

PART I. PROJECT SUMMARY (limit 10 pages)

Name of Project: AIRF Catching Up Program: After-School Youth ArtBeat and Homework Club

A. Describe your project. Be specific. (For example: Who will be involved in the development of the project? How long would it take to implement? When or how frequently would it be offered? Where would it be held?)

An immigrant child's ability to learn is dependent on the environment of appreciation one creates for their ethnic and linguistic background. The unmet community need we will address is after-school homework help, individualized instruction with a tutor, and translation assistance for residents of the Essex, along with cultural enrichment and engagement activities.

According to data from the 2007-2011 census, 30.9% of Takoma Park residents were foreign born, compared to 10.4 % nationally and 13.5% regionally. This represents a higher than average immigrant population with unique needs. Of these numbers, almost half are immigrant youth.

46.6 % of the youth in the Essex come from low-income households, with an annual median household income of less than \$10,000. 60% of the immigrant population at the Essex building are limited English-proficient.

The Homework Club has been operating successfully at Park Montgomery Apartments since Fall 2012. Youth receive daily homework help and tutoring, 12 hours a week for 10 months. The club currently operates Monday through Thursday, 3:30-6:30pm.

AIRF staff members and board are proficient and in some cases, fluent, in the dominant languages spoken by the communities we serve. The majority of our staff/board of directors is either foreign born or first-generation. We take great care in developing programs that take into account histories of migration, immigrant integration efforts, and the needs of burgeoning immigrant communities.

The Community Preservation Development Council offers the use of space in exchange for programs for residents. We are entering into our 3rd year partnership at Park Montgomery, currently serving 32 youth -- and look forward to bringing the program to the Essex Building in Takoma Park.

B. How does the project further the mission and long term goals of your organization?

The African Immigrant and Refugee Foundation (AIRF) was founded in 1999 to facilitate the transition of African immigrant youth and families to American culture and society and to support their productive, sustainable integration. The flagship program under which all activities take place is the Catching Up Program (CUP). The five main activities include after-school tutoring and mentorship, cultural enrichment activities, an annual awards ceremony, leadership and education conference, and the Youth ArtBeat Summer Week program.

Programs are open to all Montgomery County residents and are currently taking place at Argyle Middle School, Blair and Springbrook High Schools, and at Park Montgomery Apartments.

Expanding to the Essex Apartment complex will increase our reach in serving the needs of African immigrant youth and families.

C. Briefly explain how the project will contribute to the livability of Takoma Park, engage diverse populations, and/or strengthen the community's commitment to the arts, humanities, or the sciences.

By providing support to low-income, immigrant families, AIRF is improving the quality of life for those families and their access to successful integration into their new community, while also building confidence, language, social and life-skills, paving the way for greater happiness, ties to the community, and academic achievement.

D. Briefly describe past programming offered by the organization and how effective it has been. Does the project differ from past efforts of the organization or is it a continuation of existing programming?

Last year, the homework club served 50 youth and families. Of the number of youth participating in the homework club last year, these identified goals/outcomes were achieved:

- (1) improved attitudes towards school and studying (100%)
- (2) enhanced self esteem (92%)
- (3) participated in mentorship, tutoring and skills-building programs in and out of school (64%)
- (4) improved social interaction skills (67%)

In the coming year, the homework club will help 20 low-income Montgomery County youth by enhancing their educational experience with tutors, homework help and support to encourage positive youth development.

Next year, we anticipate an improvement in short –term outcomes:

- increase the amount of homework turned in
- show progress in core subject areas
- develop a love and appreciation for learning

E. Is this a collaborative project involving other organizations? If so, please describe the role of the organization(s) participating in the planned collaboration.

Community partners collaborating with AIRF in this project include:

- Carpe Diem Arts c/o Class Acts Arts: youth participate in cultural arts enrichment residencies and workshops centered around the themes of identity, culture and positive youth development, and experience a broad range of hands-on arts activities (African drumming, dance, storytelling, theatre, songwriting, musical instruments, book-making, simple loom weaving, journaling, harmony-singing, etc.)
- The Gandhi Brigade: teens learn about financial literacy and media (filmmaking, photography)
- Impact Silver Spring works in tandem with AIRF to provide support for the youth's parents and families, offering activities and access to resources as needed.
- Montgomery Coalition for Adult Education & Literacy (ESOL programs);
- Diaspora African Women's Network (service learning partner);
- Pyramid Atlantic (In-kind space, teaching artists, workshops);
- Smithsonian museums (guided tours for CUP students);
- Lumina Studio Theatre (scholarships, free tickets to performances);
- Class Acts Arts (resource for artists, public grants c/o AHCMC, MD State Arts Council);
- Carpe Diem Arts (co-sponsor of summer program);
- Howard, Maryland and Georgetown University (mentoring and tutoring program volunteers c/o African Students Assoc.)

F. Will volunteers be used to implement the project? If so, how will they be recruited and engaged in the project? How successful has the organization's efforts to recruit volunteers been in the past?

Yes – we use volunteers in our mentoring and tutoring program, as well as for other activities, special workshops, field trips. Our Board of Directors is all-volunteer and they participate in most AIRF events.

G. Identify your target audience and describe how the project will meet their needs.

Our target audience for this project are African immigrant youth whose families are tenants in the Essex apartment building,

H. How will you market the project to your target audience? Up to three pieces from past marketing campaigns may be included with the application.

During enrollment time – for both the Catching Up Program during the school year, and the AIRF Youth ArtBeat Summer Weeks, we will post flyers in the building and schedule a registration evening at the Essex Building, as we have been doing at Park Montgomery. (Attached is the flyer for our Youth ArtBeat Week coming up, July 28-August 1, 2014 – by way of a sample.)

I. Identify and describe the methods to be used to evaluate this project (questionnaire, interview, survey, observation)? How will you know if it is successful?

Each program component and outcome has key indicators designed to help understand and evaluate programs. Narrative data, anecdotal information, and notes from meetings and consultations are part of ongoing documentation and evaluation. Additionally, we track academic performance data such as grades, and attendance, participation and volunteer records to measure students' success. On a quarterly/annual basis, quantitative and qualitative accomplishments for each activity are documented. AIRF staff and consultants develop the specific tools – survey instruments, quizzes, and related materials on commencement of the project. However, with literacy limitation in some populations, focus groups will form the core of documentation, evaluation, and feedback formats. Externally, our outcomes are cross-checked by our funding agents through site visits and other recommended measuring instruments.

PART II. PROJECT GOALS / PERFORMANCE MEASURES (limit 1 page)

Name of Project: African Immigrant and Refugee Foundation: Catching Up Program/ Homework Club / Youth ArtBeat Weeks @ Essex

List your project goals, the steps that will be taken to reach your goal, and identify how you will determine if you have been successful in reaching your goal(s).

Additionally, please include a preliminary project schedule with your application.

GOALS <i>"What do you want to achieve?"</i> Our goal is to support African immigrant youth in gaining strengths in these areas:	SERVICE DELIVERY ACTIVITIES <i>"How will you achieve this goal?"</i>	PERFORMANCE MEASURES <i>"How will you verify success?"</i>
Self-confidence & sociability	All of AIRF Catching Up Programs are designed to improve students' self-confidence and resourcefulness, and sociability.	See other sections of grant proposal
Positivity about school	Coaching on how to navigate the challenges will be provided, such as to improve the quality of students' school experience.	
Safety at school	Basic rules and regulations will be discussed, and problems addressed.	
Parental engagement in academics	Activities are planned to engage parents and involve them in students' lives.	
Comfort with teachers and school staff	Students and parents will receive support and encouragement to connect with school staff and teachers.	

Improved academic performance	Homework support will be provided and mentors/tutors will help keep students on track.	
Improved peer relations	Activities will focus on navigating the challenges of peer relations, providing counseling and support as needed	
Grades and college aspirations	Staying in close touch with students and tracking their success, progress, etc.	
Cultural & Social Identity	Workshops and discussions about identity and challenges faced.	
Enhanced appreciation and participation in the arts – exposure to diverse cultures & traditions	Scheduling workshops and residencies with master teaching artists.	Gaining of skills and confidence through the creation of art, music, songs, dance, spoken word pieces, and multi-media.

PART III. PROJECT BUDGET

Name of Project: AIRF @ Essex: Catching Up Program, Homework Club, After-School ArtBeat Program (ASAP)

A. EXPENSES (FOR THIS PROJECT)

SEE ATTACHED EXCEL BUDGET

<i>Personnel (administrative, artistic, and technical staff)</i>		

Outside Professional Services		
Other Fees & Services		
Marketing		
Space Rental		
Miscellaneous Expenses		
	TOTAL PROJECT EXPENSES	

B. INCOME (FOR THIS PROJECT)

<i>Matching Funds</i>	<i>Specific Source of Funds</i>	<i>Amount</i>
Revenue (may be projected)		
Admissions		
Contracted/Other Revenue		
Other Revenue		
Sponsorships and Donations		
Corporate/Foundation		
Other Private Support		
In-Kind Donations		
Government Grants (DO NOT include requested Cultural and STEM grant)		
Federal		
State/Regional		
Local		
Applicant		
Cash		
Volunteer	hours x \$25.43 per hour	
Total Matching Funds		
Community Grant Amount Requested		
Total Project Income		

C. COMMUNITY PARTICIPATION

- Projected number of participants/audience (20 students, plus families, Artists, staff): 75
- Projected number of Takoma Park residents attending/participating: 65
- Will the project be open to the general public? YES ☐ NO XX ☒
- Anticipated admission or registration fee: Adults \$N/A Students \$N/A



**CITY OF TAKOMA PARK, MARYLAND
FY15 COMMUNITY GRANTS PROGRAM**

**CULTURAL AND STEM GRANTS
APPLICATION CHECKLIST**

Please be sure to use the checklist to assure that all required documents are included with your application. The City reserves the right to reject any application deemed to be incomplete.

REQUIRED SUBMISSIONS

These items are required for a complete application

- ☐ Cover Sheet with authorizing signatory
- ☐ Part I. Project Summary (limit 10 pages)
- ☐ Part II. Project Goals and Performance Measures (limit 1 page)
- ☐ Part III. Project Budget
- ☐ Listing and brief bio of key staff members
- ☐ Resumes of participating presenters, performers, and/or artists
- ☐ Letters of support from listed participants, partner organizations and funders
- ☐ Preliminary Project Schedule
- ☐ Membership listing of current Board of Directors
- ☐ Certificate of Good Standing from State of Maryland
- ☐ IRS Letter documenting applicant's 501(c)3 nonprofit status (if applicable)
- ☐ W-9 Taxpayer Identification and Certification
- ☐ City of Takoma Park Living Wage Certification
- ☐ City of Takoma Park Nuclear Free Certification
- ☐ IRS Form 990 Return of Organization Exempt from Income Tax
- ☐ Audited Financial Statement or Account Statement

- ☐ Completed application and all supporting documentation must be submitted electronically to SaraD@takomaparkmd.gov before the established deadline. An email confirming receipt of your application will be sent to you within 24 hours.

African Immigrant and Refugee Foundation
Profit & Loss Budget Performance
July 2012 through June 2013

	Jul '12 - Jun 13	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
Montgomery County GVMT Grant			
Health and Human Services	20,753.89	20,979.00	20,979.00
County Executive	-	10,000.00	10,000.00
Total Montgomery County GVMT Grant	20,753.89	30,979.00	30,979.00
 Foundation & Corporate Funding			
MARPAT Foundation	15,000.00	15,000.00	15,000.00
Takoma Foundation	2,000.00	2,000.00	2,000.00
Total Foundation & Corporate Funding	17,000.00	17,000.00	17,000.00
 Other			
Individual Contributions	2,783.48	3,000.00	3,000.00
Do More Campaign-United Way	1,040.00	1,200.00	1,200.00
Fundraising events	998.84	1,080.00	1,080.00
Total Other	4,822.32	5,280.00	5,280.00
 Other Types of Income			
Miscellaneous Revenue	3,837.68	3,837.68	3,837.68
Other Types of Income - Other	200.00	200.00	200.00
Total Other Types of Income	4,037.68	4,037.68	4,037.68
 Total Income	46,613.89	57,296.68	57,296.68
 Expense			
CUP Program (DHHS)			
Program Manager	19,545.09	20,000.00	20,000.00
Consultants	2,127.40	3,500.00	3,500.00
Financial Administrator	1,900.61	1,920.00	1,920.00
Advertising and Marketing	500.00	500.00	500.00
Business Registration Fees	180.00	220.00	220.00
College Fair	74.22	74.22	74.22
Total CUP Program (DHHS)	24,327.32	26,214.22	26,214.22
 Occupancy			
Rent	12,303.00	11,748.00	11,748.00
Total Occupancy	12,303.00	11,748.00	11,748.00
 Organizational Operations			
Outside Contract Services	6,549.37	6,800.00	6,800.00
Other Misc. Expense	2,413.12	2,600.00	2,600.00
Total Organizational Operations	8,962.49	9,400.00	9,400.00

African Immigrant and Refugee Foundation
Profit & Loss Budget Performance
July 2012 through June 2013

	Jul '12 - Jun 13	YTD Budget	Annual Budget
Youth Art Beat Summer Camp	3,796.86	4,000.00	4,000.00
Administrative Expenses			
Phone, fax, internet	1,001.62	600.00	600.00
Office Supplies	1,000.09	1,200.00	1,200.00
Printing and Copying	655.07	720.00	720.00
Websites & Subscriptions	541.65	600.00	600.00
Meals and Entertainment	468.47	600.00	600.00
Postage & Mailing	14.10	40.00	40.00
Total Administrative Expenses	3,681.00	3,760.00	3,760.00
General Expenses			
Insurance - Liability, D and O	1,145.00	1,200.00	1,200.00
Total General Expenses	1,145.00	1,200.00	1,200.00
Professional Development			
Conference, Convention, Meeting	792.00	910.00	910.00
Total Professional Development	792.00	910.00	910.00
Total Expense	55,007.67	57,232.22	57,232.22
Net Income	(8,393.78)	64.46	64.46

		AIRF CATCHING UP TUTORING PROGRAM BUDGET @ ESSEX BUILDING 2014-2015 with increased arts engagement activities						
EXPENSES								
	Item	Description	Expenditure					
1. Personnel								
	CUP Coordinator* (after-school program)	18/hr X 12 hours per week X 40 weeks	8,640					
	CUP Coordinator	18/hr X 12 hours per week X 40 weeks	8,640					
	Youth ArtBeat Program Director (summer)	24/hr x 35 hours per week x 2 weeks (Youth ArtBeat summer program) + 40 hours advance planning and hiring of teaching assistant	2,640					
	Youth ArtBeat Program Assistant	18/hr x 35 hours per week x 2 weeks (Youth ArtBeat summer program)	1,260					
		Total Personnel Expenses	21,180					
2. Programmatic								
	Guest artist fees (2 one-hour session per week)	80 one-hour sessions @ \$100 (40 weeks)	\$8,000					
	Space	Essex Building community center	4807					
	Fingerprinting	\$60 X 2	120					
	Advertising/Promotion	Canvassing with flyers and other promotional materials	60					
	Supplies *	Paper, books, games, art, writing utensils, erasers, posters, silk painting, mosaics, mural painting, fused glass, decoupage	2,000					
	Ukuleles & cases (\$75 x 20)		1,500					
	Travel*	Reimbursement for travel cost to coordinators	200					
	Food/Beverage * (portion)	Healthy snacks, drinks, paper goods for kids and welcome orientation for families (20 students, 4 Days a week for 42 weeks)	1,100					
	Equipment*	Laptop for Program Coordination for CUP program	500					
	Furniture	Desk, tables, rugs and throw pillows	350					
	Insurance	Liability insurance for space	1145					
	Utilities	Internet and Phone	400					
		Total Programmatic Expenses	\$20,182					
		Total:	\$41,362					
REVENUE		Grants (proposed, anticipated and in-kind)						
	City of Takoma Park		12,500					
	Sharing Montgomery Fund		5000					
	Arts and Humanities Council of MoCo		2000					
	Individual donations		980					
	Space Rental (in-kind)		4807					
	Department of Health and Human Services		1625					
	Montgomery County Food service Program		1100					
	Kane Furniture (in-kind)		350					
	Target Foundation		3,000					
	Cafritz Foundation		10,000					
		Total Revenue:	41,362					
		NET	0					

Photos from Facebook page AIRF



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