)
3. Adult to youth ratio 7 _____ CBJ(10)
4. Existence of scholarship fund 6 _____ CBJ(11)
5. Practical assistance to youth in need 4 _____
B) Goals/Objectives/Timelines 4 _____
C) Program Evaluation Requirements 4 _____
D) Community Coordination 4 _____

Section II Total Points 67 _____

III. Management Capacity

- A) Past History 11 _____ CBJ(6)
B) Instructor/Coach Relevant Experience 13 _____ CBJ(4)
C) Volunteer Support 8 _____ CBJ(9)
D) Cooperative Efforts 5 _____ CBJ(12)
E) Participant Safety/Security 4 _____

Section III Total Points 41 _____

Sub-total Points (Page B-1) 108 _____

- * Indicates number of "importance factor" listed in CBJ Resolution 2820

Possible Pts/Score

IV. Program Budget/Organization Support

- A) Program Expenditures
1. Program Budget Attachment
 2. Program Budget Narrative..... 10 CBJ(7)
 3. a) Total program cost per participant hour
 - b) Proposal request cost per participant hour..... 15 CBJ(2)
- B) Organization Support and Program Revenues 9 CBJ(8)
1. Amount of direct CBJ Support
 2. Indirect CBJ support
 3. List of program revenues

Section IV Total Points 34 _____

V. Proposal Presentation Section V Points 4 CBJ(13)

VI. Optional Information

- A) Letters of support (maximum of 2) 2 _____

Sub-total Points (Page B-2) 40 _____

	Sub-total Points Page B-1	<u>108</u>	_____
	Sub-total Points Page B-2	<u>40</u>	_____
<u>Local Proposer 2</u>		<u>2</u>	_____
TOTAL POSSIBLE POINTS		<u>150</u>	_____

PROPOSAL EVALUATION CRITERIA:

Each request is rated on a point system with 150 points possible. Maximum point value will be awarded to programs with the greatest value for the calculated categories: Plan of Operation : Direct Youth Participation and Number of Youth Participation. Maximum point value will be awarded to programs with the *lowest calculated cost* for: Program Budget/Organization Support # 4 - Proposal request cost per participant hour. For all remaining categories (except for local proposer) a sliding scale from zero (missing data) to full value (optimum effort or conditions) will be awarded. NOTE: programs with similar responses may receive the same score. Category point values are prioritized by following guidance outlined in CBJ Resolution 2820.

I. Required Information

This information must be included in the application.

A. Please include proof of non-profit status. *

B. Please include proof of legal status (articles of incorporation, etc.) *

*If your organization has applied for and received a Youth Activity Grant previously, and there has been no change in your non-profit or legal status, you may check the applicable box in the application and will not be required to re-submit this information. Any difference requires that you re-submit proof. If you do not provide the required information OR do not check the applicable box **YOUR APPLICATION WILL NOT BE EVALUATED.**

II. Plan of Operation

(67 maximum points possible)

A. Extent of Direct Youth Participation

(55 points possible)

- 16 pts 1. (a) Identification and description of the total number of direct hours of participation per youth. Please be as specific as possible and break numbers into age groups, skill levels and/or activity groups if hours of participation will vary. (ie: Mighty Mites-30 hrs; Jrs (Middle School)-303 hrs; Jrs (High School)-480 hrs). Please include only youth who participate in the majorities of activities in the program. Do not include youth who only attend to observe a special event hosted by an organization.
- (b) Identification and description of the total number of hours of direct participation by all program participants. Please document how you determine the total number. (ie: 56 Mighty Mites x 30 hrs = 1680 hrs; 20 Jrs (Middle School) x 303 hrs = 6060 hrs, etc.) Do not include youth who only attend to observe a special event hosted by an organization.
- 14 pts 2. Identification of the total number of youth expected to enroll and directly participate in the majority of the program activities.
- 12 pts 3. Identification of the specific adult to youth ratio to support the program. If the ratio differs among age groups or by activity, please list specific numbers.

YOUTH ACTIVITIES PROGRAM FUNDS

- 7 pts 4. A description of the existence of scholarships available to qualified youth within your program (not including those from CBJ funding). Describe the process, example of request and statistics on numbers awarded.
- 6 pts 5. Provide information on assistance provided to youth in need such as provision of transportation, equipment and other practical assistance.

B. Goals/Objectives/Timelines (4 points possible)

Provide a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAG goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth and should be explained clearly and concisely. Objectives and activities should be **measurable**, feasible, have time limits and describe specific accomplishments. There should be at least one goal for each program component that furthers the overall goal of YAG program.

Examples: See Appendices, Pages B-7 and B-8

C. Program Evaluation Components (4 points possible)

An outline and description of plans to evaluate the program's objectives and expected outcomes throughout the year. Describe how they will be measured and how the evaluations will be used.

D. Community Coordination (4 points possible)

1. List the agencies with whom you will coordinate and provide an explanation of how the coordination will meet the goals and objectives of this program.
2. Describe any collaborative efforts made with other groups to increase numbers and/or diversity of participants.

III. Management Capacity (41 maximum points possible)

A discussion of how your group plans to assure accountability and the group's management capabilities to administer the grant.

- Include a current organizational chart with names of staff positions filled in on it.
- Include current resumes of top administrative personnel and specialized instructors.

It is important to include both of these items and that they include current information on both those who will administer the program, and those that will lead the program. This will help reviewers to have a complete understanding of your organization's management structure and capabilities.

- A. Past History (11 points possible)**
A description of the organization's past history of providing successful youth programs, evaluations and reporting to the Youth Activity Board.
- B. Instructor/Coach Relevant Experience (13 points possible)**
A description of the instructor or coach's relevant experience in providing the youth program.
- C. Volunteer Support (8 points possible)**
A description of the type and amount of volunteer support there will be for the program.
- D. Cooperative Efforts (5 points possible)**
A description of cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program.
- E. Safety/Security (4 points possible)**
Describe how you assure the safety/security of your participants.

IV. Program Budget/Organization Support (34 maximum points possible)

Cost effectiveness and cost efficiency will be considered in evaluating this section.

- Please include your organization's prior fiscal year financial statement and a listing of current and anticipated funding sources for your organization, if available. If not available, please explain why.

- A. Program Expenditures (25 points possible)**
- 10 pts 1. Please submit a program budget attachment using format found on page C-12 and C-13.
2. Please provide a budget narrative that gives a description of major items listed in the budget by cost category. Also, a description of its function in the program.
- 15 pts 3. a) An explanation of the total program cost per participant hour. Please use the following formula to calculate the program cost per participant. **Total program cost divided by total participant hours equals program cost per participant hour.** *(This information will not be directly used for scoring)*
 (b) An explanation of the proposal request cost per participant hour. Please use the following formula to calculate the proposal request cost per participant hour. **Proposal request amount divided by total participant hours equals the proposal request cost.**

B. Organization Support & Program Revenues (9 points possible)

- 9 pts
1. Please provide an explanation of the amount of direct support provided to the organization from other CBJ funding sources.
Explanations should include:
 - (a) Total amount of direct CBJ funding received by your organization
 - (b) Total organization budget
 - (c) Percentage of CBJ income of total budget:
("a" divided by "b" equals "c")
 - (d) A description of where the direct support is coming from.
 2. Description of CBJ indirect support provided to your organization.
 3. List all estimated sources of revenue for the proposed program.

V. Proposal Presentation (4 maximum points possible)

A. Quality of Document

1. Please include all requested information in grant application and in the correct location.
2. Include a plan for the type of materials for which the organization plans to display the following information: "**This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues.**"
3. Please use the format requested; Typed, double-spaced on one side of 8 ½" x 11" white paper, unless specifically directed otherwise. Do not exceed the space allotted.
4. Please provide the most current information regarding participation numbers, financial information, resumes, organizational charts, etc.

VI. Optional Information (2 points possible)

- A. Submittal of letters of support (maximum of 2)**

Two points will be awarded to all local proposers

Appendices

The following are abbreviated **examples** of Goals and Objectives that have been submitted in the past that meet the requirements of Section II. B. Goals/Objectives/Timelines. Other examples are available upon request.

Overall Goal of Program: Provide opportunities for youth to explore the arts through educational hands-on activities. Activities are designed to stimulate individual creativity, contribute to positive self-esteem, provide a setting for learning and practicing a variety of communication skills, and develop a lifelong appreciation of museums.

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timeline
Recognize artistic traditions and rituals of the Alutiig culture. Learn and apply effective elements of speaking. Refine artistic skills through practice and revision. Learn speaking techniques that inform, persuade, entertain and describe. Explore similarities and differences in the oral traditions of specific cultures.	Alutiig Oral Traditions: A unique, temporary exhibit, "Looking Both Ways" provides an unusual opportunity for students to listen to the voices of Alutiig Elders, study their oral traditions and practice the art of storytelling. Students will demonstrate what they learn in a public performance at the museum. Their creations will be recorded on videotape for each to take home. Three 2-hour sessions will be held during two parent-teacher conference days, along with one Saturday afternoon performance. (30 students, grades 3-8) Guest storytellers: Florence Pesterkoff or Sven Haakanson and Brett Dillingham. Video taping and production by Tony Criss. Completion by December.

Overall Goal of Program: Outdoor Explorer kids gain a deeper and richer appreciation of the natural environment around Juneau, and they develop a positive image of themselves as participants in our natural and social community.

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timeline
Participants will explore the variety of natural habitats found in Southeast Alaska. Youth can describe several different natural communities found in the Juneau area.	Instructor/naturalists will lead, with agency assistance, ½-day to full-day learning activities during each week. 1. The natural history activities may include: Concept Days: ecological concepts and mysteries each day; Sensory Stations: (sound maps, blindfold walks, human camera, territory scents); Natural Communities Exploration: glacial, old growth forest, muskeg, alpine, stream/riparian, intertidal; Ecosystem scavenger hunts; Wild Edibles Feast

Appendices

Examples of Goals and Objectives (cont.)

Overall Goal of Program: To provide Juneau high school-age boys a program of volleyball skills training and competitive team experiences. The JBVC's goals/objectives are as follows: (1) to learn the individual athletic skills needed to play at a high level in competitive volleyball; (2) to teach individual players goal-setting and goal-attainment skills for their own play and for the team's play; (3) to learn the team skills needed to play competitive volleyball through exposure to adult league play and same-age tournament competition; (4) to learn personal skills in adult interaction; (5) to instill other life skills having to do with respect to others, cooperative "team" play, emotional control and self-discipline that the boys can use on the volleyball court and in their daily lives; and (6) to provide a program for exercise and improved health and stamina.

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timelines
To teach individual players <u>personal goal-setting and goal attainment skills</u> for their own play and for the team	Activities: Individual conferences with each player and the coaches during practice sessions throughout the season are where individual goals are set and evaluated. Besides setting goals for learning volleyball skills boys will also be involved in fund-raising activities for the team. <u>Persons Responsible</u> : All coaches. <u>Timeline</u> : Throughout the August-November season.

Program Title: **Museum Youth Program: Exploring the Arts FY 2022**

1. Program Budget Narrative:

A. In- Kind Personnel Services:

1. **Eight guest artists for instruction at the museum for a total of 60 hours = \$2500**
2. **Two museum personnel to assist with grant writing and evaluation for a total of 80 hours = \$3000**
3. **Museum Volunteers:** Ratio 1 volunteer to each 10 youth for a total 24 hours
4. **FASM Youth Program Coordinator: 70 hours \$3500**
5. **Interpreter for the hearing impaired,** SAIL employee: FASM will pay for this service if participants need an interpreter. \$75.00/hr X 25 session hours = \$1,875.00
\$100.00
6. **Interpreter for the hearing impaired,** SAIL employee: FASM will pay for this service if participants need an interpreter. \$75.00/hr X 25 session hours = \$1,875.00

B. Travel

15. **Airfare:** Alaska Airlines ticket, discounted, advance fare, round-trip. Sitka – Juneau for Arctic Native Games coach and 2 Native Youth Olympic athletes from Mt. Edgecombe high School = estimate= \$592.50

C. Facilities

16. **Alaska State Museum gallery use:** facility use fee and janitorial services, \$200.00 per day X 7 event days, fees waived for this free, public event = \$1,400.00

D. Supplies

17. **Art and craft supplies** – Grant request total art and craft supplies = \$888.00
#1 Painting-watercolor paper, sketch book, brushes: 50 participants X \$3.50/participant = \$175.00
#2 Whales-pencils, paper, photography paper, erasers, sketchbooks: 40 participants x \$3.50/participant = \$140.00
#3 Clay – Crayola clay, paints, aluminum foil, craft items: 50 participants X \$3.50/participant = \$140.00
#4 Ivory objects: Crayola clay, paints, aluminum foil, craft items: 50 participants X \$1.50/participant = \$75.00
#5 Color: pastels, paper, pencils. 20 participants x \$3.50/participant = \$70.00
#6 Arctic Winter Games – awards, game paraphernalia, printed directions, participation card = 60 participants X \$3/participant = \$180.00
#7 Murder Mystery - awards for 30 and the 5 hour activity immediately following school = 72 participants X \$1.50 = \$108.00
Donations: matt board, staplers, notions, scissors, newsprint = \$200.00
18. **Hardware/Cleanup Supplies:** duct tape, baby wipes, tarps, gaffer's tape, masking tape = \$25.00
19. **Office Supplies:** Name badges used by the participants - \$20
Donations: copy toner and ink, staples, pencils, pens, markers, copy paper = \$75.00

E. Equipment

20. **ASM equipment and tool use** – ladders, extension cords, hand carts, hammers, tape measures, folding tables, benches, digital camera, stock frames, display cases, table skirting. In-kind donation = \$300.00

F. Other Operating

21. **Printing** clue booklets for the Murder Mystery 72 booklets x \$1.00 = \$72.00
22. **City bus passes** for youth in need of transportation: estimate 10 students X \$2.50 roundtrip fare, FASM purchase \$25.00
23. **Princess bus transportation** youth to travel from museum to marine environment to participate in the Whale activity – 1 bus X \$97.00 round trip fare + youth to travel from middle schools to the museum and back for the Murder Mystery activity, 2 buses X 97.00 round trip fare = \$291.00 (total for 3 buses)

SECTION C

FY22 YOUTH ACTIVITIES GRANT

GRANT APPLICATION

PROPOSAL CHECK SHEET AND TABLE OF CONTENTS:

Program Title: _____

Organization: _____

CBJ Program Request: **\$** _____

Arrange your proposal according to the table of contents below. Number your pages in the order indicated. **Attach this sheet to the front of your proposal.**

	<u>Page</u>
Title page and authorized signature_____	C-2
Abstract_____	C-3
I. <u>Required Information</u>	C-4
A. Proof of Non-Profit Status_____	C-4
B. Proof of Legal Status_____	C-4
II. <u>Plan of Operation</u>	C-5
A. Extent of Youth Participation_____	C-5
B. Goals and Objectives_____	C-7
C. Program Evaluation Components_____	C-8
D. Community Coordination_____	C-9
III. <u>Management Capacity</u>	C-10
A. Past History_____	C-10
B. Instructor/Coach Relevant Experience _____	C-10
C. Volunteer Support_____	C-11
D. Cooperative Efforts_____	C-11
E. Participant Safety/Security _____	C-11
IV. <u>Program Budget</u>	C-12
A. Program Expenditures_____	C-12
B. Program Revenues_____	C-17
V. <u>Proposal Presentation</u>	C-18
VI. <u>Optional Information</u>	C-18
A. Letters of Support (Maximum of 2)_____	C-18

TITLE PAGE:

Program title: _____

Program beginning date: _____

Program ending date: _____

Date that funding needs to be received: _____

Legal name, address, phone, FAX number, & e-mail of organization submitting proposal:

Type of Organization: _____ Corporation _____ Partnership

Sole Proprietorship

Other: (Please describe)

Name of contact person: _____

Contact Address: _____

Phone number: Day _____ Evening _____ Fax number: _____

E-mail address: _____

Does this person have authority to authorize changes to a contract if your group receives one?

_____ Yes _____ No

Authorized Signature **(Person Who Will Sign the Contract)**

Printed Name of Authorized Signature

Title/Position in Organization

YOUTH ACTIVITIES PROGRAM FUNDS

Program Title: _____

ABSTRACT:

Complete an abstract of your proposal. (Single spacing allowed on the abstract - maximum of 2 pages)

Program Title: _____

I. REQUIRED INFORMATION

Attach this information:

A. Proof of non-profit status

1. Attach a copy of your Federal IRS exemption letter or other information proving your tax-exempt status.*

B. Proof of legal status

1. Attach a copy of your articles of incorporation, or other document that attests to your organization's legal status.*

*** If you have received a Youth Activity Grant and are not providing A or B above you MUST mark the following boxes in lieu of providing proof.**

- ☐ We have received a Youth Activity Grant before and verify that the organization's tax-exempt status has not changed since that time.
- ☐ We have received a Youth Activity Grant before and verify that the organization's legal status has not changed since that time.

Program Title: _____

II. PLAN OF OPERATION (67 Points)

**A. EXTENT OF DIRECT YOUTH PARTICIPATION (Refer to Page B-3 Section II, A):
(55 points)**

1. (a) Identify and describe how many hours each individual youth enrolled in your program will participate. Break down by age group, skill levels, and/or activity groups if hours of participation will vary.

(b) Identify and describe the total number of hours of participation by all youth enrolled in your program. Break down by age group, skill levels, or activity groups if hours of participation will vary.

2. How many youth will actively participate in the program?

Program Title: _____

3. List the adult to youth ratio to support the program.

4. Describe the existence and extent of scholarship funding provided for qualified youth within the program. Please describe your process in detail and include a copy of the scholarship request form and/or copy of your scholarship policy. How are participants made aware that scholarship funding is available such as type of application, availability on a website etc. Also include statistics on how many scholarships and the dollar amount awarded during your last season of operation. **(Do not include scholarships provided with CBJ funding).**

5. How will you assist youth in need? (Transportation, equipment, other) Describe how you communicate to parents/guardians what kind of assistance is available. Attach a brochure or flyer if applicable.

Program Title: _____

B. GOALS/OBJECTIVES/TIMELINES (Refer to Page B-4, Section II, B): (4 points)

This section should include a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAB goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth. Objectives should be **measurable**, feasible, have time limits and **relate to the more general goal**. Objectives and activities should describe specific accomplishments. Goals and objectives should be clear and concise. There should be at least one goal for each program component that furthers the overall goal of the Youth Activities Program.

Overall Goal of Program:

Objectives (measurable) Prioritize in order of importance	Plan: Activities used to achieve objectives. Person(s) responsible and Timeline.

Attach additional pages as needed.

Program Title: _____

C. PROGRAM EVALUATION COMPONENTS (Refer to Page B-4, Section II, C): (4 points)

Evaluation: How will achievement of this goal be measured?	Timeframe: Schedule for Implementation

Attach additional pages as needed

D. COMMUNITY COORDINATION (Refer to Page B-4, Section II, D): (4 points possible)

- C-9

Program Title: _____

III. MANAGEMENT CAPACITY (Refer to Page B-4, Section III): (41 points)

- Attach current organizational chart with name of staff positions
- Attach current resumes of top personnel within the organization and any special instructors if possible.

Note: It is important to include both of these items to insure that reviewers have a complete understanding of your organization's management structure and capabilities.

A. PAST HISTORY (11 points)

1. Describe the organization's past history of providing successful youth programs. Please include your history of YAG management accountability regarding program funding, reporting, and submission of a timely program evaluation.

B. INSTRUCTOR/COACH RELEVANT EXPERIENCE (13 points)

1. Describe the instructors or coach's relevant experience in providing your youth program.

Program Title: _____

C. VOLUNTEER SUPPORT (8 points)

1. Explain the amount of volunteer support there will be for the program.

(a) How many volunteers will be helping you?

(b) How many total hours of volunteer support do you anticipate?

(c) What will the volunteers be doing?

(d) If applicable, please identify your volunteer fundraising goals, objectives, and desired results.

D. COOPERATIVE EFFORTS (5 points)

1. Describe cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program.

E. Safety/Security (4 points)

1. Describe how you assure the safety/security of your participants.

Program Title: _____

IV. PROGRAM BUDGET/ORGANIZATION SUPPORT: (34 points)

- Include a prior fiscal year financial statement and listing of current and anticipated funding sources for your organization. If not available, please explain why.

A. PROGRAM EXPENDITURES (Refer to Page B-5, Section IV, A1) (25 points possible)

1. Arrange in the following format:

<u>PROJECT REQUEST</u>	+	<u>OTHER INCOME</u>	+	<u>IN-KIND</u>	=	<u>PROJECT TOTAL</u>
----------------------------	---	-------------------------	---	----------------	---	--------------------------

A. Personnel Services:

(List persons involved
In project)

Subtotal Personnel Services

B. Travel

(Who, where, number of trips, cost)

Subtotal Travel

	<u>PROJECT REQUEST</u>	+	<u>OTHER INCOME</u>	+	<u>IN-KIND</u> =	<u>PROJECT TOTAL</u>
C. <u>Facility</u> (Itemize)						
Subtotal Facility						
D. <u>Supplies/Materials</u> (Itemize in general categories)						
Subtotal Supplies						
E. <u>Equipment</u> (Itemize rentals, lease purchase Agreements, etc.)						
Subtotal Equipment						
F. <u>Other Operating</u> (Itemize)						
Subtotal Other Operating						
G. <u>Total</u> (Total the subtotal of A through F)						

Program Title: _____

2. Program Budget Narrative (Refer to Page B-5, Section IV, A2)
(Must not exceed two pages)

Program Title: _____

3. (a) Explain the total program cost per participant hour. **(Total program cost divided by total participant hours equals total program cost per participant hour.)** This information will be used for YAB information only and will not be used for scoring.

(b) Explain the proposal request cost per participant hour. **(The proposal request amount divided by total participant hours equals the proposal request cost.)**

(c) List any cost or fees charged to participants. (Including purchase of equipment, travel, etc.) This information is for YAB committee information only and will not be used in scoring.

Program Title: _____

(d) ORGANIZATION SUPPORT & PROGRAM REVENUES (Refer to Page B-6, Section IV, B): (9 points possible)

a. Explain the amount of direct support provided or anticipated to the organization from other CBJ funding sources. **(Do not include previous or anticipated YAB grant funds)**

i. Total amount of direct CBJ funding received by your organization: ____

ii. Total organization budget: _____

iii. Percentage of CBJ income of total budget

(“a” divided by “b” equals “c”): _____

iv. Where is the CBJ funding coming from?

b. Description of CBJ indirect support provided to your organization.

Program Title: _____

c. List all estimated sources of revenue for this program

Admissions

\$ _____

Number of participants X amount

Memberships

Ticket Sales

Corporate Support

\$ _____

(Itemize source and amount)

Foundation Support

\$ _____

(Itemize source and amount)

Other Private Support

\$ _____

(Itemize source and amount)

Governmental Support

\$ _____

(Indicate specific agency or source)

(Do not include YAB funding)

Federal Support

\$ _____

(Indicate specific agency or source)

Local Support

\$ _____

(Itemize source and amount)

Other Revenue

\$ _____

(Itemize source and amount)

Total Projected Revenue for this project:

\$ _____

Program Title: _____

V. PROPOSAL PRESENTATION

(4 points possible)

- A.** Submit all information requested, in the correct order, and in the format specified.
- B.** Submit only current information regarding your participation numbers, financial information, resumes of personnel, organizational charts, etc.
- C.** Submit plan for the type of materials for which the organization plans to display the following information: **“This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues.”**

VI. OPTIONAL INFORMATION

(2 points possible)

- A.** Submit a maximum of two letters of support.

General Comments about the Request for Youth Activities Grant (RFYAG) application packet:

PROPOSAL EVALUATION SCORING SHEET:

Organization: _____ FY22 Request _____

Program: _____

Rater: _____ Date: _____

- | | | |
|----|------------------------------------|----------------------------------|
| I. | <u>Required Information</u> | <u>Possible Pts/Score</u> |
| | A) Proof of non-profit status | Yes/No |
| | B) Proof of legal status | Yes/No |

- | | | |
|-----|--|-------------------|
| II. | <u>Plan of Operation</u> | |
| | A) Extent of Youth Participation | |
| | 1. (a) Direct hours per youth | |
| | (b) Total number of direct participation | 16 _____ CBJ (1)* |
| | 2. Number of youth | 14 _____ CBJ (3) |
| | 3. Adult to youth ratio | 12 _____ CBJ (5) |
| | 4. Existence of scholarship fund | 7 _____ CBJ(10) |
| | 5. Practical assistance to youth in need | 6 _____ CBJ(11) |
| | B) Goals/Objectives/Timelines | 4 _____ |
| | C) Program Evaluation Requirements | 4 _____ |
| | D) Community Coordination | 4 _____ |

Section II Total Points 67 _____

- | | | |
|------|---|-----------------|
| III. | <u>Management Capacity</u> | |
| | A) Past History | 11 _____ CBJ(6) |
| | B) Instructor/Coach Relevant Experience | 13 _____ CBJ(4) |
| | C) Volunteer Support | 8 _____ CBJ(9) |
| | D) Cooperative Efforts | 5 _____ CBJ(12) |
| | E) Participant Safety/Security | 4 _____ |

Section III Total Points 41 _____

Sub-total Points (Page B-1) 108 _____

- * Indicates number of "importance factor" listed in CBJ Resolution 2820

IV. Program Budget/Organization Support

- A) Program Expenditures
1. Program Budget Attachment
 2. Program Budget Narrative..... 10 CBJ(7)
 3. a) Total program cost per participant hour
 - b) Proposal request cost per participant hour..... 15 CBJ(2)
- B) Organization Support and Program Revenues 9 CBJ(8)
1. Amount of direct CBJ Support
 2. Indirect CBJ support
 3. List of program revenues

Section IV Total Points 34V. **Proposal Presentation** Section V Points 4 CBJ(13)**VI. Optional Information**

- A) Letters of support (maximum of 2) 2 _____

Sub-total Points (Page B-2) 40 _____

	Sub-total Points Page B-1	<u>108</u>	_____
	Sub-total Points Page B-2	<u>40</u>	_____
<u>Local Proposer 2</u>		<u>2</u>	_____
TOTAL POSSIBLE POINTS		<u>150</u>	_____

YAB FY22 REVIEW SCHEDULE

Friday	January 4, 2021	Request for Youth Activity Grant application becomes available and is posted online. Staff will also email all previous grant applicants the available date.
Monday	March 1, 2021	Proposals are due to the Parks & Recreation office by 4:30pm.
Wednesday	March 3, 2021	Staff will divide proposals into three separate categories: Art/Theatre/Dance, Sports/Athletics, and Academic/Other and prepare board packets.
Thu/Fri	March 4-5, 2021	Packets ready for pick-up at Parks & Rec office by 4:30 pm.
Monday	March 8, 2021	Packets delivered to YAB members who have not picked up their materials.
Tuesday	March 9, 2021	Contingency Grant meeting (if needed)
Friday	March 19, 2021	YAB members return their scoring sheets and any questions for the proposers to staff liaison by 4:30pm. <i>If no questions please submit scoring sheets by Monday, 3/22/21.</i>
Monday	March 22, 2021	Staff will send questions to the agencies and request a written response. Staff liaison will combine scoring and create a point based scoring list for each category.
Friday	March 26, 2021	Staff liaison emails Adrien with Finance to confirm date for finance committee meeting.
Monday	March 29, 2021	Organization answers due back by 4:30pm.
Wednesday	March 31, 2021	Organization answers sent to subcommittee group members
Tuesday	April 20, 2021 (<i>tent</i>)	5:00pm – 8:30pm JDHS Commons YAB subcommittees meet to evaluate and make funding recommendations (Public will arrive at 6:00pm). Work session from 5-6pm for reviewers to talk over proposals and formulate potential questions.
Wednesday	April 21, 2021	5:00pm – 8:00pm CBJ conference room 224 Full board meets to finalize YAG funding recommendations.
Wednesday	April 28, 2020 (<i>tent</i>)	5:00pm Assembly Chambers Finance Committee meeting to approve YAB Grant funding. (Board rep must attend to present).