

Western New York AmeriCorps

AmeriCorps Builds Lives through Education (ABLE) Tutoring Program

Partner Site RFP Application/Renewal



Proposals due June 29, 2007

ABLE Tutoring Program Year October 1, 2007-December 31, 2008

2007-08 WNY AmeriCorps ABLE Program

Partner Site RFP Application/Renewal

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Request for Partnership Instructions
Western New York AmeriCorps
AmeriCorps Builds Lives through Education (ABLE) Tutoring Program
2007-2008

OVERVIEW AND PROGRAM INFORMATION

AmeriCorps is a network of national service programs that engages more than 75,000 Americans each year in intensive service to meet critical needs in education, public safety, health, and the environment. AmeriCorps is made up of three programs: AmeriCorps*State and National, AmeriCorps*VISTA, and AmeriCorps*NCCC (National Civilian Community Corps). AmeriCorps members serve through more than 2,100 nonprofits, public agencies, and faith-based organizations. They tutor and mentor youth, build affordable housing, teach computer skills, clean parks and streams, run after-school programs, and help communities respond to disasters.

Created in 1993, AmeriCorps is part of the Corporation for National and Community Service, which also oversees Senior Corps and Learn and Serve America. Together these programs engage more than 2 million Americans of all ages and backgrounds in service each year. And since 1994, more than 500,000 men and women have served in AmeriCorps, providing needed assistance to millions of Americans. AmeriCorps provides trained, dedicated people to help nonprofits accomplish more and make more effective use of volunteers.

Western New York AmeriCorps, operated out of the West Seneca Youth Bureau, administers one of the largest AmeriCorps programs in the United States. Our AmeriCorps efforts are a part of our commitment to regionalism in our area and our belief that, "Everybody can be great...because anybody can serve...You only need a heart full of grace. A soul generated by love." (Martin Luther King, Jr.)

Mission of the West Seneca Youth Bureau: The West Seneca Youth Bureau is an organization committed to developing the potential of youth, promoting community service, volunteerism, supporting families, and improving the Western New York community through the effective participation in National and Community Service programs.

The Western New York AmeriCorps ABLE Tutoring Program (ABLE) is part of that mission. ABLE is a comprehensive literacy-based tutoring initiative, in which AmeriCorps members seek to reach out to children, youth and occasionally adults who, for whatever reason, have been left behind.

AmeriCorps Builds Lives through Education (ABLE) Program Mission: to help Buffalo and WNY's poorest children discover the world of language and literacy through one-on-one and small group tutoring with AmeriCorps members. This is accomplished by having a diverse pool of AmeriCorps members who tutor children from grades K-12 in order to help improve their individual academic skills and overall performance.

PURPOSE

The purpose of this Request for Partnership (RFP) is to solicit applications from public, charter, parochial and private schools, as well as community- and faith-based organizations from the Greater Buffalo Region that are interested in serving as Partner Host Sites for AmeriCorps members during our 2007-2008 program year, which runs from October 1st, 2007 – December 31st, 2008.

Applicants must:

- Be committed to addressing the critical needs of the students of Buffalo and Western New York;
- Be able to make a modest financial investment in order to access human resources to implement or expand programming;
- Have the capacity to utilize AmeriCorps members in most or all of the program areas outlined in the “Program Design” section of this request.
- Be willing to document progress towards objectives and the impact of members’ activities on individuals served by the project and on the broader community.

AmeriCorps members must provide a direct and demonstrable service and benefit that is valued by the community. You may propose using members to develop and implement educational/tutoring programs you have wanted to offer but have not had sufficient staff or funds to initiate. Their time can also be devoted to helping you strengthen or expand programs you already have in place. If volunteers play a critical role in your organization, AmeriCorps members may work to mobilize and train more volunteers. Throughout the members’ placement within your organization, you must be able to document that their efforts have enabled you to increase the number of individuals you serve, expand your hours of operation or service provision, offer new services, enhance service effectiveness, and/or enhance service quality. In all cases, members’ activities must result in a specific identifiable service or improvement that otherwise would not have been provided with existing funds or volunteers, and one that does not displace paid employees or volunteers.

RECRUITMENT, SELECTION AND PLACEMENT

Western New York AmeriCorps is currently recruiting members for participation in **Year 4** of the ABLE Tutoring Program (Oct.1, 2007 – Dec.31, 2008). Appropriate AmeriCorps member candidates are identified from applications and are matched to appropriate AmeriCorps Partner Host Sites. Member candidates will be assessed in the areas of leadership potential, educational background and objectives, communication skills, employment and volunteer experience, and personal goals. Organizations selected as Partner Host Sites for the placement of AmeriCorps members are expected to be involved with member recruitment by referring well-qualified applicants and assisting in the selection and placement process. After an intensive interview, reference check, and criminal background check, candidates displaying the required knowledge, skills and abilities will be forwarded to Host Sites according to candidate preferences and anticipated fit. Each candidate is then evaluated and interviewed by the Host-Site Supervisor with the ABLE Manager present. As the official ABLE Program Sponsor, WNY AmeriCorps retains the responsibility for collecting candidate application and placement materials, and making final placement decisions and position offers to candidates.

AmeriCorps Member Positions Available:

In the 2007-2008 program year, there will be two types of member positions available:

1. **Traditional Stipended Members:** These types of members receive the full benefits available as participants of AmeriCorps National Service. The benefits are: bi-weekly living allowance/stipend, health insurance, loan forbearance, child care, and an educational award. There are **full-time** (1700-hour commitment of service in 52 weeks), **half-time** (900-hour commitment of service part-time for 52 weeks or full-time for 26 weeks), and **minimum-time** (300-hour commitment in 10 weeks) positions available.
2. **Education Award Only (EAO) Members:** These are non-stipended members who are only eligible for an educational award. As a partner of AmeriCorps, your service agency would qualify for this benefit. Any individual who makes \$22,000.00 or less and is able to complete 300 or 900 hours of service within one calendar year can earn a \$1,000.00 or \$2,363.00 AmeriCorps educational award!

GENERAL GUIDELINES FOR PROPOSAL SUBMISSION

Eligible Organizations:

Not-for-profit corporations, school-based and after school-based programs, community-based organizations, faith-based organizations, public, private, parochial and charter schools, and public benefit agencies.

Program Start/End Dates:

October 1st, 2007 through December 31st, 2008.

Targeted Geographic Area:

The program primarily targets Western New York and the City of Buffalo. Consideration will be given to requests from all parts of the region and surrounding areas/counties that demonstrate need and a commitment to service.

Submission of Proposals: (Proposal forms attached)

To ensure that your RFP receives review and consideration prior to the October 1st, 2007 start date, **please submit your proposal by June 29, 2007 before 5:00PM.** If you cannot submit the proposal prior to the program start date, but would still like to develop a partnership with AmeriCorps, then please submit it ASAP. All proposals are reviewed and are given equal opportunity. Proposals should be mailed or delivered to:

**Western New York AmeriCorps
ABLE Tutoring Program
2001 Union Road
West Seneca, NY 14224
Attn: Joshua Randle**

2007-08 WNY AmeriCorps ABLE Tutoring Program

PARTNER SITE RFP PROPOSAL FORM

SECTION I – General Information

Name of Organization:

Check One: First-time Application
(Narrative required)

Renewal Application
(Narrative not required unless there are
significant changes to program)

Primary Contact:

(Note: This person must have the authority to commit and receive funds on behalf of the organization)

Title/Department:

Address:

Phone: _____

Fax: _____

E-mail: _____

Authorization: The legal applicant certifies to the best of his/her knowledge that this data is true and accurate, that the filing of this application has been duly authorized by the governing body of the applicant, and that the applicant will comply with the assurances required if the proposal is approved.

Authorizing Official:

Signature: _____

Date: _____

SECTION II – Member Request

Your AmeriCorps Member Request:

- a. How many members are you requesting? (Please specify number below)

Full-time (1700-hour commitment): _____

Half-time (900-hour commitment): _____

Minimum-time (300-hour commitment): _____

Part-time Education Award Only: _____

Min-time Education Award Only: _____

TOTAL AMERICORPS MEMBER REQUEST: _____

- b. Will you be able to post AmeriCorps signage at your site to indicate that AmeriCorps member(s) are serving there? YES NO
- c. Will the AmeriCorps member(s) be able to identify themselves as AmeriCorps at the service site (wear AmeriCorps shirts, lapel pins, or buttons)? YES NO
- d. Can members mention your agency in publicity about the West Seneca Youth Bureau and the WNY AmeriCorps programs? YES NO
- e. Will it be possible to do a news story about the service an AmeriCorps member is accomplishing at your site (for example, can a reporter come to the site and interview the member and student or clients)? YES NO
- f. Will there be on-site supervision available to the AmeriCorps member(s)? YES NO

If 'Yes', please identify the name of the immediate supervisor:

- g. **Facilities** (please check each appropriate category below to indicate your ability to meet the following match requirements):

Work Space

Training

Computer

Phone

Fax

Supplies

If you responded 'NO' to any of the above, please explain:

SECTION III – Support

Cash and In-Kind Match:

Congress and Western New York AmeriCorps require both cash and in-kind match for each member placement to support a portion of the member living allowance, associated fringe benefits and support costs, uniforms, supplies and other expenses. If an organization has limited financial resources and cannot afford a portion or the entire required cash match, then the applicant must define how they plan to help support the cost of their AmeriCorps member(s). Limited financial resources do not affect the selection process.

To provide maximum flexibility, partner organizations will be able to select from various payment plans: a.) one installment: the organization pays the entire match fee for its member(s) by December 31, 2007; b.) quarterly installments: the organization pays quarterly as invoiced by Western New York AmeriCorps.

In the event that a member leaves the program or is transferred to another site, the organization may request a pro-rated refund based on the number of weeks/hours completed by the member. However, once the AmeriCorps member completes 50% or more of the required hours in his/her term of service and is then terminated, resigns or abandons his/her term of service, the cash match commitment becomes non-refundable.

- a. **Cost Sharing:** Required cash matching funds for the services of each AmeriCorps member. (Please check the positions that you are requesting)
 - **Traditional Stipended Members:** These members receive the full benefits available (bi-weekly living allowance, health insurance, loan forbearance, child care, and educational award) as a participant of AmeriCorps National Service.
 - Full-time Member** (1,700 hours of service in 52 weeks): \$5,000.00 to Western New York AmeriCorps.
 - Half-time** (900 hours of service in either 52 (part-time hours) or 26 weeks (full-time hours): \$2,500.00 to Western New York AmeriCorps.
 - Minimum-time** (300 hours in 10 weeks); \$800.00 to Western New York AmeriCorps.
 - **Education Award Only (EAO) Members:** These are non-stipended members who are only eligible for an educational award. EAO positions are a wonderful benefit for approved partners and the individuals who serve in their agency.
 - Part-time education award only** (900 hours in 52 weeks); \$300.00 to Western New York AmeriCorps.
 - Minimum-time education award only** (300 hours in 52 weeks); \$100.00 to Western New York AmeriCorps.
- b. **Where will the cash match come from?** (check one and describe)

Local or state government funds

Private funds

Other (please describe)

c. Please describe any additional resources that you will provide for an AmeriCorps member (such as: oversight, donated space, housing, technical training, teaching/technical materials and/or supplies):

SECTION IV Narrative

(A Narrative MUST be completed by all NEW applicants. Renewal applicants must only complete the Narrative if there has been or will be significant changes in your program)

Please attach a Narrative of no more than two pages that explains the project the AmeriCorps member(s) will undertake at your Host Site. Please use the following outline:

- I. Statement of Need.** State in measurable and quantifiable terms the specific needs that the project will address. Use current statistical data and cite sources.

- II. Current Activities.** Provide a description of current activities your organization is undertaking to address this need. How will the AmeriCorps member(s) project compliment this work?

- III. Collaborating Organizations.** List those organizations with which your agency collaborates in addressing this need. Describe the role each community

partner will play in making an impact on the need, and the criteria you will use to select other possible community partners.

IV. Program Design. Program design consists of three key elements that are part of the AmeriCorps commitment to serving and improving our nation. They are: Needs and Service Activities, Member Development, and Strengthening Communities. Provide the following information:

- a. Needs and Service Activities.** How does your organization and its mission relate to the community need(s)? How do your program's objectives meet the community needs? What is the desired impact your program will have on the community in measurable terms? State also the proposed activities the AmeriCorps member(s) will perform. Describe a "typical day" for the member. State your organization's capacity to provide technical assistance and training to the member.
- b. Member Development.** Provide a chart or list of Host Site specific training that you will provide the AmeriCorps member(s). Will the AmeriCorps member(s) be invited to training opportunities provided to your regular staff? State also how you will help the AmeriCorps member(s) develop an ethic of service.
- c. Strengthening Communities.** Describe the community your program will serve and the relationship between the community and your organization. If community volunteers play a critical role in your organization, please explain how the AmeriCorps member(s) will assist in the mobilizing of volunteers. Describe the program's vision for the role of the member(s) in the recruitment, selection and training of volunteers. State how you will make the program *sustainable* so that when the member leaves your organization that the program can still provide demonstrable and meaningful service to the community.