



School-Age Child and Youth Development Services

PART 1 – ORGANIZATION NARRATIVE FORM

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30 pm CDT, MAY 15, 2023

Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted

The intent of this application and subsequent contract is for all organizations to present a set of opportunities within the umbrella of one contracted program for each age group, i.e. elementary, middle and high school. Only programs that involve different participants for that age group, separate staff, a different schedule and are not an activity occurring during or as part of another program should be considered a stand-alone program with a separate application.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Mary O'Donnell, Community Development Specialist modonnell@cityofmadison.com. We are committed to assisting interested organizations understand and work through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Jen Stoiber – jstoiber@cityofmadison.com

Legal Name of Organization:	Dear Diary, Inc.	Total Amount Requested:	\$ 100,000
Program(s) included in this application:	Program Name: The HERSpace: Sisterhood Soiree	Amount Requested: \$100,000	
	Program Type: Topic, Skill or Population Focus		
	Program Name:	Amount Requested: \$	
	Program Type: Choose an item.		
	Program Name:	Amount Requested: \$	
	Program Type: Choose an item.		
	<input type="checkbox"/> <i>If you are applying for more than four programs please contact Jennifer Stoiber at jstoiber@cityofmadison.com</i>		
Contact Person:	Kalyanna (Yanna) Williams	Email: yanna@deardiaryofmadison.org	
Organization Address:	2921 Landmark Place Suite 215 #341 Madison, WI 53713	Telephone:	623-210-7857

Organizational Qualifications:

1. Organization History and Mission Statement

Dear Diary, Inc. is a Black girl-centered organization that is continuously evolving to meet the needs of the community. Our organization is dedicated to creating programs and opportunities that empower Black girls to write their own narrative for social and economic advancement. Dear Diary, Inc. has extensive experience implementing services relevant to youth. We started our organization with grant funding from the Community Based Crime Reduction (CBCR) Grant on the west side of Madison in partnership with Commonwealth Development, City of Madison, and Madison Police Departments. Through this partnership, we successfully created programming that supported Black girls on the west side of Madison with a goal of reducing youth violence and promoting community stewardship. Following this program, we served as a member of the Opportunity Youth Coalitions, which was a group of community leaders (school board officials, police, juvenile judges, city officials, and other community organizations) to strategize about how we could reduce crime and address the car thefts in Madison. We created an individual mentoring program to support youth by building positive support systems for them and their families. Additionally, we have held several contracts with Madison Metropolitan School District's Office of Youth Re-Engagement where we host programming for youth currently in JRC and or DOC as well as those in other alternative schooling within the district. Lastly, we are the only mentoring organization contracted with the juvenile division of the Wisconsin Department of Corrections that serves girls. We have continued to stand at the forefront of identifying the needs of our community, followed by the creation and implementation of programming to support those. We are committed to serving our girls and our community by continuing this work. All of our work and programming align with our mission, which is:

“Dear Diary (DD) provides mentoring services to Black girls and women to empower them to write their own narrative for social and economic advancement.”

2. Describe your organization’s experience implementing programming described in the School-Age Child and Youth Development Service Continuum and relevant to the programs you propose in this application. List all current school-age child and youth programs with their inception date.

Dear Diary, Inc. is a Black girl-centered organization that is continuously evolving to meet the needs of the community. Our organization is dedicated to creating programs and opportunities that empower Black girls to write their own narrative for social and economic advancement. We are equally as committed to working in partnership with our youth to create programs and services that not only meet their needs, but also fulfill their wants. This collaboration creates continued engagement and dedication by our youth to our programs and services. Since 2019, Dear Diary has been serving Black girls and women throughout Dane County, WI. Our organization maintains an attitude of flexibility, compassion, innovation, and creativity as we navigate the ever-changing environment around us.

Our current programs include HERSpace, She Suite Internship Program, HERSpace Online, and LeadHERShip Academy. Each of these programs is described in detail below:

- 1. HERSpace: This is our in-school weekly program offering our participants a brave, safe space to build sisterhood, academic performance, and identity. This program currently serves 185 youth across Dane County and began in 2019.**
- 2. She Suite Internship Program: This is our 8-week internship program offering youth an internship opportunity at a partnering organization of their choice. This program began in 2021 and currently serves 18.**
- 3. LeadHERShip Academy: This is our 8-week leadership program for 18-24 year olds teaching them the fundamentals of leadership for Black girls and women. This program begins in the summer of 2023.**

4. HERSpace Online: This is our newest program offering online opportunities to Black girls and women to increase our reach and accessibility. This is our newest program starting the fall 2023.

3. Describe any significant changes or shifts at your agency since 2019 or anticipated changes in the next two years. For example changes in leadership, turnover of management positions, strategic planning processes, expansion or loss of funding. What, if any affects have or will these changes make regarding the agency's ability to provide proposed services? If there are no changes, write "No changes".

No changes.

4. Describe your organization's experience, education and training requirements for management and school-age child and youth program staff. Include how you support these requirements and other professional development opportunities.

Dear Diary, Inc. has a team of experienced and dedicated professionals who are committed to the welfare and development of Black girls and women. Our requirements for management and program staff include a combination of relevant education, experience, and dedication to the mission of our organization.

Experience and Education: Our management team comprises individuals who have extensive experience in program management, youth development, and community engagement. They typically hold a bachelor's or master's degree in related fields such as education, social work, or public administration. Program staff are required to have experience working with youth and a strong understanding of the unique challenges faced by the communities we serve. A degree in social work, education, psychology, or a related field is preferred.

Training: All staff, including management and program staff, are required to pass a background check and motor vehicle record checks using the Department of Justice Wisconsin Online Record Check System pursuant to section 48.685 of the Wisconsin Statutes. Additionally, we provide CPR training for all of our employees.

Professional Development Opportunities: We believe in the continuous development of our staff and offer various professional development opportunities. These include conferences, workshops, and seminars that keep our team up-to-date with the latest research and best practices in our field. We also offer opportunities for our staff to share their expertise and learn from each other through internal knowledge-sharing sessions.

Support for Requirements: We provide support for these requirements through regular professional development training sessions and workshops, both internally and with external partners. These sessions cover a range of relevant topics including safety and risk management, cultural competency, mandatory reporting, and self-care. These sessions and workshops are paid for in part or entirely by Dear Diary, Inc.

Our team's experience, continuous training, and commitment to our mission ensure that we can effectively support the Black girls and women in our program as they navigate their unique life journeys.



School-Age Child and Youth Development

2023 Request for Proposals

PART 2 - Program Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30 p.m. (CDT) on **May 15, 2023**

Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Mary O'Donnell, Community Development Specialist modonnell@cityofmadison.com. We are committed to assisting interested organizations understand and work through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Jen Stoiber – jstoiber@cityofmadison.com

Legal Name of Organization:	Dear Diary, Inc.	Total Amount Requested for this Program:		\$100,000
Program Name:	The HERSpace: Sisterhood Soiree	Total Program Budget:		\$100,000
Program Contact:	Kalyanna (Yanna) Williams	Email:	yanna@deardiaryofmadison.org	Phone: 623-210-7857
AGE Group and Program TYPE: Select <u>ONE</u> Program Type under <u>ONE</u> Age Group for this form.				

Elementary

- | | |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only |
| <input type="checkbox"/> Multi-focused Year Round | <input type="checkbox"/> Topical/ Skill/Population |

Middle School

- | | |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only |
| <input type="checkbox"/> Multi-focused Year Round | <input type="checkbox"/> Topical/ Skill/Population |

High School

- | | |
|---|---|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only |
| <input type="checkbox"/> Multi-focused Year Round | <input checked="" type="checkbox"/> Topical/ Skill/Population |

PLEASE NOTE: Separate applications are required for each age group and distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.

1. PROGRAM OVERVIEW

- A. Need: Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

Madison, WI and Dane County at large, are home to significant racial disparities, notable affecting Black girls and women. According to the Race to Equity report by the Wisconsin Council on Children and Families (2013), Black girls in Dane County are over twice as likely to live in poverty compared to their white counterparts. Ten years later, this economic disparity still persists. Furthermore, the Wisconsin Department of Public Instruction reports (2021) that the high school graduation rate for Black students in Madison is 67.8%, significantly lower than the rate for white students at 91.8%. Moreover, the mental health crisis, already a national concern, has been exacerbated in the wake of the COVID-19 pandemic. Prior to the pandemic, a 2019 study by the University of Wisconsin-Madison found that Black women in Wisconsin have some of the highest rates of mental health issues in the nation, due to systemic racial disparities and stressors, yet are significantly less likely to receive mental health treatment. Data from the Centers for Disease Control and Prevention (2021) show that mental health of young people significantly worsened, with the proportion of mental health-related hospital visits in adolescents increasing by 31% in 2020 compared to 2019. This impact is likely more profound in Black communities, which have historically faced greater barriers to mental health services.

The HERSpace: Sisterhood Soiree program is urgently needed in Madison to address these disparities and support the holistic development of Black girls and women. By focusing on mental health and overall well-being, academic achievement, personal and professional development, and community engagement, the program aligns directly with the City of Madison’s goals and can significantly contribute to reducing disparities and fostering lifelong success among Black girls and women in the city.

- B. Goal Statement: What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

The goal of the HERSpace: Sisterhood Soiree program is to empower Black girls and women in Madison, WI by providing a supportive community space that fosters self-esteem, academic achievement, personal development, professional excellence, family engagement,

and service. The program aligns directly with the scope of work described in the RFP guidelines. The RFP emphasizes the need to create necessary conditions for Madison residents to realize their full potential by building human capital and economic development, particularly focusing on school-age children and youth, especially those from low-income backgrounds and of color. HERSpace: Sisterhood Soiree addresses this scope directly. BY focusing on Black girls and women, a group that has been historically disadvantaged, the program seeks to build human capital by equipping them with the tools, resources, and support needed for their social and economic advancement. The program's emphasis on academic achievement, personal development, and professional excellence aligns with the RFP's focus on lifelong success. By fostering a strong sense of community and belonging, the program also contributes to mental and emotional health and well-being, an area of increasing concern in the aftermath of the COVID-19 pandemic.

C. Program Summary (3-5 sentences):

The HERSpace: Sisterhood Soiree program is a transformative initiative designed to empower Black girls and women aged 14-21 in Madison, WI. By hosting bi-weekly, community-based sessions, the program fosters an environment that shifts mindsets, heals trauma, enhances self-esteem and identity, and strengthens community and family. The program provides diverse activities such as networking events, wellness activities, and opportunities for participants to create and host their own programs. Through these efforts, HERSpace: Sisterhood Soiree aims to build a supportive community that enables Black girls and women to write their own narrative for social and economic advancement.

2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal. **The HERSpace: Sisterhood Soiree program aims to serve high school-aged Black girls and women between the ages of 14-21, with a particular focus on those residing in the underserved communities of Balsam Russet, Darbo Worthington, Hammersley/Theresa Terrace, Park Edge, Park Ridge, Allied Drive, Bram/burr Oaks, Owl Creek, Leopold, and Brentwood/Northport in Madison, Wisconsin. These communities are predominantly populated by Black individuals who face a myriad of socio-economic challenges including multigenerational homes, housing instability, homelessness, mental health illness, high crime rates, substance abuse, food insecurities, transportation access issues, and increased health concerns.**

Dear Diary, Inc. has been working within these communities since our inception with intentional programmatic design that facilitates an environment of communal program development and youth voice and choice. We continuously engage community leaders, partners, and participants in preliminary discussions to understand their specific needs, aspirations, and the barriers they face. This feedback has been instrumental in shaping our program objectives, strategies, and activities to ensure that they are culturally sensitive, relevant, and responsive to the unique needs and experiences of our target population. Specifically, this program is a redesign of our original HERSpace program in response to feedback from the 200+ youth currently involved in that program. They asked for additional hands-on experiences, opportunities to take part in program planning and implementation, unstructured time together, and evolving mental health experiences. We used their input to update our HERSpace program to our new HERSpace: Sisterhood Soiree program aimed to directly meet the needs of participants and future participants. Additionally, this ongoing engagement will continue throughout the program's implementation and evaluation to ensure that it remains grounded in the lived realities of the Black girls and women it seeks to serve.

B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian		
Black/African American	233	100
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial		
Balance/Other		
Total:		
Ethnicity		
Hispanic or Latino		
Not Hispanic or Latino	233	100
Total:		
Gender		
Boy/Man	0	0
Girl/Woman	233	100
Non-binary/GenderQueer	0	0
Prefer Not to Say		
Total:	233	100

C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth and/or their families. Describe how the proposed program will be culturally relevant to the population served.

All of our work is rooted in equity because our staff and board of directors have lived experiences as professionals of color. The challenge with people of color is being transparent with who we are because we have learned how to mask our identity to be acceptable societally. For this reason, our work will not only be rooted in equity, but will be rooted in authenticity. Our focus will be on empowering our youth and ourselves to be authentically us, without judgment or repercussions.

Program materials can be made available in various languages as necessary. Currently, Dear Diary Inc. has staff fluent in Spanish, French, and Creole, both spoken and written. We are committed to serving the program’s target audience and make arrangements to address language barriers in all sessions and through written communications. Many of the schools that we partner with also have staff who are fluent in other languages. There are available resources for us to utilize these services to assist with translation of written material and translation for sessions. If we are unable to find assistance through our current partners, we are willing to hire outside services.

D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and assessment procedure you will use for this program.

Recruitment and engagement for the HERSpace: Sisterhood Soiree program will be conducted through a multifaceted approach. We will collaborate with local schools, community centers, churches, and other neighborhood organizations within the targeted areas. We'll also leverage social media and local media outlets to reach the wider community. Additionally, word-of-mouth referrals, particularly from former and current program participants, will be encouraged to foster a sense of ownership and community within the program.

To address potential barriers to participation, we will host the program in various accessible locations within the city, ensuring the program is within reach of those who need it most. We

will provide transportation assistance when needed and will schedule sessions at times that work best for the majority of participants, including after school or work hours and weekends.

The intake and assessment procedure will begin with an application process where potential participants provide basic information about themselves. This will be followed by an in-person or virtual meeting to discuss the program, expectations, and to assess the individual's specific needs, interests, and potential barriers to participation. A personalized plan will then be created for each participant, outlining their goals and the support they will receive from the program.

Throughout their participation, regular check-ins will be conducted to assess progress and adjust the plan as needed. We will also seek ongoing feedback from participants to ensure the program remains relevant and responsive to their needs. This holistic, individualized approach to intake and assessment will help us to serve each participant effectively and support their journey towards empowerment and success.

3. PROGRAM DESCRIPTION AND STRUCTURE

- A. Activities: Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum or documentation of promising practice that supports the programming or service proposed.

The HERSpace: Sisterhood Soiree program is designed to foster empowerment and personal growth for Black girls and women aged 14-21 in the Madison area. Our bi-weekly, community-based sessions will be the core of our program. These sessions will cover strategic topics such as community, sisterhood, laughter, love, strength, communication, success, wealth, and more, providing a well-rounded experience for each participant.

Our activities will include networking events, wellness activities, and job fairs, among others. We will also offer participants the opportunity to serve on a programmatic advisory committee, allowing them to plan and host their own programs related to topics they are passionate about. This approach not only provides relevant, engaging programming but also encourages ownership, leadership, and voice among participants.

The program draws from evidence-based practices and research in the field of youth development and empowerment. One such model is the Positive Youth Development (PYD) model, which emphasizes the importance of providing supportive environments and empowering experiences for young people. Research has shown that programs based on the PYD model can lead to improved mental health, increased self-esteem, and better academic outcomes.

Additionally, the program is influenced by the principles of trauma-informed care, recognizing that many of the participants may have experienced various forms of trauma. We aim to create a safe, supportive space where participants can learn, grow, and heal.

Finally, our focus on participant-led programming aligns with research showing the benefits of youth-led initiatives, including increased engagement, a greater sense of belonging, and the development of leadership and decision-making skills.

The program's approach will be continuously evaluated and refined based on ongoing participant feedback and the latest research and best practices in the field.

- B. Program Schedule: If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the "Location(s)" cell

in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Location(s): Centralized West Side Location			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer		
Wednesday	School Year	5:00PM	8:00PM
	Summer		
Thursday	School Year		
	Summer		
Friday	School Year		
	Summer		
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

Table 2

Location(s): Centralized East Side Location			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer		
Wednesday	School Year	5:00PM	8:00PM
	Summer		
Thursday	School Year		
	Summer		
Friday	School Year		
	Summer		
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

Programming will be identical on the West and East side as to provide an opportunity for youth on both sides of the city to participate. While our programming is currently set for Wednesday evenings each week, we will create the flexibility to shift these days to another day if it better accommodates our participants. Our quarterly programming that will be hosted by our participants will take place outside of our regular programming days and times according to the schedule they create.

- C. Frequency, Duration and Anticipated Attendance: Please complete the table below. If you are proposing to provide a program at more than one location and the program structure is the same for all locations, please list all of the locations in the "Location(s)" cell in the table below. If the program structure varies amongst locations, please complete the rows for "Location #2" and the question following the table for any additional program locations.

	Frequency*	# of Program Hours Per Program Day	Annual Duration**	Adult to Youth Ratio	Anticipated Average Attendance per Program Day
Location #1: Centralized West Side Location					
School Year	2x per month	3	9 months		10
Summer					
Location #2 (if applicable): Centralized East Side Location					
School Year	2x per month	3	9 months		10
Summer					

*Frequency=number of times per week, month, year (i.e. 5 days per week, 2x per month, 4x per year)

**Annual Duration=number of weeks or months annually (i.e. 10 weeks, 6 months)

If applicable, please list any other locations and note any differences in the program structure as compared to programs included in the table above.

4. ENGAGEMENT, COORDINATION AND COLLABORATION

- A. Family Engagement: Describe how your program will engage parents/guardians and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Dear Diary Inc. recognizes the important role that families play in the development and success of our youth. Therefore, we have designed our program to be family-centered, ensuring that families are engaged and involved in the program. We utilize a variety of strategies to engage families, such as regular check-ins with parents/guardians to ensure that they are aware of their child’s progress and to address any concerns they may have. We also provide opportunities for families to participate in program/organizational activities, such as family game nights, community service projects, and parent workshops.

Engaging parents, guardians, and families is crucial to the success of the HERSpace: Sisterhood Soiree program. We believe that their involvement can provide valuable insights, foster a supportive environment for our participants, and contribute to the overall impact of the program.

During the development of this proposal, we sought feedback from parents and guardians through community meetings and surveys. Their input helped shape the program’s objectives, strategies, and activities, ensuring they are relevant and responsive to the needs of our participants and their families.

In the implementation phase, we will invite parents and guardians to participate in orientation sessions, where they will learn about the program's goals, activities, and expected outcomes. We will also organize family-focused events and workshops as part of the program, which will provide opportunities for families to connect, learn, and grow together.

To facilitate ongoing communication, we will provide regular updates to parents and guardians about their child's progress and the program's activities. We will also solicit their feedback through surveys and meetings to understand their perspectives and make necessary adjustments to the program.

In the assessment phase, parents and guardians will be involved in evaluating the program's impact. We will seek their input on their child's growth and changes they've noticed, as well as their satisfaction with the program. Their feedback will be invaluable in assessing the program's effectiveness and identifying areas for improvement.

By actively involving parents, guardians, and families in all phases of the HERSpace: Sisterhood Soiree program, we aim to create a supportive community that empowers our participants to realize their full potential.

- B. Neighborhood/Community Engagement: Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.
Community engagement is central to all of Dear Diary's programs, as we believe that a successful organization must be rooted in the community it serves. During the development of this program, we reached out to our partners and stakeholders, including local schools, community centers, churches, and businesses. We wanted to understand their perceptions of the needs and strengths of local Black girls and women. This invaluable input helped us shape our overall programmatic and organizational direction and helped us to ensure that it is responsive to the community's needs.

In the implementation phase, we will continue to engage community stakeholders in various ways. We will invite local leaders and experts to share their knowledge and experiences in our bi-weekly sessions. Businesses will be encouraged to participate in job fairs and provide internships or job opportunities to our participants. Schools and community centers will be key partners in promoting the program and referring potential participants. We also aim to create volunteer opportunities for residents to get involved and support the program directly.

As for the assessment of the program, community stakeholders play a vital role. We will conduct regular opportunities to gather feedback on the program's impact and areas of improvement. We will also collaborate with local schools and community organizations to track changes in the broader community indicators, such as school attendance and graduation rates, mental health statistics, and employment rates among our participants. By actively engaging neighborhood residents and other community stakeholders, we aim to ensure that the HERSpace: Sisterhood Soiree program is a community-driven initiative that truly benefits the Black girls and women we aim to empower and serve.

- C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
Department of Corrections-Division of Juvenile Corrections	Referrals of youth	Amy Rodriguez 414-216-4194	Yes
Madison Metropolitan School District	Programming at all middle schools and high schools	Roxanne Amundson 608-663-1633	Yes

Verona Area School District	Programming at all middle and high schools	Tamera Stanley 608-845-4309	Yes
Madison Police Department	Programming support, youth internships, community partner	Tim Patton 608-266-6234	No
UW Credit Union	Financial Literacy and Bank Accounts for Participants	Victoria Boucher	Yes

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

The organizations above are organizations that partner with Dear Diary currently. We do not have separate MOUs for this program specifically. We also partner with multiple businesses across Dane County that support us in offering internships, volunteering their expertise for programming activities and more. We do not have official MOUs with these businesses, however, we can develop them if needed to move forward.

How do these partnerships enhance this proposal?

These partnerships enhance our proposal as they help us with recruitment, intake, and overall support with our participants. These are all different organizations that are in the lives and communities of our participants. By creating strategic alliances with these organizations, we are able to provide a holistic experience for each participant.

What are the decision-making agreements with each partner?

Dear Diary, Inc. is the decision-making agency in all of our agreements, except the Department of Corrections. We are required by law to abide by the terms and conditions set forth by the courts for each of our participants. For all other partners, Dear Diary, Inc. is the ultimate decision maker.

- D. Resource Linkage and Coordination: What resources are provided to participants and their families by your proposed program? How does the program coordinate and link families and participants to these resources?

Our HERSpace: Sisterhood Soiree program is committed to offering a holistic range of resources and support to our participants and their families. Recognizing the importance of a comprehensive approach, we provide both direct resources and connections to external services.

Directly, our program offers bi-weekly sessions covering a range of key topics such as self-esteem, personal development, and professional excellence. These are designed to empower our participants with knowledge and skills for personal growth and economic advancement. We also offer workshops for families, focusing on strengthening family relationships and supporting their loved ones in the program.

Externally, we are well-connected within the community and can refer families to various support services, including mental health counseling, housing assistance, healthcare resources, and employment support. We have established partnerships with local organizations and agencies to ensure that we are able to provide the most relevant and effective referrals.

To ensure that these resources are easily accessible, we work closely with families to overcome any potential barriers. This includes flexible scheduling, providing childcare during our sessions, and offering stipends to compensate for lost earnings when attending our events.

Our coordination approach is proactive and personalized. We maintain regular contact with families and provide individual consultations to identify their needs and connect them with the appropriate resources. Throughout this process, we emphasize open communication and active involvement from families, ensuring that they feel supported and empowered in helping their loved ones thrive.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Madison Out-of-School Time (MOST) Effective Practices: Please describe how each of the seven basic elements are addressed by your proposed program design. How will you monitor the program during implementation to assess continued alignment with the [MOST Effective Practices](#)? Are there any other program quality standards, tools or measurements that you use with this program? If yes, please list and describe.

Our programs are thoughtfully and intentionally designed to align with our core values. Our core values are not just what we do, but who we are. Our core values are:

1. **Services to Black girls first**
2. **Strive for excellence in all that we do**
3. **Prioritize meaningful relationships**
4. **Welcome our authentic selves**
5. **Open, honest, empathy, and accountability**

These core values are the foundation of everything we do as a staff and as a program. We know that it is vital that our staff, as Black women, lead by example when we are working with our girls. We allow them to see us working together, being open and honest with each other, holding each other accountable with empathy, creating and strengthening our relationships with one another, and striving towards excellence. In leading by example, we in turn teach them, both through lessons and actions, how they can do the same. This opens the door for us to have meaningful conversations, create lasting relationships, and develop long-standing trust. This also puts our humanity at the forefront of our work and allows us to authentically execute our services. Our work is 100% about relationships and trust first. Once we have established that, only then can we do the work of creating change within our communities and our youth. We have embraced that as our journey and work collaboratively with our girls to progress continuously. We find that our core values intersect with the MOST effective practices, and are conducive to fostering positive youth development, educational achievement, and college, career and community readiness.

1. **Intentional Program Design**: As with all our programs and work, this program has been carefully designed and curated to serve a population of young, Black girls who are frequently overlooked in other programs. We have come together to carefully design a program to address vulnerabilities our girls face in a way that encourages them to step into themselves and address these systemic inequities, equipped with the skills and resources to do so. Our activities and topics are purposefully designed to meet a clear goal and objective-to empower Black girls and women to write their own narrative for social and economic advancement. We'll monitor this by tracking participant progress, feedback, and making necessary program adjustments.
2. **Supportive Relationships with Youth**: With our extensive training and experience working with youth, we foster healthy, supportive relationships with our participants rooted in trust. Through our programming, we intentionally provide services to small cohorts of youth, giving us the chance to understand each individual and focus on their specific needs. We also create brave, safe spaces for open conversation and mentorship. We'll monitor this through participant feedback and ongoing staff training.
3. **Youth Voice & Leadership**: Youth voice and leadership are one of the most prominent aspects of our organization and programs. We encourage and equip our girls to be leaders

through various programs and opportunities for them to participate in the planning, execution, and evaluation of our programs. Our board of directors has two paid, voting youth board members who have equal input in our organizational and programmatic design. We also offer a LeadHERShip Academy for participants within our organization to support their growth and development as leaders. For this program specifically, participants are encouraged to take a leadership role, including serving on the programmatic advisory committee, planning and executing events on at least a quarterly basis. We'll assess this by the number of youth-led activities and their feedback. We will also assess the number of participants during youth-led activities compared to staff-led activities.

4. **Racial & Cultural Inclusion:** Dear Diary, Inc. pride ourselves on being culturally and racially inclusive, from our programming to our staff. We firmly believe so much strength lies in diversity, and currently have a staff of all women of color from different backgrounds and walks of life. We are very intentional in our hiring and staffing, often seeking individuals with different experiences than what we already have. This ensures we can connect with the populations we serve in a more meaningful way, as representation truly matters. Our programs are curated for Black girls and women, ensuring their unique experiences and needs are prioritized. While this is true, we are always open to the participation of girls of other identities and are mindful and welcoming of the intersectionality of each girls' identity. We aim to celebrate and nurture our participants' cultural identities at the foundation of our programs and services. We'll evaluate this via participant feedback and community response.
5. **Community & Family Engagement:** We are very cognizant of the fact that it takes a network of support to encourage and develop our youth. We make it a priority to connect in meaningful ways with partners, community members, and families. We have established a great roster of partnerships with local businesses and organizations who share our vision and values, which allows us to provide that next level of support and resources to our girls. We'll gauge this through attendance records and feedback from families and community members.
6. **Organizational Management & Staff Support:** Dear Diary, Inc. consists of a staff of passionate women who understand and believe in our mission. We are committed to continuous improvement and education, building meaningful relationships, and finding creative ways to ensure success among our team, populations served, programs, and every other party we interact with. Our staff are trained and supported to provide quality programming. We conduct staff evaluations and provide ongoing personal and professional development. We'll assess this via staff feedback and performance evaluations.
7. **Environment & Safety:** We prioritize creating safe and nurturing environments for our activities. We adhere to safety protocols and create spaces where participants feel comfortable and welcome. We also provide meals and transportation to all of our programs to increase accessibility, safety, and fulfillment during programs. We monitor this via safety audits and participant feedback.

In addition to these MOST Effective Practices, we use the following program quality standards:

- **Outcome-based Evaluation:** We use this to measure program success in reaching our intended outcomes
- **Culturally Relevant Practice:** This tool helps us ensure our programming is respectful and responsive to our participants' cultural needs and the intersectionality of those needs and identity.
- **Trauma-Informed Approach:** We use this to ensure our services acknowledge the impact of trauma and strive to avoid re-traumatization.
- **Strength-Based Approach:** We use this tool to focus on the inherent strengths of our participants, rather than their weaknesses or deficits.

B. Program Outputs - Unduplicated School-Age Children or Youth and Program Hours

Total Annual Unduplicated Children or Youth participating in proposed program: **20**

Total program hours annually: **54**

C. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives?

Please identify at least one Program Outcome for your proposed program(s), from the RFP Guidelines 1.4, that you will track and measure. Complete the table(s) below.

Outcome Objective #1: 80% of participants will report increase in self-esteem and personal development				
Performance Standard	Targeted Percent	80	Targeted Number	16
Measurement Tool(s) and Comments: Participants are expected to experience a positive change in self-esteem and personal development, allowing them to confidently express themselves, set goals, and make informed decisions in various aspects of their lives. We will measure this through pre- and post- program surveys assessing self-perceived levels of self-esteem and personal growth. We will also factor staff and family evaluations into the evaluation of this objective.				

Outcome Objective #2: 85% of participants will exhibit improvement in academic performance and/or professional skills.				
Performance Standard	Targeted Percent	85	Targeted Number	17
Measurement Tool(s) and Comments: The program aims to improve participants' academic performance and support their professional development through resources, opportunities, and mentorship. As a result, participants will be better equipped for educational success and more prepared for their future careers. We will measure this by a comparison of current and future academic performance, as well as surveys on professional achievement. By enhancing participants' academic achievement and engagement, the program can potentially influence educational policies and practices that contribute to closing the achievement gap for Black girls and women in the community. Schools and educational institutions will be encouraged to reevaluate their policies and adopt more inclusive, equitable practices. Further, by supporting participants' professional development and career aspirations, the program may indirectly impact employment policies and practices. Employers will be encouraged to create more inclusive work environments, adopt diversity and inclusion policies, and ensure equal opportunities for career growth and advancement for Black girls and women. To measure this, we will review comparison of academic records or professional evaluations pre- and post-program participation				

Outcome Objective #3: 75% of participants will report improved relationships within their community and family.				
Performance Standard	Targeted Percent	85	Targeted Number	17

Measurement Tool(s) and Comments: The program seeks to foster a sense of sisterhood and unity among participants, leading to stronger connections within the community and family. Participants will also be encouraged to take on leadership roles and engage in community-building activities, further enhancing their sense of belonging and social connectedness. As participants become more engaged in their communities and take on leadership roles, they may influence community development policies and practices. This could include advocating for better resources, facilities, and services in their neighborhoods, as well as promoting policies that foster social connectedness and overall well-being. Additionally, the emphasis on family engagement and supportive systems of dependent care can contribute to raising awareness of the importance of strong family support systems. This may influence policymakers to develop and implement policies that provide resources and services to support Black families, including accessible childcare, parenting education, and family counseling services. To measure this, we will use pre- and post- surveys assessing quality of community and family relationships as well as focus groups and individual interviews.

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

Outcome Objective #4: 80% of participants will report improvement in mental and emotional well-being.				
Performance Standard	Targeted Percent	80	Targeted Number	16
Measurement Tool(s) and Comments: By providing safe spaces for participants to express themselves and engage with others, the program aims to improve their overall mental and emotional health. Participants will learn healthy coping mechanisms and gain access to supportive resources, leading to increased resilience and emotional stability. The program's focus on mental and emotional well-being could help raise awareness about the mental health disparities faced by Black girls and women. This increased awareness could drive changes in mental health policies and practices, encouraging mental health care providers to adopt more culturally sensitive and accessible services tailored to the needs of Black girls and women. We will measure this through pre- and post- program surveys, focus groups, and interviews assessing self-perceived levels of mental and emotional well-being.				

Outcome Objective #5: 85% of participants will demonstrate increased empowerment, leadership, and self-efficacy.				
Performance Standard	Targeted Percent	85	Targeted Number	17
Measurement Tool(s) and Comments: The program's activities and resources will empower participants to believe in their abilities and take control of their lives. Participants will develop essential life skills and gain confidence in their capacity to achieve their goals, overcome challenges, and advocate for themselves and their communities. We will measure this through pre- and post- program surveys, focus groups, and interviews assessing self-perceived levels of mental and emotional well-being.				

- D. Data Tracking: What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses?

For the HERSpace: Sisterhood Soiree program, we intend to use a combination of digital and manual systems for data tracking:

Demographics: To capture demographic information, we will use an online registration system when participants sign up for the program. This will capture key demographic information such as age, race, neighborhood, and school attended. This data will be stored in our secure, cloud-based Google Workspace to ensure privacy and confidentiality.

Program Activities: To track program activities, we will use a digital sign-in system at each event, where participants' attendance will be logged. Additionally, staff and volunteers will keep detailed records of each activity, including the number of participants and any significant observations. These records will be entered weekly into a program reporting document.

Outcome Measures: For outcome measurement, we will use pre and post program surveys, focus groups, and interviews to assess changes in participants' self-esteem, academic achievement, community and family relationships, mental and emotional well-being, empowerment, and leadership skills. The surveys will be administered digitally, with results automatically uploaded to our secure database. We will also use program staff observations and feedback, and other qualitative data which will be manually entered and analyzed.

Expenses: For tracking expenses, we use Divvy as our purchasing system and WaveApps as our accounting system. Additionally, we manually input all charges into a programmatic expense tracker for backup purposes. This allows us to log all expenses associated with the program, categorize them, and generate reports as needed. We maintain receipts and other documentation for all expenses.

All data tracking systems comply with privacy and data protection regulations. Regular data backup procedures are in place to prevent loss of data. Access to these systems is limited to authorized staff members to ensure the integrity and confidentiality of the data. The data is reviewed regularly to assess program progress and make necessary adjustments. Reports are generated to stakeholders and funders according to our reporting requirements and exclude identifiable information for our participants as they are minors.

6. PROGRAM LOCATION

A. Address(es) of the site where programs will occur: **We will select two locations that are centrally located on the west and east side of town to increase accessibility for our participants and increase our reach. These locations have not been identified yet.**

7. PROGRAM STAFFING AND RESOURCES:

A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps members and Adult Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.

Position Title	Qualifications or Required Training	Location(s)	Indicate School Year (SY), Summer (SU) or Year-Round (YR)	SY or YR FTE	Summer Only FTE
Program Coordinator (x2)	<ul style="list-style-type: none"> - 21 years or older - Pass a criminal and motor vehicle 	East and West location	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>	YR FTE	

	<ul style="list-style-type: none"> background check - Reliable transportation - Fully vaccinated or have a written reason why vaccination isn't possible - Experience working with youth and diverse groups of people 				
Program Manager	<ul style="list-style-type: none"> - 21 years or older - Pass a criminal and motor vehicle background check - Reliable transportation - Fully vaccinated or have a written reason why vaccination isn't possible - Experience working with youth and diverse groups of people (3 years) - Event planning or education/program coordination 	East and West location	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>	YR FTE	

Assistant Director	<ul style="list-style-type: none"> - Bachelor's Degree in a related field - At least 3 years of experience working with youth - At least 2 years of supervisory experience - 21 or older - Pass a criminal and motor vehicle background check - Reliable transportation - Fully vaccinated or have a written reason why vaccination isn't possible 	East and West location	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
Please complete the total FTE for the applicable time period	School Year:				
	Year-Round			6	
	Summer				

*Use one line per individual employee

Volunteers: If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?

B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program:

We provide all necessary space, partnerships, transportation, meals, and such for our programs. We seek to have accessible programs so we are intentional about ensuring that our participants have minimal barriers to access to ensure their success in our programs.

8. BUDGET

- A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for the Program Budget for each age group. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

The budget template can be found on the [CDD Funding Opportunities website](#).

9. IF APPLICABLE, PLEASE COMPLETE THE FOLLOWING:

- A. Disclosure of Conflict of Interest
Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

- B. Disclosure of Contract Failures, Litigations
Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

APPLICATION FOR 2023 SCHOOL-AGE CHILD AND YOUTH PROGRAMS

3. SIGNATURE PAGE

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Dear Diary, Inc
Mailing Address	2921 Landmark Pl, STE 215, Madison, WI 53713
Telephone	623-210-7857
FAX	
Director	Kalyanna Williams
Email Address	yanna@deardiaryofmadison.org
Additional Contact	
Email Address	
Legal Status	Private: Non-Profit
Federal EIN:	87-2749262

AFFIRMATIVE ACTION

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at cityofmadison.com/civil-rights/contract-compliance.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

INSURANCE

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

2. PROPOSED PROGRAMS

Program Name:	2024		If currently City funded 2023 Allocation
	Letter	Amount Requested	
HER Space: Sisterhood Soiree	A	\$100,000	
Contact: Kalyanna Williams			
Contact:	B		
Contact:			
Contact:	C		
Contact:			
Contact:	D		
Contact:			
Contact:	E		
Contact:			
TOTAL REQUEST		\$100,000	

4. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above.

DATE INITIALS:

DEFINITION OF ACCOUNT CATEGORIES:

Personnel: Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff costs.

Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

Operating: Amount reported for operating costs should include all of the following items: insurance, professional fees and audit, postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone, training and conferences, food and household supplies, travel, vehicle costs and depreciation, and other operating related costs.

Space: Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for office space; costs of utilities and maintenance for owned or rented space. Mortgage Principal/Interest/Depreciation/Taxes: Costs with owning a building (excluding utilities and maintenance).

Special Costs: Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients.

Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agencies.

6. BOARD-STAFF DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current board and staff. Refer to application instructions for definitions. You will receive an "ERROR" until you finish completing the demographic information.

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
	TOTAL		100%		100%		
GENDER							
MAN		0%		0%			
WOMAN	5	100%	5	100%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	5	100%	5	100%			
AGE							
LESS THAN 18 YRS	2	40%	0	0%			
18-59 YRS	3	60%	5	100%			
60 AND OLDER		0%		0%			
TOTAL AGE	5	100%	5	100%			
RACE							
WHITE/CAUCASIAN	1	20%		0%	80%	67%	16%
BLACK/AFRICAN AMERICAN	4	80%	4	80%	7%	15%	39%
ASIAN		0%		0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE		0%		0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		0%		0%	0%	0%	0%
MULTI-RACIAL		0%	1	20%	3%	4%	26%
BALANCE/OTHER		0%		0%	1%	2%	28%
TOTAL RACE	5	100%	5	100%			
ETHNICITY							
HISPANIC OR LATINO		0%		0%	7%	9%	26%
NOT HISPANIC OR LATINO	5	100%	5	100%	93%	81%	74%
TOTAL ETHNICITY	5	100%	5	100%			
PERSONS WITH DISABILITIES		0%		0%			

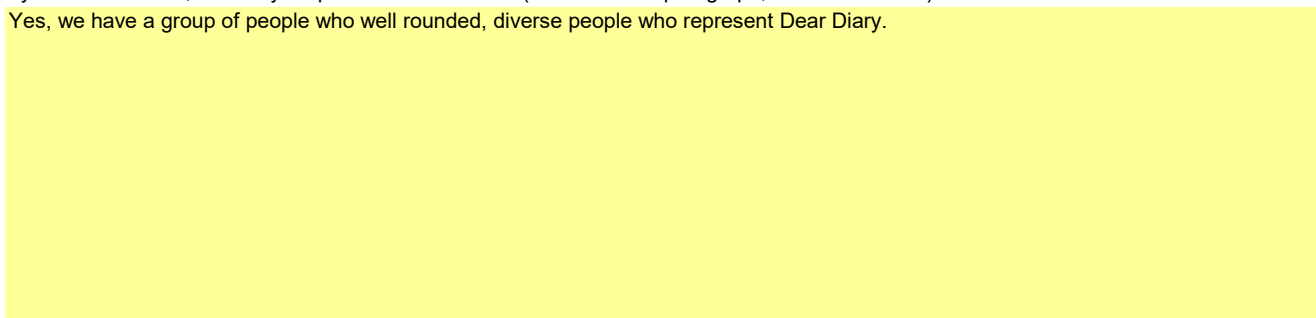
*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

7. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

Yes, we have a group of people who well rounded, diverse people who represent Dear Diary.



8. AGENCY GOVERNING BODY

How many Board meetings were held in 2022	4
How many Board meetings has your governing body or Board of Directors scheduled for 2023?	4
How many Board seats are indicated in your agency by-laws?	6

List your current Board of Directors or your agency's governing body.

Name	Kalyanna Williams			
Home Address				
Occupation	Consultant			
Representing	President/Chair			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Ragan Shapiro			
Home Address				
Occupation	Engagment Specialist			
Representing	Community Member			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Eryne Jenkins			
Home Address				
Occupation	Education			
Representing	Community Member			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Ameria Scott			
Home Address				
Occupation	Student			
Representing	Youth Member			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Mesha Garner			
Home Address				
Occupation	Financial Aid Director			
Representing	Treasurer			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Sydney Brown			
Home Address				
Occupation	Student			
Representing	Youth Member			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Krystal Tucker			
Home Address				
Occupation	Youth Program Coordinator			
Representing	Secretary			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	

****Instructions: Complete this workbook in tab order, so the numbers will autofill correctly. Only fill in the yellow cells. Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.**

Please fill out all expected revenues for the programs you are requesting funding for in this application. All programs not requesting funding in this application, should be combined and entered under NON APP PGMS (last column)

REVENUE SOURCE	AGENCY 2023	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0						0
UNITED WAY DANE CO	12,500						12,500
CITY CDD (This Application)	100,000	100,000					0
City CDD (Not this Application)	143,200						143,200
OTHER GOVT*	282,000						282,000
FUNDRAISING DONATIONS**	5,000						2,600
USER FEES	0						0
TOTAL REVENUE	540,300	100,000	0	0	0	0	440,300

*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

**FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.

****List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
Assistant Director	0.10					0.10	66,000	5,048	71,048	31.73	8,100
Program Manager	0.20					0.20	54,000	4,732	58,732	25.96	8,900
Program Coordinator	0.60					0.60	47,000	3,594	50,594	22.60	14,000
Program Coordinator	0.60					0.60	47,000	3,594	50,594	22.60	14,000
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
SUBTOTAL/TOTAL:	1.50	0.00	0.00	0.00	0.00	1.50	214000.00	16968.00	230968.00	102.89	45000.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

**Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

****List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

Title of Staff Position*	2023 FTE**	2023 FTE**	2023 FTE**	2023 FTE**	2023 FTE**	2023 Total FTE	2023 Salary	2023 Taxes and	2023 Amount	2023 Wage***	2023 Requested
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	1.50	0.00	0.00	0.00	0.00	1.50	214000.00	16968.00	230968.00	102.89	45000.00

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

**Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

Program Summary

This tab should be completely filled in by your previous answers.

Pgm Letter	Program Name	Program Expenses	2023 City Request
A	HER Space: Sisterhood Soiree	PERSONNEL	35,000
		OTHER OPERATING	40,500
		SPACE	5,000
		SPECIAL COSTS	19,500
		TOTAL	100,000
B	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			100,000