



## **Advancing Communities for Youth (ACY) Program Pre-Proposal Information Session**

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Presented by: Yvonne M. Brathwaite, PASE Director of Regional  
and National Programs (yvonne@pasesetter.org)

Partnership for After School Education (PASE)  
120 Broadway, Suite 230, New York, NY 10271  
Ph: 212-571-2664 Fx: 212-571-2676  
[www.pasesetter.org](http://www.pasesetter.org)



## **PASE Advancing Communities for Youth (ACY) Program**

### **Pre-Proposal Information Session Agenda**

- Program Overview
- Sub-awards and In-depth Technical Assistance
- Allowable Use of Sub-awards
- Application Process & Components
- Program Timeline
- Q & A





## Program Overview: Highlights


- **Funding Stream:** US Department of Health and Human Services – Administration for Children & Families, Office of Community Services – Compassion Capital Fund
- **Target Audience:** Faith and Community Based Organizations (FBCOs)
- **Capacity Building Areas:** 1) leadership development, 2) organizational development, 3) program development, and 4) community engagement.
- **Overall goals:** Increase FBCOs sustainability and effectiveness, enhance their ability to provide social services, and create collaborations to better serve at-risk youth.



## Program Overview: Activities


- **Free Training [February 2010-September 2010]:** Workshops, webinars and a citywide symposium for FBCOs that provide services for at-risk youth, low-income individuals seeking to secure and retain employment, earn higher wages, and obtain better-quality jobs; the homeless, and elders in need.
- **Scholarships [complete]:** Through a separate competitive application process, PASE distributed \$10,000 in scholarships to cover tuition for the PASE/Baruch Emerging Leaders Program. ACY scholarship recipients are ineligible for ACY subawards.
- **Assessment Training and TA (TTA):** Through this competitive application process, PASE will select 60 organizations to complete an online capacity assessment developed and licensed by TCC Group and receive free technical assistance related to this (valued near \$1,000 per agency). These services provided through our partnership with TCC group.
- **Sub-awards and In-depth TTA:** Of the sixty organizations that complete the CCAT assessment, PASE will select 20 organizations to each receive sub-awards of \$10,000, \$15,000 and 23 hours of free tailored TTA.





## Eligibility for Sub-awards and In-depth Technical Assistance

- Faith-based or community organizations located in **NYC**
- **Priority** given to those with annual budgets under \$500,000 who serve at-risk youth and those who have not historically received federal funds.
- PASE will **not discriminate** for or against an organization on the basis of the organization's religious character or affiliation.
- **No matching funds** required; no preference given if match is offered
- **501(c)3 status not required**; not required to have sponsorship by an organization with 501(c)3 status



## Eligibility for Sub-awards and In-depth Technical Assistance

Eligible organizations:

- must identify at least **2 key leadership** staff members and/or other key agency stakeholder (e.g. Board member) who can commit to participating in capacity building and reporting activities.
- will be able to **clearly articulate** how capacity building services (TA and/or subawards) would benefit their organization and the community they serve.

In order to compete for the subawards and in-depth TA, organizations **must complete the CCAT assessment process.**

*PASE's CEY partner agencies, Baruch, and TCC Group are **not eligible** for sub-awards, and any organization which receives a sub-award or an ACY Emerging Leaders scholarship will be ineligible to receive an additional sub-award for the duration of the grant; however, such organizations may participate, at no cost, in ACY training and TA services.*





## Allowable Use of Sub-awards

Sub-award funds **may** be used for:

- activities that build the FBCOs efficiency and capacity to provide high quality services to at-risk youth.
- capacity building activities that further the sustainability of the FBCOs social service efforts and will be matched to the developmental needs and levels of the organization.

**Examples** of allowable uses of subawards include purchasing software to support sound fiscal or other record keeping practices; hiring a consultant to provide coaching towards developing a proposal template; develop organization or program policy manuals; or support costs related to obtaining 501c3 status.



## Use of Sub-awards

FBCOs **cannot** use sub-awards for:

- direct services
- direct fundraising
- construction
- inherently religious activities such as religious instruction, worship, or proselytization (per Federal regulation 45 CFR 87.1). Any religious activities must be offered at a separate time or location from those the organization is seeking to improve through ACY.
- activities that support medical/health care related activities or items such as medical equipment or supplies or medically-oriented trainings, certifications, or licensures.





## Sub-Awards: No Direct Services

*"You can purchase a van but not the gas." –Thom Campbell, CCF Program Manager*

### Not Allowed

- Implementing a program, program activities, or program curriculum that provide services to clients
- Purchasing food for service programs
- Paying management costs for existing programs
- Holding seminars or events for clients
- Paying staff to work directly with clients

### Allowed

- Researching and developing new programs or services
- Developing or designing a program or program curriculum
- Purchasing program-related equipment and relatively durable supplies
- Implementing systems to keep records on client needs, referral sources, services provided, service recipient satisfaction, or service recipient outcomes
- Evaluating current services



## Sub-awards: No Fundraising

### Not Allowed

- Printing and mailing direct mail flyers or brochures that include the option for donors to make donations
- Hiring a fundraising consultant to plan specific events or make funding asks (including writing specific grants)
- Contacting organizations or individuals for funds (this includes paying for a lunch meeting)
- Buying donor development software that enables a direct online donation link (such software is not itself problematic; it is the online donation link feature that may not be funded with CCF funds)
- Soliciting in-kind donations

### Allowed

- Sending appropriate staff to grant-writing seminars
- Hiring a consultant to develop a fundraising strategy for your organization
- Hiring a full-time development director to focus on your organization's long- and short-term fundraising efforts
- Buying donor development software that organizes donor information, but does not enable direct online donation





## Application Process

### Two Rounds of Consideration:

- Round 1: Applications Due February 12, 2010 -- **CLOSED**
- **Round 2: Applications Due April 15, 2010**

### Application Process:

Step 1: Submit application cover page, narrative, budget & attachments

Step 2: Applications scored; PASE notifies agencies of acceptance to next phase

Step 3: Accepted agencies: Engage in CCAT Process (receive free access to assessment tool, participate in webinar, receive free TA to complete CCAT, complete CCAT, submit CCAT generated-report PASE to add to application packet

- 32 to be accepted in Round 2 (28 accepted in Round 1)

Step 4: Additional points combined with first score; Sub-awards and TA granted

- 10 agencies to be awarded in Round 2 (10 to be awarded in Round 1)



## Application Criteria: Phase 1

- Application Cover Page--5 points
- Narrative-Maximum of 5 pages (additional pages will not be considered)
  - Organization overview--15 points
  - Objectives and need for assistance--25 points
  - Organizational capability--30 points
- Budget and Justification--10 points (no page limit but recommend maximum of 2 pages)
- Bonus Points--15 points





## Application Criteria: Phase 2

**Q: What criteria will be used to judge our applications in Phase 2?**

**A:** Your score from your initial Phase 1 application materials (narrative, budget, cover sheet and attachments) will carry over to Phase 2. We will add points related to completion and submission of your CCAT. Agencies may receive up to a maximum of 20 points in Phase 2 (to be added to your initial score) as follows:

5 points: Agency participates in CCAT Webinar

5 points: CCAT completed on time

5 points: CCAT report submitted on time to PASE for review

Bonus: 5 points: Agency participates in TA activities to complete CCAT (flexible within time frame; TA provided by phone/email)



## About the Core Capacity Assessment Tool (CCAT)

- Developed and owned by TCC Group ([www.tccgrp.com](http://www.tccgrp.com))
- Online survey that measures a nonprofit organization's effectiveness in relation to four core capacities—leadership, adaptability, management, and technical capacities—as well as organizational culture.
- Takes 45-60 minutes to complete
- Minimum of 3-5 senior leaders (includes Board members) complete CCAT.
- Report automatically generated when agency team members complete CCAT.



## Round 2 RFP Timeline

### ROUND 1

1/25/10	Pre-Proposal Information Session
2/12/10	Proposals Due. Must be received by 5:00 PM EST
3/12/10	Agencies notified of acceptance for phase 2
3/19/10	Webinar for accepted agencies: Completing the CCAT
4/6/10	Phase 2 Application--CCAT Reports Due
4/14/10 - 4/19/10	Sub-awardees notified. MOUs sent
4/21/10	Sub-awardee Orientation. MOUs due

### ROUND 2

3/22/10	Pre-Proposal Information Session
4/15/10	Proposals Due. Must be received by 5:00 PM EST
5/14/10	Agencies notified of acceptance for phase 2
5/14/10 - 6/7/10	Webinar for accepted agencies: Completing the CCAT
6/8/10	Phase 2 Application--CCAT reports due
6/16/10 - 6/21/10	Sub-awardees notified. MOUs sent
6/23/10	Sub-awardee Orientation; MOUs due



## Training Calendar

DATE(S)	DESCRIPTION
11/6/09 – 2/12/10	PASE/Baruch Emerging Leaders Course
3/1/10	Citywide Symposium: Building Leadership from Within
3/19/10	Webinar 1: Round 1 accepted agencies only: CCAT Orientation
3/25/10	Workshop 1: Strategies for the General Operating Support Proposal Process
3/29/10	Workshop 2: Creating Strategic Partnerships/Alliances
4/5/10	Workshop 3: Partnering with Your Board: A Session for Executive Directors
5/14/10 - 6/7/10	Webinar 2: Round 2 accepted agencies only: CCAT Orientation
5/26/10	Workshop 4: Evaluating Programs
6/16/10	Webinar 3: Assessing Leadership Styles
6/17/10	Workshop 5: Curriculum Development
8/16/10	Webinar 4: Creating Community Asset Maps
9/15/10	Workshop 6: Career Development-Training of Trainers