



2016 Social Service Funding Application - Special Alcohol Funds

Applications for 2016 funding must be complete and submitted electronically to the City Manager's Office at ctoomay@lawrenceks.org by 5:00 pm on Friday, May 15, 2015. Applications received after the deadline or not following the attached format **will not** be reviewed by the Social Service Funding Advisory Board.

General Information: Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. These funds are to be used pursuant City Charter Ordinance 33, which states,

"Moneys in the special alcohol and drugs programs fund shall be expended on such programs, services, equipment, personnel, and capital expenditures as the governing body may from time to time determine is in the best interest of the public to address one or more of the following:

- (a) Prevention of alcoholism and drug abuse, including but not limited to education, counseling, public informational efforts and related activities; or
- (b) Alcohol and drug detoxification efforts and related activities; or
- (c) Intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers; or
- (d) Law enforcement, prosecution, court activities and programs, or portions thereof, related to apprehending, prosecuting, adjudicating or monitoring individuals who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers, including individuals who are or may be charged with violating laws related to alcohol or drug use; or
- (e) Education, counseling, public information efforts, and related and associated activities related to preventing drug abuse and alcohol abuse, including but not limited to efforts to encourage healthy youth and family development and related efforts which include as a partial element drug abuse and alcohol abuse education, counseling, or public information efforts; or
- (f) Programs, activities, or efforts related to preventing or intervening in drug abuse and alcohol abuse, including programs, activities, or efforts for which drug abuse and alcohol abuse prevention or intervention comprises a partial element of the complete program, activity or effort; or
- (g) Any program, activity, or effort, or a portion thereof, that the governing body determines seeks to discourage, prevent, intervene, or address issues related to alcohol or drug abuse. The appropriation of funds by the governing body for such a program, activity, or effort shall be conclusive of compliance with provisions of this ordinance, and separate findings shall not be required."

Applications will be reviewed by the Social Service Funding Advisory Board at meetings held from 8:00 a.m. to 12:00 p.m. on May 27. **Applicants are asked to make a contact person available by phone in case questions arise.**

Following their review, the Advisory Board will forward recommendations for funding to the City Commission. Recommendations will be based upon the following criteria:

- availability of city funds
- the need demonstrated through the agency's application
- the stated objectives of the applicant's program
- alignment of the program with City Charter Ordinance 33
- the efforts to collaborate and avoid duplication of service demonstrated through the application
- outcomes that move program participants from total dependency toward measurable levels of independence
- ability to measure progress toward the program objectives and the City Commission Goals
- past performance by the agency in adhering to funding guidelines (as appropriate)

The final decision regarding funding will be made by the City Commission when they adopt the Annual Operating and Capital Improvement Budget in August.

Other Information. Collaboration and/or coordination between organizations is highly recommended and multi-agency proposals to address an identified community problem are encouraged. Programs should have research based effective strategies or "promising approaches." All programs must have goals with measurable outcomes.

Please note that funds will be disbursed according to the following schedule unless otherwise agreed to in writing:

- First half of funds will not be disbursed before April 1
- Second half of funds will not be disbursed before October 1

The budget picture from the Kansas Legislature creates uncertainty as to the status of the local portion of the alcohol liquor tax. If the Legislature decides to eliminate or reduce the local portion of this tax, it will impact the City's ability to fund programs. The City of Lawrence is proceeding with the Request for Proposal process and accepting applications for the alcohol tax revenues, with the understanding that funding levels, if any, are unknown and potentially subject to reductions by the State Legislature.

Questions? Contact Casey Toomay, Assistant City Manager at ctoomay@lawrenceks.org or 785.832.3409.



2016 SOCIAL SERVICE FUNDING APPLICATION – SPECIAL ALCOHOL

SECTION 1. APPLICANT INFORMATION

Legal Name of Agency: Boys & Girls Club of Lawrence

Name of Program for Which Funding is Requested: BGC After School/Out of School Programs

Primary Contact Information (must be available by phone 5/27/14 from 8 a.m. to noon.)

Contact Name and Title: Colby Wilson, Executive Director

Address: 1423 Haskell Ave., Lawrence KS 66044

Telephone: 785-424-5211 Fax: 785-841-3911

Email: cwilson@bgclk.org

SECTION 2. REQUEST INFORMATION

The criteria for each application questions are explained below.

A. Amount of funds requested from the City for calendar year 2016: \$ 106,278

B. Provide a brief description of the program. Summary of program should be clear and concise. How is program consistent with City Charter Ordinance 33? Is program based on proven effective strategies or “promising approaches?” Description should address how program is designed to have long-term effects on a person’s decisions about alcohol and other drug use. When appropriate, program design takes into account the person’s family and/or community.

The Boys & Girls Club of Lawrence is the premier youth development agency in the city of Lawrence. Boys & Girls Club provides safe, affordable after school and out-of-school programs to low-income children ages 5-15. Over 3,000 young boys and girls find refuge at the Club every year and participate in positive and constructive activities in programs such as; education and career development, character and leadership skill development, sports, fitness and recreation, health and life skills, substance abuse prevention, and service learning programs.

Today the Boys & Girls Club of Lawrence operates one free standing club and collaborates with the school district to provide services at 13 other locations throughout the community. The Teen Center, located at the main facility (1520 Haskell), serves over 70 youth and offers a safe and fun environment for teens to spend out-of-school hours. In November of 2012 the Boys & Girls Club Board of Directors and administrative team created a vision of expanding teen services and having a Boys & Girls Club program in every elementary school in Lawrence. The board and staff continue to collaborate and fundraise to make this vision a reality.

Boys & Girls Club charges a minimal fee for its services. At a majority of the sites, full price is \$20 per child per week. Scholarships are available to those who cannot afford to pay full price.

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We do this by providing a safe place where children can learn and grow under the supervision of caring adults.

In order to be consistent with City Charter Ordinance 33 our objectives are to provide all children and youth, who are predominantly from at-risk populations, with the resources, behaviors, and life skills necessary to prevent them from becoming victims of substance abuse.

Using the SMART program curriculum assures our success in meeting our outlined goals and objectives. The SMART programs are research-based life skills programs developed by the national level Boys & Girls Club. Their goal is to help young people resist alcohol, tobacco and other drug use. The format is based on interactive, small-group activities that increase participants’ peer support, enhance life skills, build resiliency and strengthen leadership skills. For more than a decade, Boys & Girls Clubs have successfully used this program nationwide. The material is presented in age-appropriate increments:

- Smart Kids (ages 6-9): A skills development program focused on self-awareness, decision-making and interpersonal skills, while communicating age-appropriate information about alcohol and other drugs.

- Smart Moves (ages 9-13): A resistance skills program focused on ways to identify and resist peer, social and media pressures to use alcohol, tobacco, and other drugs.
- Smart Girls (ages 10-13): A program for adolescent girls that teaches resistance skills, stress reduction techniques, communication skills, assertiveness training and life planning. It provides accurate information about alcohol use, tobacco use, other drug use, adolescent sexuality and body image.
- Passport to Manhood (ages 10-13): A curriculum for adolescent boys that address several key areas of development while stressing and promoting positive values and behaviors.

While prevention programs are important, Boys & Girls Club works hard to provide another prevention strategy. According to the National Institute on Alcohol Abuse and Alcoholism, personal influences promoting alcohol use include low school achievement and commitment. Academic support is a large component of the after school program. Every day during the after school program every Club member attends Power Hour, a 30-45 time period where students work on their homework or other academic lessons. In most of the sites a specific location is used as a homework lab where students are able to work on their homework with the aid of certified teachers or KU volunteers. Homework lab is open to every student but is traditionally used by fourth grade and up. Those students who do not have specific homework assignments take part in activities planned specifically around the lessons they are learning during the school day.

The school day staff plays a large part in assisting with the academic piece of the program. Each Boys & Girls Club program manager spends a large part of their day in the school where their site is located. During this time they talk with teachers, interact with students, and observe classrooms. Spending this time in the school allows them to become better acquainted with the school lessons being taught, with the rules and policies of the school and helps them become a trusted member of the school community. In the low-income sites, group leaders are placed in the schools during the day for a couple hours per week. These group leaders are able to observe student behavior as well as work with teachers to design activities that enhance the academic lessons being taught. The group leaders in turn share this information with other Boys & Girls Club staff in order to assist the students in their academics. The overall objective of the supports is to help each Club member achieve and/or maintain high academic standards.

In order to assess a student's situation and determine the level of academic support they need, program managers collect a range of academic data. Each trimester (quarter for middle schools) grades are collected and reviewed for each student. The principal, teacher and program manager work together to determine what academic supports each student would benefit from. Kansas State Assessment data is collected yearly to also help determine the support.

When it comes to drug and alcohol abuse teens are a very sensitive population. The Boys & Girls Club teen program serves youth that do not have anywhere else to go after school. A variety of teen programming teaches leadership skills and exposes the youth to a variety of career fields. The teens participate in programs allows them to explore different career areas so that by the time they get into high school they will have a knowledge of several different career paths and what it take to attain those career choices. Boys & Girls Club keeps them engaged during the time when experimenting and peer pressure is the greatest.

Many of our youth would not have access to tutoring, mentoring or athletic and arts activities if it were not made available to them through the Boys & Girls Club. Active involvement in the Club programs and activities has proved to have a positive impact on our youth and reduce the risk of drug and alcohol abuse.

Boys & Girls Club actively seeks parent and community involvement in the delivery of its programs. Parents have an opportunity to provide feedback and suggestions through ongoing surveys. Parents receive monthly newsletters and are actively involved in planning and participating in Boys & Girls Club events. Most importantly, parents are actively engaged in programming by sharing their expertise and hobbies with the youth.

The Lawrence community is an active supporter of the Boys & Girls Club. High profile community leaders help promote programming and serve as mentors to the youth. Often times the Boys & Girls Club environment is the only place our youth feel comfortable engaging in active dialogue with our community leaders. Neighborhood schools show their support by donating space and staff for the after school programs. The ability to utilize space in our schools helps to eliminate transportation barriers often experienced by our youth and allows Club staff to build strong relationships with school staff.

C. Provide a brief description of how the need for this program was determined.

The need for the program should be clearly established and outlined. When appropriate, the context of other services available, or the lack thereof, should be provided. Statistical data that supports community need should be provided.

To the casual eye, Lawrence is a vibrant university town with many opportunities. Strolling down Massachusetts St. or traversing Clinton Parkway, this perception is borne out by the attractive shops and neighborhoods. Yet, this first impression of Lawrence can be very misleading. Lawrence is a city of many contradictions. If you explore the

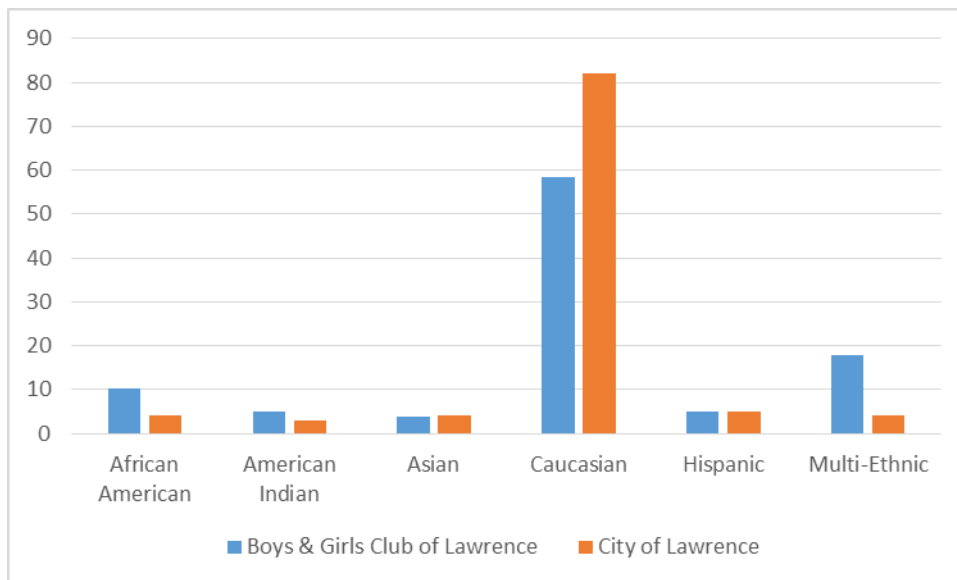
neighborhoods in north, north central and east Lawrence, the economic differences between the school neighborhoods located there and those located on the south and west side of town are clearly evident.

In Lawrence, 10% of families live below the poverty level, compared to the national average rate of 8.9% and 30.3% of single-parent households live below the poverty level compared to 27.2% nationally. (US Census) In the Boys & Girls Club of Lawrence alone, 60% families qualified as federal low-income, 60% are single parent households, and 80% had incomes under \$40,000 per year.

Adequate out of school supervision is becoming increasingly important as the family structure changes, more families are faced with poverty, families face longer work hours, youth are exposed to drug and alcohol pressure and other risk factors that affect their social and academic success.

The Kansas Action for Children reports, children without affordable after-school care are at higher risks for: academic failure, using drugs and alcohol, becoming crime victims, and/or perpetrating juvenile crimes, and becoming teen parents. After school programs are crucial opportunities to provide prevention and life skills education.

Boys & Girls Club serves an especially high-risk section of the Lawrence population in grades K-9. Sixty percent of Boys & Girls Club members qualify for free or reduced lunch compared to the school district average of 38.61%. Compared to the majority of their public school peers, children in the after school programs report higher levels on risk factors such as mobility, feeling safe, and having access to tobacco, drugs, and alcohol. Research shows that such factors put children at risk for school failure, delinquency and substance abuse (Battisich, Schaps, Watson & Solomon, 1996; Hawkins, Catalano & Miller, 1992). In addition to serving a high-risk section of Lawrence youth, Boys & Girls Club serves a disproportionately high number of minorities. The table below demonstrates the difference in the percent of minorities that live in the Lawrence community compared to the percent of minority youth the Club serves.



Studies have shown that children from minority groups typically have more risk factors and fewer protective factors, putting them at greater risk.

More and more children are being raised in homes where one parent (single-parent households) or both parents are working full-time jobs, often leaving children without adequate supervision after school.

Over 75% (1902/2500) of the families in the Boys & Girls Club of Lawrence are employed and the face of the American work force has changed over the past few years. While school hours have remained the same work hours have not. The gap between work and school schedules amounts to as much as 25 hours per week, which presents working parents with the challenge of finding someone to care for their children while they are at work. Average work hours per adult increased 7.9 percent between 1960 and 1998, and nearly three-fourths of working adults say they have little or no control over their work schedule.

The burden of longer work hours not only falls on the parents and families but also on the employers. Polling shows that 87 percent of working mothers say the hours after school are when they are most concerned about their children's safety and this "afterschool stress" can lead to distraction that causes lower productivity, high turnover and absenteeism. In fact, 80 percent of employees with children miss work because of child care problems.

Parents are facing increased workloads, longer work hours and working multiple jobs to maintain the family income which lead to more and more youth being left on their own during after school and summer hours. Out of school hours are a time for youth to find alternative activities. Studies show that children are most at risk during the hours after school, the time of day when juvenile crime triples and children are most likely to be involved in risky behavior.

The after school programs provide a safe place for working parents to send their students. This not only affects the lives of children but also makes an impact on the Lawrence community and economic development. The Boys & Girls Club after school programs prevent youth from being involved in juvenile crimes and allows parents to stay at work and concentrate on their jobs without worrying about their students. Work productivity increases and employers benefit from efficient employees. Keeping their children in a safe after school programs allows parents to maintain employment therefore enabling them to invest their dollars back into the Lawrence economy by purchasing goods and services needed for their families.

Boys & Girls Club of Lawrence requests funds from the City of Lawrence to continue to provide low-cost and no-cost after school programs to an economically, racially, and ethnically diverse range of youth who face daunting risk factors as describe in the narrative above.

D. Describe the desired outcomes of this program (see Logic Model). At least one Process, one Behavioral and one Impact Outcome must be included and clearly outlined on Logic Model. Outcomes must be measured by an identified evaluation tool. Does agency show adequate progress towards achieving their targeted outcomes if previously funded.

Boys & Girls Club has three major prevention objectives – to provide all members with the (1) resources, (2) behaviors, and (3) life skills necessary to prevent them from becoming victims of substance abuse. We will measure and report our success in meeting these objectives according to the following Process, Behavioral, and Impact Outcomes:

Process Outcome #1: As a result of providing, a safe haven through after school programs, during 2016 Boys & Girls Club will provide 3,000 children (minimum 1,400 per day) with after school programs at 14 sites, with transportation from an additional elementary school and four middle schools. These sites will provide 175 days of after school programming from 7:00 a.m. to 7:00 p.m. and 54 days out-of-school programming from 7:30-6:00 p.m. Numbers served are tracked using Vision, a member tracking software, and through the Boys & Girls Club annual report.

Process Outcome #2: During 2016, a minimum of 1,000 children ages 6-15 will receive life skills and prevention education through the SMART programs. Numbers served are tracked using Vision, a member tracking software, and the Boys & Girls Club annual report.

Behavioral Outcome #1: Based on yearly participant evaluations, a minimum 90% of participants will report feeling safe in Boys & Girls Club programs, a measure that will reflect their daily connections with supportive adults.

Behavioral Outcome #2: Based on quarterly staff progress reports, 50% of participants will maintain or improve on three learning behaviors: (a) follows directions, (b) accepts responsibility for behavior, and (c) uses cooperation skills.

Behavioral Outcome #3: Based on pre and post-tests, 80% of SMART program participants will show an increase in alcohol, tobacco, and other drugs knowledge.

Impact Outcomes: The long-term benefits of healthy learning behaviors and life skills will provide youth with the foundation to resist pressures toward substance abuse. By offering strong programming in prevention, youth participants will transform into resilient, engaged, and healthy community members.

E. Describe any coordination efforts your agency has made. Program strategy should involve a coordinated approach. Description should address how this particular program or service fits with other existing efforts to reduce fragmentation and duplication.

Boys & Girls Club is a leader in the community, not only in providing after school programming, but also in coordinating services to minimize duplication and fragmentation. The Boys & Girls Club has many community partners including the Lawrence Arts Center, Prairie Park Nature Center, Lawrence Parks and Recreation, DCCCA, who assists with prevention programming, Douglas County Extension, the University of Kansas and the Lawrence Chamber.

Boys & Girls Club of Lawrence is very fortunate to have a strong, collaborative relationship with the Lawrence Public School District. The neighborhood schools provide facilities, equipment and staff to support the after school programs.

Another strong collaborative partner is the United Way. Boys & Girls Club has partnered with the United Way for many years. For the past several years the Club has been involved in planning and developing support that assists in achieving the community goals that were assessed by the United Way. Boys & Girls Club and the United Way are working together to make a difference in the community by ensuring that students are prepared for school and are successful in school. Boys & Girls Club is providing academic supports through academic coordinators for the different sites, kits full of resources to engage students in academic lessons and helping to coordinate the services of other agencies to provide programming.

An independent contractor conducts ongoing program evaluations. Partnerships with several local businesses have been formed to increase fundraising and outreach activities. Volunteers for tutoring and mentoring come from the University of Kansas, Haskell Indian Nations University, and the Roger Hill Volunteer Center.

F. Describe how your agency is capable of implementing the proposed program. Based on agency history, management structure, and staffing pattern, does organization have capacity to implement the proposed program and achieve the desired outcomes?

Boys & Girls Club of Lawrence is capable of implementing this program. Our programming has evolved over time, and is shaped by participant feedback, evaluation outcomes, and best practices in the field. We have long maintained a rigorous schedule of meeting performance measures and tracking extensive data – behavior outcomes, attendance by individual student, educational outcomes, and demographic information. The administrative team consists of 6 directors that bring many years of finance, human resources, fundraising and Boys & Girls Club experience. The current Grants Director, Erika Zimmerman, has over 7 years of experience in writing and managing grants.

Boys & Girls Club sets high hiring standards, requiring that all staff pass extensive background checks and complete several hours of specific training. In addition, program managers are required to have bachelor's degrees from accredited colleges or universities and at least three years of work experience in a Boys & Girls Club or similar organization. All site staff must have a minimum of 48 college hours and previous experience working with youth in an educational or recreational setting. The Club holds staff trainings on a monthly basis on a variety of issues from service learning to working with special needs children. Various community experts facilitate the trainings, including Lawrence Public School District personnel. Boys & Girls Club of Lawrence maintains high standards for financial management including accounting and auditing. Policy and procedures ensure accurate and complete oversight and reporting of all financial information, requiring monthly board approval and yearly audits.

G. Provide a detailed budget for the proposed program using the categories provided. The budget request for the program described should be reasonable and spelled out according to the categories below. Does the organization use funding creatively to get the most for the money, i.e. use of students, volunteers, in kind donations, leveraging of this funding to get other funding, etc.? Are long-term plans for program funding discussed – will this be an annual request for alcohol tax, is it expected to increase, decrease, etc.? Are other sources of funds used for the program? If so, are they described.

- Personnel(list each staff position individually and note if new or existing)

- Fringe Benefits
- Travel
- Office Space

- Supplies: office
- Supplies: other
- Equipment

Budget Alcohol Tax Request 2016	
Personnel- 80 group leaders (existing staff)	\$82,315
Fringe Benefits (figured at 15%)	\$12,347
Travel (transportation for participants)	\$3,970
Office Space	\$0
Supplies: Office	\$1,000
Supplies: Other	\$6,646
TOTAL	\$106,278

The Boys & Girls Club total budget is \$2,864,769. We are requesting \$106,278 in City Alcohol Tax funds to support salary costs for after school and out-of-school programming at 14 Lawrence after school program sites. Currently we employ 170 staff and serve an average of 1,400 youth per day. Personnel costs (salaries, benefits, and payroll taxes) represent approximately 82% of our yearly organizational budget.

Funding from the city allows us to keep open all our sites, many of which are located in low-income areas of Lawrence. Furthermore, we do not turn youth away if they are not able to afford our programming fees; we provide scholarships so that every single child in Lawrence has equal access to our services. While Boys & Girls Club charges parents a fee for the service, 45% of the families are not able to pay full price for the program. The cost to run an after school program for one school year is approximately \$100,000 and it costs \$45,000 for a summer program. The fees alone do not cover the cost of running the program, therefore leaving a gap in funds to provide the service. The table below shows the amount of fees collected from two of the schools that have the highest number of economically disadvantaged students and the amount needed to make up the difference.

	Pinckney	Woodlawn
2014-2015 School year fees collected	\$43,204	\$47,644
Amount needed to make up the difference	\$56,796	\$52,356

In order to make up this gap Boys & Girls Club works hard to connect with a wide range of community stakeholders and funders who are invested in after school programming. We anticipate that there will be an annual request for Alcohol Tax funds to support after school programs. The amount of the request will vary according to the number of sites in operation and the availability of other funding.

The overall organization budget comes from a diverse range of sources.

Other Sources of Funding	
Funding Source	Amount
United Way	\$160,000
Office of Juvenile Prevention	\$22,500
School District	\$15,603
21 st Century Community Learning Centers	\$356,000
Federal/State/Local Grants	\$634,616
TANF	\$176,592
Fundraising	\$196,005
Program Fees	\$1,303,453
Total Revenue	\$2,864,769



SECTION 3. LOGIC MODEL

Please complete the Logic Model below.

ASSESSMENT DATA	PROGRAM GOALS/ OBJECTIVES	TARGET GROUP	STRATEGIES	PROCESS OUTCOMES	BEHAVIORAL OUTCOMES	IMPACT OUTCOMES
<p>Risk Factors: Children without affordable after school programs are at higher risks for: academic failure, using drugs and alcohol, becoming crime victims, and/or perpetrating juvenile crimes and becoming teen parents. In Douglas County, 11.7% of youth reported binge drinking and 10% reported using other drugs.</p> <p>Protective Factors: 1) After school programs provide a safe haven and resource for at-risk youth. 2) Developing children's social competencies and behaviors enhance prevention efforts 3) Prevention curriculums help children resist risky behaviors including drug and alcohol use.</p>	<p>Our goal is to provide a high quality curriculum in which preventing substance abuse plays a major role.</p> <p>Our prevention objectives are to provide all our children and youth with the</p> <ol style="list-style-type: none"> 1) resources, 2) behaviors, and 3) life skills <p>necessary to prevent them from becoming victims of substance abuse</p>	<p>Target: All youth that need a safe place to spend after school and out-of-school hours, ages 5-15. With specific emphasis on low-income and at-risk Lawrence youth.</p>	<ol style="list-style-type: none"> 1) Provide a safe haven through after school programming, in order to help participants resist temptations, pressures, and opportunities for substance abuse. 2) Reinforce and reward successful learner behaviors that reinforce individual resources necessary to prevent substance abuse. 3) Provide SMART MOVES programming to educate young people to resist alcohol, tobacco and other drug use 4) Provide academic supports in the form of Power Hour, homework help, academic coordinators, staff training 	<ol style="list-style-type: none"> 1) During 2016, 3,000 youth (min. 1,400 per day) will receive after school programming at 14 sites, with transportation from an additional elementary school and four middle schools. These sites will provide 175 days of after school programming from 7:00am to 7:00pm and 54 out-of-school programming from 7:30am-6:00pm. 2) A minimum of 1,000 children ages 6-15 will receive life skills and prevention education through the SMART programs during 2016. 	<ol style="list-style-type: none"> 1) Based on participant yearly evaluations, a minimum of 90% of participants will report feeling safe in BGC programs, a measure that will reflect their daily connections with supportive adults. 2) Based on quarterly school staff progress reports, 50% of participants will maintain or improve on three learning behaviors: <ol style="list-style-type: none"> a) follows directions; b) accepts responsibility for behavior; and c) uses cooperation skills. 3) Based on pre and post-tests, 80% of SMART program participants will show an increase in alcohol, tobacco and other drug knowledge. 	<p>Long after children age out of after school programs and leave their safe haven the long-term benefits of healthy learning behaviors and life skills will provide them with the foundation to resist pressures toward substance abuse. Through providing strong programming in prevention Boys & Girls Club of Lawrence will help Lawrence transform some of its youngest and most vulnerable citizens into resilient, engaged, and healthy community members.</p>