

METROPOLITAN ACTION COMMISSION



POWER Youth Site Partners | Funding Guidelines

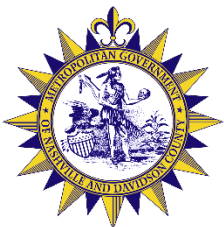
(Providing Opportunities for Wealth-building and Economic Resilience)

SUMMER EMPLOYMENT PROGRAM PROJECTS

SUMMER 2024 June 3, 2024 – July 19, 2024

Application Deadline: February 2, 2024, at 4:30PM (CST)

*Funding for this program is provided by
the Metropolitan Government of Nashville & Davidson County.*



For assistance, contact Katina Bass at Katina.bass@nashville.gov



Metropolitan Action Commission

Vision + Mission

Davidson County is a place where people reach their highest potential, creating a legacy of physical, emotional, social, and economic well-being from one generation to the next.

Metropolitan Action Commission embodies a spirit of hope, helps children and youth develop their potential, equips adults and families to achieve their goals, improves social and economic mobility, and advances well-being for people and communities.

Metropolitan Action Commission POWER Youth Team

Tanya Evrenson, Director of Workforce and Youth Development
Katina Bass, Assistant Director of Workforce and Youth Development
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<https://www.nashville.gov/departments/metro-action>

MAC POWER Youth Funding

Summer Employment Program Projects / Non-Profit Organizations & Businesses / Funding Available: Up to \$50,000.00

The Metropolitan Action Commission POWER Youth Summer Employment Program is the agency's youth work initiative. POWER, which is an acronym for Providing Opportunities for Wealth-building and Economic Resilience, was selected by youth based on their belief that this best represents their path. This initiative and its structure is a result of a series of sessions with Davidson County youth where it was communicated to city leaders that youth need meaningful activities which also allow them to earn income during the summer as an alternative to less productive activities. The summer experiences are in two main categories, ages 14-15 and 16-18. This proposal announcement covers the portion of the youth summer employment program that provides project-based work experiences for young people ages 14-15 during the summer.

Metro Action is seeking project proposals from Site Partners to engage youth ages 14-15 in seven-week projects beginning June 3, 2024, and concluding July 19, 2024. Projects should enhance participants' academic, artistic, and athletic interests, as well as promote job skills development and healthy lifestyles, to help prepare Metro Nashville's youth to become successful adults. Additionally, the project should culminate in a showcase or final project that demonstrates outcomes of participation in the program.

Up to \$50,000.00 in funding will be available. Partners will be required to state the approximate amount of youth they intend to serve with their programming. Suggested funding request amounts based on the number of youth the program expects to serve are below:

Number of Youth	Suggested Funding Request
25 - 35	\$12,500 - \$17,500
36 - 45	\$18,000 - \$22,500
46 - 55	\$23,000 - \$27,500
56 - 100	\$28,000 - \$50,000

Failure to serve estimated range of youth workers may result in adjusted final award at closeout and final invoice.

Site Partner Expectations

MAC POWER Youth Site Partners will:

- Develop and implement age-appropriate projects for youth workers ages 14-15
- Provide a work experience for **four hours daily Monday-Friday (20 hours weekly) from June 3, 2024, through July 19, 2024**
- Provide professional Leader(s) /Mentor(s) with demonstrated teaching or youth development experience to successfully facilitate youth work experiences.
- Provide publicly accessible space(s) for in-person work experiences
- Actively recruit youth applicants from within your organization's network
- Submit age-appropriate work experience descriptions using the MAC template provided with application.
- Review resumes and conduct interviews with youth applicants.
- Coordinate with Metropolitan Action Commission to and facilitate work experience placement.
- Provide assistance (if needed) to collect all required documents and signatures regarding youth employee documentation, including but not limited to wage payment, parent participation release, medical needs, demographic data, and photo releases.
- Coordinate youth and peer leader (Assigned to agency by STARS) timesheet completion and reporting.
- Provide supplies and equipment necessary to conduct all programming in-person.
- Adhere to any required health and safety guidelines set by the Metro Public Health Department
- Provide evidence of TBI Background Checks for **ALL** organizational personnel that will directly engage with MAC POWER Youth Summer Employment Program projects; background checks must have been performed within (90 days) of starting employment and must cover the period of at least five years. Proof of Background Checks must be provided to Metropolitan Action Commission **prior to first invoice submission**.
- Collect and maintain all required student and staff documentation in a physical binder or electronic folder that is easily accessible during site visits and/or audits.
- Facilitate program assessments to be completed by student workers, if required by Metropolitan Action Commission
- Work cooperatively with the MAC POWER Youth staff and attend ALL required trainings and required workshops.
- Incorporate Six Soft Skills- 1.) Communications Skills; 2.) Enthusiasm and Attitude; 3.) Teamwork; 4.) Networking; 5.) Problem Solving and Critical Thinking; and 6.) Professionalism, into the fiber of the program to ensure that youth workers will be "work-ready" for future employment.
- Ensure that every youth worker can deliver a 1-2 minute "elevator speech" summary of summer work experience, as well as an excerpt of their job and duties that can be included on a resume.

- Produce resources and materials relevant to your project, especially those useful to a future job seeker, such as bios and headshots.
- Complete the Metropolitan Action Commission Closeout Report **by August 30, 2024**, with Expense Report included. Final invoice will not be processed until the Closeout Report is received.
- Host an end of program “showcase” or display a final project the last week of the work experience.
- Utilize Funding Guidelines, Request for Proposal Template, Job Description Template and Additional Document items by email to complete all necessary forms, budget revisions, and administrative requirements from Metropolitan Action Commission

Important Dates

Pre-Program Schedule:

Application for Site Hosts Opens: **January 11, 2024**

Project Coaching for Site Hosts: January 16 – January 19, 2024.

Application Deadline for Site Hosts: **February 2, 2024**, at 4:30PM (CST)

Staff Review: **February 5, 2024**

Application Review Panel: February 6 and 7, 2024

Revisions due for “Conditionally Accepted” proposals: **February 9, 2024**

(If conditions have not been met by this date the proposal will not move forward to the Grants and Funding Committee)

MAC Grants and Funding Committee Review and Approval of Selected Site Hosts: **February 12, 2024**

Site Host Partner Selection Announcements: **February 13, 2024**

POWER Youth Job and Project Descriptions Preview Posted to TALEO: February 19, 2024

POWER Youth Applications Close: May 18, 2024

MAC Payroll Onboarding Meetings: April and May 2024

Program Dates

Peer Leader On-Site Training:	May 28 – 31, 2024
Work Experience “Ready to Work” Training:	June 3, 2024
Work Experience Projects:	June 4 - July 19, 2024
Work Experience Summit	June 6, 2024

Final Showcase at Agencies:

July 18 or July 19, 2024

Closeout Report Due:

August 30, 2024

Eligibility and Application Process

Eligibility

All applicants must meet the following eligibility criteria:

- Be a nonprofit organization based in Davidson County.
- Have previous history/experience with youth related work in the community
- Have minimum two-year history of producing, presenting or directly supporting programming for youth.
- A professional instructor must lead (or co-lead) the project.
- Be able to meet non-discriminatory employment and personnel practices.

Nonprofit organizations meeting the criteria below shall be required to submit the following information

Organizations with five hundred thousand dollars or more in total annual revenue or receiving grant funds from the Metropolitan Government in excess of fifty thousand dollars are required to submit an annual audit conducted by an independent CPA in accordance with generally accepted auditing standards.

Organizations with total annual revenue between two hundred thousand dollars and five hundred thousand dollars or receiving grant funds from the Metropolitan Government between twenty-five thousand dollars and fifty thousand dollars are required to submit a review of financial statements conducted by an independent CPA;

Organizations with total revenue between fifty thousand dollars and two hundred fifty thousand dollars or receiving grant funds between five thousand dollars and twenty-five thousand dollars are required to submit a compilation of financial statements prepared by an independent CPA; and

Organizations with total revenue of fifty thousand dollar or less or receiving grant funds of five thousand dollars or less, are required to submit internally prepared financial statements.

Organization shall also submit to the Metropolitan Action Commission the following information:

- A copy of its corporate charter or other articles, constitution, bylaws, or instruments of organization;
- A copy of a letter from the Internal Revenue Service evidencing the fact that the organization is a nonprofit, tax-exempt organization under the Internal Revenue Code of 1986, as amended;
- A statement of the nature and extent of the organization's program that serves the residents of the metropolitan government;

- The proposed budget of the organization, indicating all sources of funds and a line-item identification of the proposed expenditure of metropolitan government funds;

General Restrictions

MAC POWER Youth funding will not support:

- Durable goods, including the purchase of equipment or capital improvements. Examples of durable goods include: appliances, furniture, musical instruments, electronic equipment, computers, televisions, printmaking machines, and sporting goods. If you have a question about what constitutes as a durable good, please contact the Metropolitan Action Commission, Youth Program Specialist.
- Activities or programs with religious content, study, or practice. Metropolitan Action Commission funds must be used for programming activities only.

Matching Funds

MAC POWER Youth funding does not require matching funds by the organization.

How to Submit an Application

Metropolitan Action Commission uses the Request for Proposal (RFP) Template to **PDF Forms** to accept applications for this funding program. Applicants may save and edit their application before submitting the final application. Applicants may only submit one (1) application. Please include all requested documents with application. All applications must be submitted by email and will be considered for funding. Applications and additional support materials must be submitted by **Friday, February 2, 2024, at 4:30PM (CST)**. Incomplete applications will NOT be accepted for review.

Project Coaching

Request for coaching can be made by **January 16 – January 19, 2024**, for WebEx appointments. Make your request to katina.bass@nashville.gov with the subject line: POWER Youth Project Coaching.

Proposal Review & Funding Decisions

Application Review

Metropolitan Action Commission will review each application to determine eligibility. Ineligible and incomplete applications will NOT be reviewed or scored.

Each application deemed eligible will be reviewed and scored by an adjudication panel. The panel will consist of MAC team members. Each application will be reviewed based on the stated scoring criteria and the scores will be added together to create an overall application score of up to 25 total

points. Scoresheets containing the panelists' notes are kept on file at Metropolitan Action Commission. You may contact the Youth Specialist if you would like to discuss the scores received.

Funding Criteria & Scoring

Application reviewers will use a Scoring Guide to evaluate each application. This guide includes a list of criteria divided in to five main areas: Organizational Capacity/Feasibility, Work Merits, Positive Values Alignment, Career Development, and Commitment to Equity. These areas match the sections of the application. A proposal can receive a score of up to 5 points in each area. Successful proposals will demonstrate the following standards:

Organizational Capacity/Feasibility (5 points)

The organization has a minimum two-year history of working with youth and can meet the expectations of a MAC POWER Youth Partner Site Host. The project demonstrates well planned, clearly described, and achievable activities. Program outcomes are clear, realistic, and measurable. Qualified team members will oversee delivery of the project and provide adequate support to accommodate the number of participants the project seeks to serve. The budget is detailed, clear, and scaled appropriately in relation to the work plan proposed.

Work Merit (5 Points)

The project articulates clear, objectives/outcomes and cultural relevance. The project engages professional Instructor(s)/Mentor(s) with a demonstrated work history with youth; evidence of strong creative practice and vision; activities planned demonstrate ability to expand on the cultural knowledge of participants.

Positive Youth Development Alignment (5 points)

The project implements developmentally appropriate activities that connect youth to work readiness experiences. The project promotes positive youth agency and leadership and fosters an environment that values strategic arts engagement, team building, and confidence.

Career Development (5 points)

Youth job descriptions clearly articulate expectations and align with the project's outcomes. Participants will learn life and career skills, with an intentional focus on six soft skills, that are translatable to being successful in the workplace.

Commitment to Equity (5 Points)

Project exhibits commitment to people who have been historically underrepresented, discourse, leadership, and resource allocation; including, but not limited to, people of color, people of all ages, differently abled people, LGBTQ people, women, and the socio-economically disadvantaged.

Project components address the unequal nature of voice, resource allocation and visibility that exist in the arts and cultural ecosystem.

Funding Recommendations & Approval

The panelists’ scores will inform funding recommendations. The funding amount will also be based on the number of proposals received and the amount of funds available. Final funding recommendations will be made by and will be approved by Metropolitan Action Commission and Board of Commissioners.

Accepting an Award

Award notifications will be sent via Email to the contact person provided on the application with next step instructions. In some cases, projects may be funded at less than the full request amount. In these cases, applicants will submit a revised budget or have the option to decline the award. Awardees will accept or decline award through a form sent via Submittable.

Managing an Award

If you accept a MAC POWER Youth Summer Employment Program Site Partner award, it is expected that the recipient will maintain financial records, gather participant demographic information, and document project outcomes.

Invoice Process	
Percentage of Award amount	Invoice will be submitted to Director of Workforce and Youth Development for approval
Invoice 1: 50 % of award	After attendance at the mandatory MAC onboarding meeting in MAY 2024 (Proof of background checks and all necessary budget revisions completed PRIOR to invoice 1)
Invoice 2: 50% of award	JULY 2024

Site Partners agree to the following terms

- Site Partner will fulfill the Site Partner Expectations (pg. 4-5).
- Site Partner will use funds to pay for instructor fees, project coordination and/or non-durable supplies and materials that support the project as described in the proposal.
- Field trip transportation must be done through a licensed chartered bus, or van, company to ensure that all necessary safety requirements are met. Use of personal vehicles is not permitted for the transportation of any youth in the program.
- Should there be MAC POWER Youth project amendments, the POWER Youth Site Partner must submit changes to and receive approval from Metropolitan Action Commission PRIOR to project implementation. Request a "Program/Budget Revision" form with an e-mail and subject line: "POWER Youth Amendment Request" to the Director of Workforce and Youth Development. The form will be sent via email so the awardee can make necessary revisions.
- Prior to program start, background checks should be current.
- Site Partner will give a report of total program hours for June and July if requested by email.
- Site Partner will comply with all applicable laws and regulations.
- Site Partner will obtain all permits, licenses, and permissions necessary for the project.
- Site Partner will collect, and report project data as detailed in Project Closeout Form.
- In all publicity, promotions and/or printed materials related to the project, the site partner will credit Metropolitan Action Commission POWER Youth Summer Employment Program (or MAC POWER Youth Summer Employment Program according to the Credit and Logo Usage Guidelines).
- If project amendments are not approved, the project fails to occur, or after monitoring the applicant is found to be out of compliance, the site partner will forfeit the remainder of their award and funding will be reallocated.

Monitoring

Metropolitan Action Commission will conduct monitoring visits for all of its funded POWER Youth Summer Employment Program projects. The bulleted items below will be required to be "onsite" in-person. A written report of the monitoring visit will be provided to the organization after the review is complete. Unresolved or recurring negative findings may affect an applicant's ability to apply for future funding. Items monitored include but are not limited to:

- Proof of Insurance – documentation showing proof of liability insurance of \$1 million or more
- Emergency Medical Forms – (proof that forms are kept on site with current emergency contact info and are accessible to the Peer Leaders and Site Supervisors)
- Workman's Comp Claim forms – (proof they are on site and available should any incidents occur)
- Background Checks – proof they have been completed for instructors/ mentors/site supervisors
- Health and Safety Checks – confirm that youth workers and Peer Leaders are working in a safe environment, no illegal equipment is being used, health and safety guidelines are being followed, and that youth know who to contact on-site in case of emergency or other concerns

- OSHA and Title VI Standards –OSHA and EEO/Title VI standards are accessible, displayed on-site and that a process for how to file a complaint is in place
- Youth workers are observed actively engaged in work experience

Liability and Indemnification

Metro Government of Nashville and Davidson County’s liability is limited to the amount funded. Applicant agrees to indemnify and hold harmless Metro Government of Nashville and Davidson County, its officers, agents, and employees from:

- A. Any claims, damages, or costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Applicant, its officers, employees, and/or agents, in connection with the project, and
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of Applicant, its officers, employees, and/or agents to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. Metro Government of Nashville and Davidson County will not indemnify, defend, or hold harmless in any fashion the Applicant from any claims arising from any failure, regardless of any language in any attachment or other document that the Applicant may provide.
- D. Applicant shall pay Metro Government of Nashville and Davidson County any expenses incurred as a result of applicant’s failure to fulfill any obligation in a professional and timely manner.

Any final products from the project are the sole responsibility of the applicant. Metro Government is not responsible for installation, maintenance, or removal of a project.

Metropolitan Action Commission Logo Usage and Credit Policy

All awarded proposals must adhere to the Metropolitan Action Commission credit policy. The policy, logo standards and files can be obtained from Metropolitan Action Commission Communication Division. Failure to adhere to this policy may result in the cancellation of the awarded contract.

PUBLIC NOTICE: Nondiscrimination Policies, ADA Compliance & Accessibility

The Metropolitan Government of Nashville & Davidson County does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed, or ability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other employment practices because of non-merit factors shall be prohibited.

Requests for accommodations, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to Metropolitan Action Commission ADA Compliance Coordinator: Rickie McQueen, Metropolitan Action Commission, P.O. Box 196300, Nashville, TN 37219-6300
Rickie.McQueen@nashville.gov, (615) 862-8860 Ext. 70103

INTERPRETATION SERVICES

Should an individual need language interpretation, Metropolitan Action Commission will secure assistance using a Metro approved over-the-phone or in-person interpretation service.