



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:	Freedom, Inc.	Total Amount Requested:	\$ 80,000
Program(s) included in this application:	Program Name: Books and Breakfast	Amount Requested: \$ 50,000	
	Program Type: Elementary Summer Multi-Focus		
	Program Name: Black and SEA Middle and High School	Amount Requested: \$ 30,000	
	Program Type: High School Afterschool Multi-Focus		
	Program Name:	Amount Requested: \$	
	Program Type: Choose an item.		
	Program Name:	Amount Requested: \$	
	Program Type: Choose an item.		
	➤ <i>If you are applying for more than four programs please contact Jennifer Stoiber at jstoiber@cityofmadison.com</i>		
Contact Person:	Bianca Gomez	Email: bgomez@freedom-inc.org	
Organization Address:	2110 Luann Ln. Madison, WI 53713	Telephone:	(608) 716-3807
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if no)	

Organizational Qualifications:

1. Organization History and Mission Statement

Freedom, Inc. (FI) was founded in 2000 to address social, racial, and gender justice issues in the SEA Hmong community in the greater Madison, Wisconsin area. FI remains a nonprofit organization in the Midwest that is led by Black and Southeast Asian (SEA) women, LGBTQI+, and youth survivors of violence. We aim to liberate the most impacted members of our community from gender-based violence, as well as to remake the systems that oppress us into one that appreciates each person's intrinsic value and upholds transformative justice. FI does this through organizing and developing leaders within our community while also ensuring our members are provided with basic needs and safety.

FI's mission is to achieve social justice through coupling direct services with leadership development and community organizing that will bring about social, political, cultural, and economic change resulting in the end of violence against women, gender nonconforming and transgender folx, and youth within communities of color. FI works to challenge the root causes of violence, poverty, racism, and discrimination. Our belief is that, in order for true social change to happen, people who are most affected by these issues must have voice, power, resources, and opportunities. By supporting the most impacted and most vulnerable in the community—namely, survivors, women, youth, queer, trans, and gender nonconforming folx—to actualize their potentials, the whole of society benefits.

Today, we are a Black and Southeast Asian organization that is leading the liberation movement in the Midwest, championing intersectional justice within the Movement for Black Lives and the larger racial justice movement, and actively building a pipeline of leaders from the Black and SEA community. We have a track of programs that cater to several sectors in the SEA community, a track of programs catering to sectors in the Black community, and social services and community power building work—which includes community engagement, leadership development, and movement building—that overlap or bring the two together.

FI envisions and is working towards a new system, where the most impacted folx of the Black and SEA community are integrated and essential decision makers in shaping policies, processes, and other aspects and mechanisms that impact their lives.

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.

Freedom, Inc. has 20 years of experience implementing culturally specific youth programming. Since the organization's incorporation in 2003, FI has provided spaces for SEA youth to come together, build community, develop their skills and leadership, and participate in creative activities. Our first culturally specific youth program - Nkauj Hmong - began in 2003 and serves teenaged Hmong girls and gender non-confirming youth. In 2008, as demand for more culturally specific programming grew, FI's Viv Ncaus Dance Troop was created as a space for Hmong youth to celebrate their culture through music, dance and self expression.

As FI's former Co-Executive Directors assessed that Hmong and Black communities were impacted by the same issues, and needed similar support and resources, the organization deepened our commitment to building programming through racial justice, gender justice and queer justice lenses for Black girls and gender non-conforming youth in Madison - particularly those from low-to-no-income households. Since 2016, FI has developed Black Girls Matter, Books and Breakfast, Freedom Youth Squad, Freedom Youth Organizing Camp and Freedom Girls, which continue to grow in demand and impact among Black and SEA youth since their commencement.

Program Inception Dates:

1. Books and Breakfast: Inception in 2018
 2. Black and SEA Middle and High School Program Groups:
 - a. Nkauj Hmong: Inception in 2003
 - b. Black Girls Matter: Inception in 2016
 - c. Freedom Girls: Inception in 2022
 - d. Viv Ncaus Dance Troop: Inception in 2008
 3. Freedom Youth Squad: Inception in 2017
 4. Freedom Youth Organizing Camp: Inception in 2019
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".

FI is unique as a nonprofit and a movement organization in that we are undergoing our very first executive transition in our 20-year history. Our founder and long-time Co-Executive Director Kabzuag Vaj completed full-time work in December 2022 and passed the baton to an incoming Co-Executive Director team: Bianca Gomez, Chai Moua, and Mahnker Danhweih. Each of these three women of color are long-time Program Directors of FI, which ensures that the vision and direction of FI's work is led by the home-grown talent and leaders who have served at the frontlines of direct service, organizing, and direct advocacy and action which makes FI's work strong. Our Long-time Director of Finance, Sheur Yang, was also promoted to Chief of Operations, as the fourth vital voice on the new executive team.

FI has engaged a team of consultants and advisors to understand the key defining components of a healthy leadership transition. We began this process in early 2022 and this work will continue through 2023. This includes the transfer of knowledge and relationships, as well as the skills and capacity-building necessary for first-time executive directors to thrive, as well as ongoing coaching support for a new Co-ED team of color. Each ED has identified a coach who matches their areas of expertise and growth, to maximize feedback and growth in key leadership areas including development, management strategies for staff, maintaining organizational health and wellness, and more.

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.

Freedom, Inc. conducts robust and thorough hiring processes for management and staff positions of our school-age child and youth programs. FI is intentional about conducting outreach/recruitment and providing hiring opportunities to people who share similar cultural and lived experiences as the young people they will be working with. In order to verify applicants' credentials, experience and qualifications, hiring processes include 3-step interviews, reference checks and background checks when necessary. We typically hire new staff who have extensive experience working with young people, and demonstrate a passion and commitment to their empowerment, development and wellbeing.

Upon hiring new staff, they are trained and onboarded with various presentations that root them in our organizations missions, values and goals, as well as internal policies, procedures and expectations for their role. These trainings consist of:

History of Freedom, Inc.

Freedom, Inc.'s Mission, Objectives, Strategies & Tactics (MOST)

Radical Queer Admin and Operations

Financial Policies

Documentation Policies

Safety & Security Policies & Procedures
Youth Engagement Protocols, Policies & Procedures

Once onboarded, managers and staff receive mentorship from FI's Youth Justice Director on a weekly basis. These sessions are an opportunity for them to receive feedback and guidance for their work, as well as ask any questions or request support that will benefit their continued development. Staff are also required to participate in one annual 3-day workshop with all staff in the organization, where they are informed about any organizational changes / shifts, can learn about the various programs and campaigns being implemented in other departments, get a deeper understanding of the organization's history and the reason we conduct culturally specific work.

In addition to internal education and training, Freedom, Inc. encourages management and staff to participate in as many external training and educational opportunities as possible. Examples of these trainings include:

Safety and Security

Conflict Mediation

Transformative Justice and Organizational Culture of Care

Assessments and Evaluations

Time Management

Client Case Management

Work-Plan Coaching

Political Education on: Youth Justice, Racial Justice, Gender Justice and Queer Justice



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**

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

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Legal Name of Organization:	Freedom, Inc.	Total Amount Requested for this Program:	\$ 30,000
Program Name:	Program A. Books and Breakfast	Total Program Budget:	\$ 62,250
Program Contact:	Bianca Gomez	Email:	bgomez@freedom-inc.org
		Phone:	(608) 716-3807

AGE Group and Program TYPE: Select ONE Program Type under ONE Age Group for this form.

Elementary

- Multi-focus School Year Only
- Multi-focus Summer Only
- Multi-focused Year Round
- Topical/ Skill/Population

Middle School

- Multi-focus School Year Only
- Multi-focus Summer Only
- Multi-focused Year Round
- Topical/ Skill/Population

High School

- Multi-focus School Year Only
- Multi-focus Summer Only
- Multi-focused Year Round
- 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.

Dane County's 2021 middle and high school youth assessment states that Middle and high school girls and gender non conforming youth who reside in Dane County experience sexual and gender-based violence at a disproportionately higher rate than their male classmates (i.e., sexual violence, discrimination based on their gender identity, etc.).¹ The proposed programs work to end domestic violence and sexual assault for K-12 Black and Southeast Asian (SEA) girls and gender non-conforming youth; develop their understanding of domestic violence, sexual assault, body safety and consent and provide life affirming spaces where members are able to learn and participate in culturally specific activities that provide essential resources towards the improvement of their body safety and overall wellbeing. These programs will provide bilingual and culturally appropriate services, such as case management, advocacy support, prevention and intervention services to Black and SEA girls and gender non-conforming youth who are victims and survivors of domestic violence. Freedom, Inc. seeks to provide assurance that school-age children and youth are prepared for lifelong success. Our programs provide quality early childhood education and care, elementary school-age care and programs that support positive youth development for middle and high school aged youth during out-of-school time for low-to-no-income and children and youth.

FI's school-age child and youth programs are required to follow the guidelines and parameters included in the policy paper titled Building Human Capital: School-Age Child and Youth Development. Elements of these requirements described in detail in this policy paper include, the continuum of service, program structure and schedule, Madison Out-of-School Time Effective Practices, expected costs per participant and measures of success. School-age child and youth programs that meet these requirements will help our community provide the care and resources needed to support social emotional learning, physical and mental health, cognitive development and strong relationships with family and the community necessary for positive child and youth development.

Footnote:

1. Dane County Youth Commission, Dane County Youth Assessment 2021 High School Demographic Report (Apr. 20, 2022)

- 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?

Freedom Inc.'s (FI) mission is to end gender-based violence against women, girls, children, gender-queer/gender non-conforming, two spirited, and boy-girl/trans folks through culturally specific programs, direct services and creative activities. The proposed programs address this mission in conjunction with our systems change through the following goals:

- Children survivors/victims will have strategies for enhancing their safety;
- Children survivors/victims will have knowledge of available community resources;
- Children survivors/victims will have a basic understanding of root-causes of gender-based violence.
- Children survivors/victims will develop skills that will help them advance their leadership in their communities

- C. Program Summary (3-5 sentences):

The proposed youth program consist of an elementary topical/skill 8-week summer program for Black and SEA girls and gender nonconforming youth. Books and Breakfast is FI's elementary topical/skill 8-week summer program that aims to end domestic and sexual violence among Black and SEA girls

and gender non-conforming elementary aged youth by providing them with a healthy breakfast, literature and social emotional learning activities where they learn about body safety and consent.

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 proposed elementary topical/skill 8-week summer program (Books and Breakfast) serves low-to no-income Black and SEA girls and gender nonconforming youth ages 5 to 10 who reside in and around Madison, Wisconsin.

FI's Youth Justice Team has developed the proposed programs over the course of the organization's 20 years of existence through the continued engagement with Madison and Dane County youth and their parents/guardians. Each youth program and their activities began as a way to combat the sexual- and gender-based violence faced by Madison's Black and SEA youth. Program activities regularly adapt to the current needs of the incoming young people and their families.

- B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian		
Black/African American	10	50%
Asian	10	50%
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial		
Balance/Other		
Total:	20	
Ethnicity		
Hispanic or Latino		
Not Hispanic or Latino		
Total:		
Gender		
Boy/Man	10	50%
Girl/Woman	10	50%
Non-binary/GenderQueer		
Prefer Not to Say		
Total:	20	

- 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.

FI has hired and retained two full time program coordinators who are fluent in speaking, reading and writing in Hmong and who are able to provide culturally relevant support, resources, and collateral to Hmong youth and parents who speak little to no English. All Hmong-specific youth programming is presented and facilitated in both Hmong and English by staff members who come from the Hmong community.

- 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.

FI will reach participants through mainstream and culturally specific methods to maximize participation from isolated and low-income girls and gender non-conforming youth. Services will be advertised through school partners and other community organizations. Outreach through current participants, families and friend networks will also be part of the recruitment process. Approaches will

include both grassroots methods and formal presentations. Traditional organizational methods will include notification of community partners, including domestic violence and sexual assault programs, food centers, community centers, churches and other religious sites, homeless advocacy services, schools and LGBTQ service providers. A promotional flier and poster will be shared with partners and provide relevant contact and referral information. The FI website and social media accounts will share information regarding services and contact information. Information will also be available at organizational events where allies can and learn more about FI and the proposed programs. Traditional cultural methods will include word of mouth through community leaders who serve as a hub of connection and information. Program leaders will also use an organic network within Hmong and Black communities and cultural spaces and events as appropriate.

All intakes will be done through one-on-one case management meeting with the Youth Justice Advocate using a paper intake form that is entered into our client database. Assessment will include a series of questions such as demographics, family income, family make up, educational information, home and school needs, and discussion around confidentiality and safety planning. Intakes will be conducted in a confidential and safe space at FI's office. FI's Youth Justice Advocate performs quarterly assessments with the collective program/group.

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 proposed programs will provide a holistic and culturally appropriate approach to addressing violence within its social and cultural context, develop youths' understanding of consent and build systems that support their body safety. Activities will intentionally build community and empower girls and gender non-conforming youth to see themselves as agents for change and to take control for addressing violence in their lives. FI will integrate gender based violence and community building to provide support services and advocacy with social services, crisis and criminal justice intervention, and legal aid, as powerful anti-violence tools. Program activities will develop skills, confidence, and leadership that lead to positive collective identity and power through a three-fold approach made up of self, family and community.

- (Self) Case management will consist of one-on-one contact between participants and the Youth Justice Advocate during weekly office hours to address serious/crisis issues, intervention services, as well as academic and personal support. Services will include individual safety planning, communication skills, networking, legal issues, as well support for developing basic life skills such as resume writing, job interviews, and referrals to relevant services. Each youth shall have an individualized plan of action for the year.

- (Family) This part of the program will focus on intergenerational work with siblings, mothers and other family members. Some of the weekly group meetings will bring the Nkauj Hmoob program and members of FI's Hmong elder women's group together to learn to communicate and share their stories of trauma and survivorship. In addition, FI staff will facilitate meetings to help with communication/conflicts amongst children, teens, mothers and other relatives. Each youth will also be assigned an advocate and receive case management around educational needs as well as other wellness issues. FI will work with each participant to develop safety plans. FI will provide quarterly scheduled evening educational outings that may include a movie or watching performances at the Overture Arts Center.

- (Community) Weekly Group Meetings/Gatherings will help youth learn to communicate, share stories, build relationships, to understand community issues, get trainings on domestic violence and sexual assault, build stronger communities and families amongst each other. Special meetings at other community spaces like neighborhood community centers, will be included as part of the program outreach plan. Teens will also learn about philanthropy, cross cultural/racial community building, histories of their people, and peer-to-peer mentoring. Youth will be given several opportunities to use newly learned knowledge and skills to do base building, leadership development, trainings and development with their peers, families and communities. There will be spaces that bring all the youth together across different groups to continue to engage in community building and cross racial/ethnic/gender/generation learning. Cultural skills will also be shared, for example, the tradition of gardening and traditional medicine which may be lost for many youth.

In these multi-cultural spaces, common themes and issues will be identified amongst the different youth groups, as well as from their individual groups.

Collaboration and Service Coordination:

Mental Health: All participants and their families will have access to mental health service referral to Sankofa Behavioral Health Services.

Food Security: Youth and family will have access a weekly in-house pantry

Housing: Youth and family will receive case management to access better housing through work with the tenant resource center and other community organizations. FI federal grants may also provide emergency funds to clients who need emergency shelter or housing if they are fleeing a violent situation.

Case Management: All youth and families will have an opportunity to do an intake with Youth Justice Advocates and receive one-on-one case management to develop safety plans and discuss other issues such as employment, schooling, etc. FI will maintain strong relationships with members of the Madison School Board to help advocate for parents

The effectiveness of FI’s girl and gender non-conforming youth led approach is attested by the fact that FI has several staff, including two of our directors, several coordinators and community leaders who started their leadership journey within these proposed youth programs.

- 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): 2110 Luann Ln. Madison, WI 53713			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer	10:00 AM	1:00 PM
Wednesday	School Year		
	Summer		
Thursday	School Year		
	Summer	10:00 AM	1:00 PM
Friday	School Year		
	Summer		
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

Table 2

Location(s):			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer		
Wednesday	School Year		

	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.
N/A

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: 2110 Luann Ln. Madison, WI 53713					
School Year					
Summer	2 days per week	3 hours	8 weeks per year	1:10	20
Location #2 (if applicable):					
School Year					
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 programs included in the table above.

N/A

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.

Building with parents is an important part of programming. We want the women and Queer folx in young people's families to become members of the organization. Connecting with parents helps us build community and increase our client and membership base and most importantly, meet the needs of young people.

FI's Youth Justice team will conduct a curriculum survey for parents and community members to share their ideas for the program. It is important for families and communities to contribute to the learning and skill development of our young people. This aligns with our mission to give youth, and parents real decision making over education. In addition, parents/guardians will be given a parent curriculum guide so they are able to follow along and have discussions with their children at home.

Both of the proposed programs will have an orientation that parents/guardians of youth members are required to attend. The orientation allows parents/guardians to fully understand the program's expectations and objectives, meet staff and volunteers, receive the program overview and key dates - including field trips, picture day, special events and graduation - and get clarity on any lingering questions.

Weekly updates and reminders will be sent to parents/guardians. If any incidents of injury occur during any programs, FI staff will complete an incident report and contact parents immediately. Communications will be written and audio translated for SEA families.

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.

The proposed program elementary aged participants will engage with the local community members and neighborhood by taking part in FI's 5 youth-led outreach events and collaborating with other organizations and local leaders.

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)?
YWCA	Partner will support victims and survivors secure sustainable housing		No
Sankofa Behavioral Health Service	Partner will provide victims and survivors free mental health services		Yes
Communities for Just Schools	National partner that connects youth and staff to research and advocacy around educational safety		No
Southeast Asian Freedom Network	Supports program development and political development for youth		No
Community Shares of Wisconsin	Network of local nonprofits that helps with outreach and resource referral		No

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

N/A

How do these partnerships enhance this proposal?

N/A

What are the decision-making agreements with each partner?

N/A

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?

- Transportation support in the form of staff pick-ups and drop-offs with the organization's van, bus passes and gift cards to parents for gas
- Healthy meals during all program sessions
- Direct services and advocacy, including: domestic violence and sexual assault interventions, gender affirming clothing to LGBTQIA+ members, housing support, medical care, first response for immediate stops to harm, and other survival and life-sustaining measures
- School supplies and backpacks ahead of the upcoming school year
- Safe out-of school early childhood education and care

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.

1. Intentional Program Design: Books and Breakfast was designed collaboratively with elementary youth to meet the urgent culturally specific needs of Madison's Black and SEA elementary youth.

2. Supportive Relationships with Youth: FI models and actively practices transformative justice throughout all aspects of our organization. We understand that supporting these needs and maintaining healthy relationships with the individuals is key to combating all forms of harm/violence, small or big. Specific to our young people, we have initiated a transformative process with young people who have caused harm to one another as well as their parents and other community members.

3. Youth Voice & Leadership: Participating elementary aged youth members are exposed to empowering narratives that reflect their racial and cultural identities. Through the exposure of these narratives, youth will be able to identify their voices and conceptualize their leadership skills and values.

4. Racial & Cultural Inclusion: Books and Breakfast serves Black and SEA youth in Madison, and hires Black and SEA staff and advocates that relate to and/or have experience with the cultural experiences of the program's participants. FI conducts intentional outreach to families, communities and neighborhoods where Black and SEA families live and frequent, in order to ensure this program is accessible and known to the Black and SEA youth, who do not typically have access to this type of opportunity outside of Freedom, Inc. FI's Hmong staff also provide language accessibility by making outreach methods and materials available in Hmong for parents and young people who require it. Finally, FI creates opportunities for staff and young people to celebrate their culture and share their experiences so that they are able to make connections between their individual cultural experiences, while building a deeper understanding of historical context.

5. Community & Family Engagement: Parents are given gift cards for gas stipends, to remove any barriers that would hinder their child's participation in the program. Parents whose children participate in the Books & Breakfast program are also invited to participate in Black to School - an event where essential school supplies are given to youth ahead of the upcoming school year, and Health Day - a community event where families participate in games, activities and art, while receiving free food and refreshments, and essential items such as gift cards, care packages, COVID tests and vaccines, household items and more. Parents/guardians of youth who participate in FI's Books and Breakfast program are able to receive access to FI's direct services and advocacy.

6. Organizational Management & Staff Support: Organizationally, FI recognizes that gender-based violence is a result of the systems that engender and perpetuate the dehumanization of young women and girls, especially if they come from poverty and have BIPOC, queer, trans, and gender nonconforming identities.

7. Environment & Safety: FI takes safety and security very seriously, especially for our youth members. Creating and maintaining safety requires organizational practices that align with our broad movement objectives to end violence within and against communities of color and to shift power to our most impacted members. FI have invested in building our skills and capacity in: transformative justice;

providing safety to Black and SEA women, youth and Queer folx including access to safe abortion care and reproductive health care; digital and physical security; self-defense training for victims/survivors; and, ultimately, building our own organizational safety department. FI's internal cultural practices encourage values that support survivors and our collective liberation as a community. Transformative justice is a liberatory approach to dealing with all conflicts big or small. Transformative justice is about centering the wholeness, wellbeing, health, and safety of victims and survivors, thus, FI's transformative justice sees the importance of stopping harm, repairing harm, and, most importantly, listening to those most impacted and their vision of what justice looks like for them. Over the past 20 years, FI has provided our members with the space to envision alternatives to safety and justice. At the same time, we have built up their organizing and leadership skills, as well as provided advice and support, to implement these alternatives. In this process, FI has redefined what leadership means among our community, which, for many, is historically very patriarchal.

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: 48 hours

C. Program Outcomes

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

FI will collect narratives from participating youth members and their participating parent(s)/guardian(s) and/or family members as they move through the programs. We will track participants' development through engagement metrics from our theory of change via an intake assessment when they enter our organization, and at various points throughout the program, to ultimately build up their development and understanding of consent, bodily safety and their training on domestic and sexual violence.

Books & Breakfast Program Goals

- Total Annual Unduplicated Participants: 20
- Daily Average Attendance: 18
- Total Annual Program Hours: 48
- Total Weekly Program Hours: 6

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: Participating Elementary aged Youth demonstrate an Increased sense of agency and empowerment, and reduction in isolation and violence				
Performance Standard	Targeted Percent	75%	Targeted Number	15
Measurement Tool(s) and Comments: We will measure this outcome objective quarterly through praxis sessions with staff and youth leaders-in-training to share and reflect on progress, lessons learned, and outcomes observed; individual informal interviews with participants to document changes in their self-perceived development as well as in their community engagement activities; observation and documentation of interests, strategies and actions that emerge from capacity building and deliberative processes; possible pre/post surveys to measure change in agency and skills. We will document results in integration with the ways we communicate with our stakeholders and within member groups (report-backs at key gatherings, through ongoing reflection, among others).				

Outcome Objective #2: Participating Middle and High School aged Youth Take on Leadership Roles within FI and/or their Surrounding Community and demonstrate Increased confidence with collaboration, social interactions and participation in group settings

Performance Standard	Targeted Percent	80%	Targeted Number	16
Measurement Tool(s) and Comments: We will measure this outcome objective quarterly through praxis sessions with staff and youth leaders-in-training to share and reflect on progress, lessons learned, and outcomes observed; individual informal interviews with participants to document changes in their self-perceived development as well as in their community engagement activities; observation and documentation of interests, strategies and actions that emerge from capacity building and deliberative processes; possible pre/post surveys to measure change in agency and skills. We will document results in integration with the ways we communicate with our stakeholders and within member groups (report-backs at key gatherings, through ongoing reflection, among others).				

Outcome Objective #3:				
Performance Standard	Targeted Percent		Targeted Number	
Measurement Tool(s) and Comments:				

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

- 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? Program activities and lesson plans are developed by the Youth Justice Director and executed based on Freedom, Inc.'s Theory of Change, Leadership Ladder and the MOST (Mission, Objectives, Strategies and Tactics) for each individual program and group. Youth participant demographics are recorded through an intake form at the beginning of their engagement with FI. Attendance is tracked at the beginning of each program session. Data is tracked through one-on-one case management meetings with the Youth Justice Advocate using a paper intake form that is entered into our client database. Quarterly reports for each program are informed by data that is tracked throughout the course of each program.

Each Program's budget is planned 4 months in advance by the Youth Justice Director and approved by FI's Executive Team. Expenses are tracked on a weekly basis, with receipts submitted to FI's finance department.

6. PROGRAM LOCATION

- A. Address(es) of the site where programs will occur:
Freedom, Inc. Building - 2110 Luann Ln. Madison, WI 53713

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
Director of Youth Justice	Qualifications: 5+ Year Experience	Freedom, Inc. Building - 2110 Luann	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	YR FTE	

	working with young people Training in: Youth engagement and boundaries, Mandated reporting, and Case Management	Ln. Madison, WI 53713			
Youth Justice Advocate	Qualifications: 1+ Year Experience working with young people Training in: Youth engagement and boundaries, Mandated reporting, and Case Management	Freedom, Inc. Building - 2110 Luann Ln. Madison, WI 53713	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	YR FTE	
Youth Justice Advocate	Qualifications: 1+ Year Experience working with young people Training in: Youth engagement and boundaries, Mandated reporting, and Case Management	Freedom, Inc. Building - 2110 Luann Ln. Madison, WI 53713	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	YR FTE	
			<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:			0	
	Year-Round			3	

	Summer			N/A
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*Use one line per individual employee

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

FI's Youth Justice Team intentionally recruits culturally specific volunteers who have experience working with young people and/or education to support the two different programs. Volunteers must conduct an interview process, similar to that of part-time and full-time staff. Once Volunteers are confirmed for participation, they undergo onboarding and training, including:

- Community Agreements
- Theory of Change Training
- Youth Engagement and Boundaries Protocol
- Caregiver Background check

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

In order for Books and Breakfast to be successful, it is essential that we provide youth participants with reliable transportation. Transportation methods include: van pick-ups and drop-offs by FI staff, bus passes and gift cards to parents to cover the cost of gas. Healthy meals are provided for all program and group sessions. Program supplies include: books, art supplies, bulletin paper, pens and other educational tools.

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.

N/A

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

N/A



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:	Freedom, Inc.	Total Amount Requested for this Program:	\$ 30,000
Program Name:	Black and SEA Middle and High School Program	Total Program Budget:	\$ 997,500
Program Contact:	Bianca Gomez	Email:	bgomez@freedom-inc.org
		Phone:	(608) 716-3807

AGE Group and Program TYPE: Select ONE Program Type under ONE Age Group for this form.

Elementary

- Multi-focus School Year Only
- Multi-focused Year Round
- Multi-focus Summer Only
- Topical/ Skill/Population

Middle School

- Multi-focus School Year Only
- Multi-focused Year Round
- Multi-focus Summer Only
- Topical/ Skill/Population

High School

- Multi-focus School Year Only
- Multi-focused Year Round
- Multi-focus Summer Only
- 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.

Dane County's 2021 middle and high school youth assessment states that Middle and high school girls and gender non conforming youth who reside in Dane County experience sexual and gender-based violence at a disproportionately higher rate than their male classmates (i.e., sexual violence, discrimination based on their gender identity, etc.).¹ This youth survey also reported that the middle school and high school girls and gender nonconforming youth identified having the highest levels of anxiety, depression, and thoughts of suicide.

The proposed programs work to end domestic violence and sexual assault for K-12 Black and Southeast Asian (SEA) girls and gender non-conforming youth; develop their understanding of domestic violence, sexual assault, body safety and consent and provide life affirming spaces where members are able to learn and participate in culturally specific activities that provide essential resources towards the improvement of their body safety and overall wellbeing. These programs will provide bilingual and culturally appropriate services, such as case management, advocacy support, prevention and intervention services to Black and SEA girls and gender non-conforming youth who are victims and survivors of domestic violence. Freedom, Inc. seeks to provide assurance that school-age children and youth are prepared for lifelong success. Our programs provide quality early childhood education and care, elementary school-age care and programs that support positive youth development for middle and high school aged youth during out-of-school time for low-to-no-income and children and youth.

FI's school-age child and youth programs are required to follow the guidelines and parameters included in the policy paper titled Building Human Capital: School-Age Child and Youth Development. Elements of these requirements described in detail in this policy paper include, the continuum of service, program structure and schedule, Madison Out-of-School Time Effective Practices, expected costs per participant and measures of success. School-age child and youth programs that meet these requirements will help our community provide the care and resources needed to support social emotional learning, physical and mental health, cognitive development and strong relationships with family and the community necessary for positive child and youth development.

Footnote:

1. Dane County Youth Commission, Dane County Youth Assessment 2021 High School Demographic Report (Apr. 20, 2022)

- 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?

Freedom Inc.'s (FI) mission is to end gender-based violence against women, girls, children, gender-queer/gender non-conforming, two spirited, and boy-girl/trans folks through culturally specific programs, direct services and creative activities. The proposed program address this mission in conjunction with our systems change through the following goals:

- Teen/children survivors/victims will have strategies for enhancing their safety;
- Teen/children survivors/victims will have knowledge of available community resources;
- Teens/children survivors/victims will have a basic understanding of root-causes of gender-based violence.
- Teens/children survivors/victims will develop skills that will help them advance their leadership in their communities

- C. **Program Summary** (3-5 sentences):

FI's Black and SEA Middle and High School Program provides Black and SEA girls and gender nonconforming youth access to direct services for victims/survivors and impacted youth, weekly culturally specific activities, political education, leadership development and healing spaces. This specific program includes a variety of youth groups with multiple individual events taking place throughout the school year. The youth groups consist of Nkauj Hmong Girls, Black Girls Matter, Freedom Girls and Viv Ncaus Dance Troop. In conjunction with the youth groups, the participating youth organize Individual community events such as Black to School - where essential school

supplies are distributed to Madison youth through FI's mutual aid network, Trunk or Treat, and more throughout the school year.

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 proposed middle and high school multi-focused year round program primarily serves low- to no-income Black and SEA girls and gender nonconforming youth ages 13 to 19 who reside in and around Madison, Wisconsin.

FI's Youth Justice Team has developed the proposed programs over the course of the organization's 20 years of existence through the continued engagement with Madison and Dane County youth and their parents/guardians. Each youth program and their activities began as a way to combat the sexual- and gender-based violence faced by Madison's Black and SEA youth. Program activities regularly adapt to the current needs of the incoming young people and their families.

- B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian		
Black/African American	20	50%
Asian	20	50%
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial		
Balance/Other		
Total:	40	
Ethnicity		
Hispanic or Latino		
Not Hispanic or Latino		
Total:		
Gender		
Boy/Man		
Girl/Woman	20	50%
Non-binary/GenderQueer	20	50%
Prefer Not to Say		
Total:	40	

- 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.

FI's has hired and retained two full time program coordinators who are fluent in speaking, reading and writing in Hmong and who are able to provide culturally relevant support, resources, and collateral to Hmong youth and parents who speak little to no English. All Hmong-specific youth programming is presented and facilitated in both Hmong and English by staff members who come from the Hmong community.

- 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.

Freedom Inc. will reach participants through mainstream and culturally specific methods to maximize participation from isolated and low-income girls and gender non-conforming youth. Services will be advertised through school partners and other community organizations. Outreach through current participants, families and friend networks will also be part of the recruitment process. Approaches will

include both grassroots methods and formal presentations. Traditional organizational methods will include notification of community partners, including domestic violence and sexual assault programs, food centers, community centers, churches and other religious sites, homeless advocacy services, schools and LGBTQ service providers. A promotional flier and poster will be shared with partners and provide relevant contact and referral information. The FI website and social media accounts will share information regarding services and contact information. Information will also be available at organizational events where allies can and learn more about FI and the proposed programs. Traditional cultural methods will include word of mouth through community leaders who serve as a hub of connection and information. Program leaders will also use an organic network within Hmong and Black communities and cultural spaces and events as appropriate.

All intakes will be done through one-on-one case management meeting with the Youth Justice Advocate using a paper intake form that is entered into our client database. Assessment will include a series of questions such as demographics, family income, family make up, educational information, home and school needs, and discussion around confidentiality and safety planning. Intakes will be conducted in a confidential and safe space at FI's office. FI's Youth Justice Advocate performs quarterly assessments with the collective program/group.

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 proposed programs will provide a holistic and culturally appropriate approach to addressing violence within its social and cultural context, develop youths' understanding of consent and build systems that support their body safety. Activities will intentionally build community and empower girls and gender non-conforming youth to see themselves as agents for change and to take control for addressing violence in their lives. FI will integrate gender based violence and community building to provide support services and advocacy with social services, crisis and criminal justice intervention, and legal aid, as powerful anti-violence tools. Program activities will develop skills, confidence, and leadership that lead to positive collective identity and power through a three-fold approach made up of self, family and community.

- (Self) Case management will consist of one-on-one contact between participants and the Youth Justice Advocate during weekly office hours to address serious/crisis issues, intervention services, as well as academic and personal support. Services will include individual safety planning, communication skills, networking, legal issues, as well support for developing basic life skills such as resume writing, job interviews, and referrals to relevant services. Each youth shall have an individualized plan of action for the year.

- (Family) This part of the program will focus on intergenerational work with siblings, mothers and other family members. Some of the weekly group meetings will bring the Nkauj Hmoob program and members of FI's Hmong elder women's group together to learn to communicate and share their stories of trauma and survivorship. In addition, FI staff will facilitate meetings to help with communication/conflicts amongst children, teens, mothers and other relatives. Each youth will also be assigned an advocate and receive case management around educational needs as well as other wellness issues. FI will work with each participant to develop safety plans. FI will provide quarterly scheduled evening educational outings that may include a movie or watching performances at the Overture Arts Center.

- (Community) Weekly Group Meetings/Gatherings will help youth learn to communicate, share stories, build relationships, to understand community issues, get trainings on domestic violence and sexual assault, build stronger communities and families amongst each other. Special meetings at other community spaces like neighborhood community centers, will be included as part of the program outreach plan. Teens will also learn about philanthropy, cross cultural/racial community building, histories of their people, and peer-to-peer mentoring. Youth will be given several opportunities to use newly learned knowledge and skills to do base building, leadership development, trainings and development with their peers, families and communities. There will be spaces that bring all the youth together across different groups to continue to

engage in community building and cross racial/ethnic/gender/generation learning. Cultural skills will also be shared, for example, the tradition of gardening and traditional medicine which may be lost for many youth. In these multi-cultural spaces, common themes and issues will be identified amongst the different youth groups, as well as from their individual groups.

Collaboration and Service Coordination:

Mental Health: All participants and their families will have access to mental health service referral to Sankofa Behavioral Health Services.

Food Security: Youth and family will have access a weekly in-house pantry

Housing: Youth and family will receive case management to access better housing through work with the tenant resource center and other community organizations. FI federal grants may also provide emergency funds to clients who need emergency shelter or housing if they are fleeing a violent situation.

Case Management: All youth and families will have an opportunity to do an intake with Youth Justice Advocates and receive one-on-one case management to develop safety plans and discuss other issues such as employment, schooling, etc. FI will maintain strong relationships with members of the Madison School Board to help advocate for parents

The effectiveness of FI's girl and gender non-conforming youth led approach is attested by the fact that FI has several staff, including two of our directors, several coordinators and community leaders who started their leadership journey within these proposed youth programs.

- 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): 2110 Luann Ln. Madison, WI 53713			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year	05:30 PM	07:30 PM
	Summer		
Tuesday	School Year	05:30 PM	07:30 PM
	Summer		
Wednesday	School Year	05:30 PM	07:30 PM
	Summer		
Thursday	School Year	05:30 PM	07:30 PM
	Summer		
Friday	School Year		
	Summer		
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

Table 2

Location(s):			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year		
	Summer		

Tuesday	School Year		
	Summer		
Wednesday	School Year		
	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.
N/A

- 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: 2110 Luann Ln. Madison, WI 53713					
School Year	2 days per week per youth group	2 hours	48 weeks per year	1:15	10
Summer					
Location #2 (if applicable):					
School Year					
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 programs included in the table above.
N/A

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.

Building with parents is an important part of programming. We want the women and Queer folx in young people's families to become members of the organization. Connecting with parents helps us

build community and increase our client and membership base and most importantly, meet the needs of young people.

FI's Youth Justice team will conduct a curriculum survey for parents and community members to share their ideas for the program. It is important for families and communities to contribute to the learning and skill development of our young people. This aligns with our mission to give youth, and parents real decision making over education. In addition, parents/guardians will be given a parent curriculum guide so they are able to follow along and have discussions with their children at home.

Both of the proposed programs will have an orientation that parents/guardians of youth members are required to attend. The orientation allows parents/guardians to fully understand the program's expectations and objectives, meet staff and volunteers, receive the program overview and key dates - including field trips, picture day, special events and graduation - and get clarity on any lingering questions.

Weekly updates and reminders will be sent to parents/guardians. If any incidents of injury occur during any programs, FI staff will complete an incident report and contact parents immediately. Communications will be written and audio translated for SEA families.

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.

The proposed programs will engage with the local community members and neighborhood consisting of our youth members by organizing approximately 5 outreach events and collaborating with other organizations and local leaders.

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)?
YWCA	Partner will support victims and survivors secure sustainable housing		No
Sankofa Behavioral Health Service	Partner will provide victims and survivors free mental health services		Yes
Communities for Just Schools	National partner that connects youth and staff to research and advocacy around educational safety		No
Southeast Asian Freedom Network	Supports program development and political development for youth		No
Community Shares of Wisconsin	Network of local nonprofits that helps with outreach and resource referral		No

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

N/A

How do these partnerships enhance this proposal?

N/A

What are the decision-making agreements with each partner?

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?

- Transportation support in the form of staff pick-ups and drop-offs with the organization's van, bus passes and gift cards to parents for gas
- Healthy meals during all program sessions
- Direct services and advocacy, including: domestic violence and sexual assault interventions, gender affirming clothing to LGBTQIA+ members, housing support, medical care, first response for immediate stops to harm, and other survival and life-sustaining measures
- School supplies and backpacks ahead of the upcoming school year
- Safe out-of school early childhood education and care

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.

1. Intentional Program Design: The Black and SEA Middle and High School Program is designed by our youth leaders to meet the urgent culturally specific needs of Madison's Black and SEA elementary youth. Specifically, our youth engage in the designing of this program by naming the different youth groups, engaging with different stakeholders (e.g., staff members, community members, etc.) and more.

2. Supportive Relationships with Youth: FI models and actively practices transformative justice throughout all aspects of our organization. We understand that supporting these needs and maintaining healthy relationships with the individuals is key to combating all forms of harm/violence, small or big. Specific to our young people, we have initiated a transformative process with young people who have caused harm to one another as well as their parents and other community members.

3. Youth Voice & Leadership: All participating middle and high school youth at FI are engaged in decision making at various levels, Girls and young women in FI's weekly and summer programs are represented by a leader-in-training who is part of the Freedom Youth Squad. Currently, the Freedom Youth Squad is composed of 10 young women of color who consult with youth and bring their ideas and feedback to the wider group and council. Leaders from the Freedom Youth Squad engage their members in the youth programs to come to a consensus in identifying and finalizing program/event objectives and plans. FI staff provide guidance such as historical context, movement wins to draw from, resources, among others, in order to realize their vision.

4. Racial & Cultural Inclusion: FI's Black and SEA Middle and High School program serves Black and SEA youth in Madison, and hires Black and SEA staff and advocates that relate to and/or have experience with the cultural experiences of the program's participants. FI conducts intentional outreach to families, communities and neighborhoods where Black and SEA families live and frequent, in order to ensure this program is accessible and known to the Black and SEA youth, who do not typically have access to this type of opportunity outside of Freedom, Inc. FI's Hmong staff also provide language accessibility by making outreach methods and materials available in Hmong for parents and young people who require it. Finally, FI creates opportunities for staff and young people to celebrate their culture and share their experiences so that they are able to make connections between their individual cultural experiences, while building a deeper understanding of historical context.

5. Community & Family Engagement: As our middle and high school youth programs heavily revolve around our youth's individual growth and social change among their communities, our youth members and YJT staff members are constantly engaging community members and families. Parents whose children participate in these programs are invited to participate in Black to School - an event where essential school supplies are given to youth ahead of the upcoming school year, and Health Day - a community event where families can experience free food and refreshments, games, activities and art, while gaining access to essential items such as gift cards, care packages, COVID tests and vaccines,

household items and more. Parents/guardians of youth who participate in these programs are able to receive access to FI's direct services and advocacy.

6. Organizational Management & Staff Support: Organizationally, FI recognizes that gender-based violence is a result of the systems that engender and perpetuate the dehumanization of young women and girls, especially if they come from poverty and have BIPOC, queer, trans, and gender nonconforming identities.

7. Environment & Safety: FI takes safety and security very seriously, especially for our youth members. Creating and maintaining safety requires organizational practices that align with our broad movement objectives to end violence within and against communities of color and to shift power to our most impacted members. FI have invested in building our skills and capacity in: transformative justice; providing safety to Black and SEA women, youth and Queer folx including access to safe abortion care and reproductive health care; digital and physical security; self-defense training for victims/survivors; and, ultimately, building our own organizational safety department. As we seek to tear down harmful systems, cultural practices, and beliefs, we have to build practice and reinforce values to ensure support for survivors and our collective liberation as a community. Transformative justice is a liberatory approach to dealing with all conflicts big or small. Transformative justice is about centering the wholeness, wellbeing, health, and safety of victims and survivors, thus, FI's transformative justice sees the importance of stopping harm, repairing harm, and, most importantly, listening to those most impacted and their vision of what justice looks like for them. Over the past 20 years, FI has provided our members with the space to envision alternatives to safety and justice. At the same time, we have built up their organizing and leadership skills, as well as provided advice and support, to implement these alternatives. In this process, FI has redefined what leadership means among our community, which, for many, is historically very patriarchal.

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

Total Annual Unduplicated Children or Youth participating in proposed program: 40

Total program hours annually: 192 hours

C. Program Outcomes

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

FI will collect narratives from participating youth members and their participating parent(s)/guardian(s) and/or family members as they move through the programs. We will track participants' development through engagement metrics from our theory of change via an intake assessment when they enter our organization, and at various points throughout the program, to ultimately build up their development and understanding of consent, bodily safety and their training on domestic and sexual violence.

Black and SEA Middle and High School Program

- Total Annual Unduplicated Participants per Group (3): 10
- Daily Average Attendance per Group (3): 10
- Total Annual Program Hours: 192
- Total Weekly Program Hours: 8

*** This program consists of 3 individual groups

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: Participating Elementary, Middle and High School aged Youth demonstrate an Increased sense of agency and empowerment, and reduction in isolation and violence				
Performance Standard	Targeted Percent	75%	Targeted Number	30
Measurement Tool(s) and Comments:				

We will measure this outcome objective quarterly through praxis sessions with staff and youth leaders-in-training to share and reflect on progress, lessons learned, and outcomes observed; individual informal interviews with participants to document changes in their self-perceived development as well as in their community engagement activities; observation and documentation of interests, strategies and actions that emerge from capacity building and deliberative processes; possible pre/post surveys to measure change in agency and skills. We will document results in integration with the ways we communicate with our stakeholders and within member groups (report-backs at key gatherings, through ongoing reflection, among others).

Outcome Objective #2: Participating Middle and High School aged Youth Take on Leadership Roles within FI and/or their Surrounding Community and demonstrate Increased confidence with collaboration, social interactions and participation in group settings.

Performance Standard	Targeted Percent	80%	Targeted Number	32
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Measurement Tool(s) and Comments:
 We will measure this outcome objective quarterly through praxis sessions with staff and youth leaders-in-training to share and reflect on progress, lessons learned, and outcomes observed; individual informal interviews with participants to document changes in their self-perceived development as well as in their community engagement activities; observation and documentation of interests, strategies and actions that emerge from capacity building and deliberative processes; possible pre/post surveys to measure change in agency and skills. We will document results in integration with the ways we communicate with our stakeholders and within member groups (report-backs at key gatherings, through ongoing reflection, among others).

Outcome Objective #3:

Performance Standard	Targeted Percent		Targeted Number	
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Measurement Tool(s) and Comments:

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

- 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?
 Program activities and lesson plans are developed by the Youth Justice Director and executed based on Freedom, Inc.'s Theory of Change, Leadership Ladder and the MOST (Mission, Objectives, Strategies and Tactics) for each individual program and group. Youth participant demographics are recorded through an intake form at the beginning of their engagement with FI. Attendance is tracked at the beginning of each program session. Data is tracked through one-on-one case management meetings with the Youth Justice Advocate using a paper intake form that is entered into our client database. Quarterly reports for each program are informed by data that is tracked throughout the course of each program.

All youth program's budget is planned 4 months in advance by the Youth Justice Director and approved by FI's Executive Team. Expenses are tracked on a weekly basis, with receipts submitted to FI's finance department.

6. PROGRAM LOCATION

- A. Address(es) of the site where programs will occur:
 Freedom, Inc. Building - 2110 Luann Ln. Madison, WI 53713

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
Director of Youth Justice	Qualifications: 5+ Year Experience working with young people Training in: Youth engagement and boundaries, Mandated reporting, and Case Management	Freedom, Inc. Building	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	YR FTE	
Youth Justice Advocate	Qualifications: 1+ Year Experience working with young people Training in: Youth engagement and boundaries, Mandated reporting, and Case Management	Freedom, Inc. Building	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	YR FTE	
Youth Justice Advocate	Qualifications: 1+ Year Experience working with young people Training in: Youth engagement and boundaries, Mandated reporting, and	Freedom, Inc. Building	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	YR FTE	

	Case Management				
			<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:			0	
	Year-Round			3	
	Summer				0

*Use one line per individual employee

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

FI's Youth Justice Team intentionally recruits culturally specific volunteers who have experience working with young people and/or education to support the two different programs. Volunteers must conduct an interview process, similar to that of part-time and full-time staff. Once Volunteers are confirmed for participation, they undergo onboarding and training, including:

- Community Agreements
- Theory of Change Training
- Youth Engagement and Boundaries Protocol
- Caregiver Background check

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

In order for FI's elementary program, and middle and high school programs to be successful, it is essential that we provide youth participants with reliable transportation. Transportation methods include: van pick-ups and drop-offs by FI staff, bus passes and gift cards to parents to cover the cost of gas.

Healthy meals are provided for all program and group sessions. Program supplies include: books, art supplies, bulletin paper, pens and other educational tools.

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.

N/A

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

N/A

APPLICATION FOR 2023 SCHOOL-AGE CHILD AND YOUTH PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Freedom, Inc.	
Mailing Address	2110 Luann Ln. Madison, WI 53713	
Telephone	(608) 716-3807	
FAX		
Director	Bianca Gomez	
Email Address	bgomez@freedom-inc.org	
Additional Contact	Ashley Solage	
Email Address	asolage@freedom-inc.org	
Legal Status	Private: Non-Profit	
Federal EIN:	43-2023570	

2. PROPOSED PROGRAMS

Program Name:	2024		If currently City funded
	Letter	Amount Requested	2023 Allocation
Black and SEA Middle and High School	A	\$30,000	
Contact: bgomez@freedom-inc.org			
Books and Breakfast	B	\$50,000	
Contact: bgomez@freedom-inc.org			
	C		
Contact:			
	D		
Contact:			
	E		
Contact:			
TOTAL REQUEST		\$80,000	

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.

3. SIGNATURE PAGE

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.

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: