



Youth, Young Adult and Adult Employment

APPLICATION FORM

Submit Application to: cddapplications@cityofmadison.com

Deadline: 12:00 pm CST (noon) on **August 19, 2022**

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

Please limit your proposal and responses to spaces provided in this form. Responses to this RFP should be complete and comprehensive but succinct. Materials submitted in addition to this application form will not be considered in the evaluation of the proposal. If you are applying for multiple program or activity areas you must fill out this application for each program or area. **Do not attempt to unlock or alter this form.** Font should be no less than 11 pt.

If you have any questions **related to the content of the application**, please contact: Hugh Wing – hwing@cityofmadison.com or Yolanda Shelton-Morris – yshelton-morris@cityofmadison.com

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:	\$ 115,200
Program Name:	The She Suite		
Program or Activity are you Applying for:	☐ Youth Employment Services (ages 14-21) ☐ Youth Employment & Training ☐ Wanda Fullmore Youth Internship Program ☐ Young Adult Employment Services (ages 18-26) ☐ Adult Employment Services (18+)		
Contact Person:	Kalyanna (Yanna) Williams	Email:	yanna@deardiaryofmadison.org
Full Address:	2921 Landmark Place #215-341	Telephone:	623-210-7857
501 (c) 3 Status:	☐ Yes ☐ No	Fiscal Agent (if applicable)	

Organizational Qualifications:

1. Describe your organization's experience implementing services relevant to the services described in the Youth, Young Adult and Adult Employment RFP, including to those who are furthest from resources and opportunities and who face systemic barriers to employment.

In order to fulfill Dear Diary, Inc.'s mission, we have rooted our program's foundation in actively and intentionally gathering and utilizing practices that meet the needs of youth, specifically Black girls. In a speech in 1962, Malcom X said, "The most disrespected person in America is the Black woman. The most unprotected person in America is the Black woman. The most neglected person in America is the Black woman." Sixty years later, much of this quote is unfortunately still true. For many young Black girls, their destinies are determined before they are even conceived. This harsh truth, taken together, can be scary and overwhelming for a teenager. Dear Diary offers young Black girls various mentorship programs to counter this narrative to promote the advancement of Black girls and Black women.

Dear Diary, Inc. prides itself on being an organization that is continuously evolving to meet the ever-changing needs of Black girls in our community. In 2020, as the world stood still, understanding and adjusting to our new normal, Dear Diary's staff worked diligently to create programs and opportunities for community and support for middle and high school Black girls. We knew at that time that our programs would never be as they once were. We adopted an attitude of flexibility, compassion, innovation, and creativity as we navigated these unforeseen times. In that, we learned that it was vital to work in partnership with our youth to create programs that not only meet their needs, but also fulfill their wants. In collaboration with our youth, we created our She Suite program which gave Black girls professional development training as well as hands-on internships within the community to support their growth and development professionally. They were seeking opportunities to learn more about various future careers while in high school as opposed to just having a "job." They sought out meaningful opportunities, but had difficulties developing these opportunities and curating communal relationships with organizations and businesses on their own.

Since 2021, we have been placing Black girls in internships; some of which have led to employment, across Dane County. We have provided weekly professional development opportunities, including, but not limited to resume and cover letter writing, career exploration, strength assessments and analysis, college visits, and more. Our program has worked tirelessly to offer and facilitate internship opportunities to over 30 Black girls across the county and continue to do so today.

In 2022, we were given an opportunity to work collaboratively with Mayor Rhodes-Conway's office to create our Black Girl Experience program, a revamped pilot of our She Suite program. We awarded 18 Black girls internships in partnership with businesses and organizations in our community for 8 weeks. Each girl left the program with a career portfolio, professional headshots, bank accounts, internship experience, and a stipend.

2. Describe how your agency builds relationships and authentically engages with individuals and households served. Specifically include information on previous strategies used to authentically engage with BIPOC, LGBTQ+, immigrant and/or low-income households and individuals.

All of our work is structured around our core values as an organization. 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, honesty, 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 and create lasting relationships. 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.

Addressing the needs of a multitude of individuals is critical to our success. We seek to understand each of our youth individually and welcome all of their intersecting identities. Because our youth have so many intersecting identities, to build authentic relationships with each of them, we welcome them holistically. By leading with our core values, we allow them to bask in who they are as Black girls, not negating any part of that identity. All of our youth identify as BIPOC, many identify as LGBTQ+, and most are from low-income households. We welcome each and every identity.

Throughout our programming, we utilize professional guest presenters, expert trainers, and continuously developed research to enhance our program for girls. Some of our most common practices include activities from Black Girl Blues Book by Carolyn Strong, activities and learning materials from Teaching Tolerance, information and suggestions from PushOut: The Criminalization of Black Girls in School by Monique Morris, and workshops such as WERQ (dance and fitness class), ropes courses, Greek panels, and more. Additionally, we are advocates for youth voice and choice and empower our girls within our programs to work collaboratively with us to ensure that programming suits their needs and interests. This includes but is not limited to monthly curriculum planning groups with mentees, youth-led service projects, quarterly surveys for feedback and program suggestions, and open suggestion boxes. With these activities, we strive to provide something for each girl individually and the girls as a collective. We also seek to enhance our mentors through such programs by providing them opportunities to develop as women while mentoring our young girls.

Beyond activities and workshops, Dear Diary always provides a safe, diverse, and welcoming environment for all. We specifically ensure that families feel welcomed and supported within and by our programs. To do so, we provide materials in non-English per families' request and translators as needed at all family and community activities. We also offer free transportation, food, and childcare for families to enable them to participate in programming without the crutch of these barriers. Furthermore, for families that are committed and active in the program, we offer financial incentives for their continuous participation.

3. Describe your organization's experience, education and training requirements for program staff and management staff.

Dear Diary, Inc.'s key personnel must pass a background check using the Department of Justice Wisconsin Online Record Check System pursuant to section 48.685 of the Wisconsin Statutes. Mentors are primarily women of color, to mirror the physical identity of our girls, which has been shown to increase the trust and development of the mentor/mentee relationship; and our staff consists of women of color. Mentors must

commit to serving as a mentor for a minimum of six months. All key personnel and mentors must undergo ongoing professional development training provided by Dear Diary and external partners. Training includes but is not limited to safety and risk management, cultural competency, mandatory reporting, self-care, etc.

Partnerships, Collaboration & Coordination

1. Describe your current and recent collaboration and partnerships with the following groups, specifying organization names, collaboration/partnership dates, and information about your shared work and accomplishments.

We understand that we are one resource for our girls, but must work in collaboration with others to continue to progress in our mission. We seek to learn from, and where appropriate, form mutually beneficial partnerships with similarly focused organizations. To date, we have partnered with Madison Metropolitan School District, Verona Area School District, and Sun Prairie School District. In partnership with each school district, we work inside and outside of schools to provide services to Black girls. We utilize our schools to support our recruitment and continuous support of youth, primarily in their academics. We have worked in partnership with the Juvenile Restorative Court, and maintain an active contract with the Dane County Department of Corrections. Through these partnerships, Dear Diary serves as the primary resource for Black girls involved in the juvenile justice system to any capacity. We support their transition into the community and continuous advancement as they navigate the legal system. We have partnered with community organizations and businesses such as WERQ, RockkaLashawn Hair Studio, Oddly Arranged Photography, Madison Police Department, Cedar and Spice, and Harper's Hair Culture, Urban Triage, Black Women's Wellness Center, and Communication Madison, just to name a few. These organizations have provided training and education, as well internships and career preparation for our girls. We have also partnered with Summit Credit Union and UW Credit Union to provide financial literacy training and banking services for our girls. This year, we partnered with the Progress Center for Black Women who provided a beautiful space for us to host our weekly professional development sessions.

2. Describe your plans to partner, collaborate, and coordinate services with organizations and groups, including names and partnership details. Please explain why and how these collaborations benefit the participants served. Organizations that identify key partnerships must provide written documentation of agreement/commitment from each listed partner.

Our plans are to continue to partner with the above mentioned organizations. These organizations have agreed to continue their partnerships with us and provide said services. We also hope to add new partners to our internship placement lists as we continue to grow this program.

Program Design

1. Describe the organization's program and proposed service delivery plan including recruitment and selection of participants, individual assessment process, anticipated number to be served, who will be served, duration, location, and goals.

Service Description: The goal of The She Suite program is to ensure that each of our girls will increase their sense of self worth and identity, will be properly prepared for a successful future of their choice, will find a space of support and love, and will contribute positively to their community. Over the next two years, Dear Diary, Inc. will host The She Suite for high school students within our program to provide them real-life work experience and the training to be in various professional settings of their choice. The girls will spend 12-weeks with us building out their professional portfolios while simultaneously working alongside professionals in Madison who are currently

in their area of interest. The first two weeks of the program, the girls will meet with us for three-hours where they'll be learning Black women history and curating a plan for their future selves; including but not limited to professional portfolios, professional headshots, and college planning. Additionally, during these two weeks, youth will identify their goals, learn employability skills prior to being placed in the field, establish a plan for their internship and more. Following these two weeks, the girls will meet with us bi-weekly, to continue to participate in panel discussions from Black women professionals, learn financial literacy, receive academic tutoring and support, build new friendships, and develop their personal and professional brand. Next, youth will be placed in their internship or employment for 10-weeks. Each week, youth will complete check-ins to monitor work progress, track their goals, and reflect on their experiences. At the end of the 12-weeks, they will be required to present at a cohort celebration. At this celebration, youth will be provided a certificate of completion, will have the opportunity to showcase what they have accomplished and employers will have the opportunity to expand their internship or employment after the initial 12 weeks. Youth will also have the opportunity to earn work and/or leadership credits for their work. We are partners with three school districts and are able to offer youth a minimum of 0.25 credit hours for every 40 hours of work. Although youth are only required to work for 5 hours per week, youth are welcomed to work longer hours. These additional hours must be compensated by the employer. Dear Diary, Inc. will offer stipends to youth bi-weekly for working in their internships.

Recruitment, Intake, and Assessment:

To recruit for The She Suite, Dear Diary, Inc. will reach out to each of our current school and community partners. We will create recruiting materials that we will share with each of them as well. We will also send the announcement to each youth, partner, and community resources in our network to ensure that we get the widest reach. We will share the information about the program on our social media (Instagram and Facebook) and lean on our community to help with sharing the information. We will recruit strategically through our partnerships with the Opportunity Youth Coalition (including JRC and DOC) that will allow us to receive referrals from lawyers, judges, social workers, and others directly involved in the juvenile justice system. Youth will participate in the program as cohorts. For this reason, we will have ongoing recruiting throughout each year. Our goal is to host a minimum of 4 cohorts per year.

Each interested girl will complete our mandatory application for the program. Following their application, they will have an interview with our team for us to learn more about them, understand their goals, and gauge their commitment to the program. Interviews will help us to select the best participants for the program. Additionally, interviews will allow us to start reaching out to community organizations and businesses that may be of interest to the girls. Our goal is to pair our girls with individuals and organizations that they would like to work for in the future. Once the cohort is selected, there will be a mandatory youth/parent orientation. During the orientation, we will give an overview of the program, set program expectations and goals, and "hire" the girls as Dear Diary interns.

There will be an initial assessment/evaluation that each of the participants will be required to complete at the outset of the program. They will take this exact assessment again at week 6 (mid-evaluation) and again at the end of the program (week 12). Each girl will also participate in exit interviews with their supervisors and our team at the end of the program, allowing us to collect feedback on the success and areas of opportunity within the program and internships. Additionally, our staff will use initial and final mock interviews, ongoing programmatic evaluations, and participants' portfolios to monitor progress towards programmatic and individual goals. Participant portfolios will be developed at the outset of the program and will be completed by the end of the program. Finally, employers will complete mid and final evaluations of our youth interns as well as the program as a whole.

Who will be served, duration of program, location, and goals: Currently, Dear Diary, Inc. supports Black middle and high school girls and their families throughout Dane County with specific interest and recruiting focuses in

Balsam Russett, Darbo Worthington, Hammersley/Theresa Terrace, Park Edge, Park Ridge, Allied Drive, Bram/Burr Oaks, Owl Creek, Leopold and Brentwood/Northport. For this program, we will be recruiting and targeting high school students. Our goal is to host 40 girls annually through our She Suite Program. The program will be 12 weeks long, and our goal is to host 4 cohorts (10 girls in each cohort). Our outcomes for The She Suite will consist of the following:

1. 85% of mentees will build social and emotional skills and knowledge; *specifically*,
 - a. 85% of mentees will report an increase in their sense of self-worth and identity
 - b. 85% of participants will report feeling properly prepared for a successful future of their choice
 - c. 85% of participants will report that the program increased their sense of community and interdependent peer systems of support
 2. 85% of families will report that the program has provided a professional blueprint for their child
 3. 85% of mentees will have no further municipal violations or juvenile justice involvement during the time of program participation (*specific to those with prior municipal violations or juvenile justice involvement*)
 4. 85% of participants will receive at least 0.25 credits from their school for their participation in the program
2. Describe the outreach/marketing methods the organization intends to employ to generate participation in the program and to reach the targeted populations considered priority for this funding.

To recruit for The She Suite, Dear Diary, Inc. will reach out to each of our current school and community partners. We will create recruiting materials that we will share with each of them as well. We will also send the announcement to each youth, partner, and community resources in our network to ensure that we get the widest reach. We will share the information about the program on our social media (Instagram and Facebook) and lean on our community to help with sharing the information. We will recruit strategically through our partnerships with the Opportunity Youth Coalition (including JRC and DOC) that will allow us to receive referrals from lawyers, judges, social workers, and others directly involved in the juvenile justice system. Youth will participate in the program as cohorts. For this reason, we will have ongoing recruiting throughout each year.

3. Describe how your program includes input or suggestions from the target population served in your program design and operation.

We have a policy for feedback within each of our programs. Feedback is MANDATORY. This is from our participants, our partners, and their families. We provide opportunities for each to offer us feedback at all times. We make changes to our program accordingly to ensure that we are serving our youth to the best of our ability. We also host monthly meetings with all Dear Diary participants to allow them to give us feedback on what they'd like to see within our program. Lastly, we have two youth from our program who are voting board members of Dear Diary. They also offer us feedback and direction on how we move forward as an organization. Our goal is to continue to improve this program so that it meets the needs of our girls as well as our community.

Theory of Change & Logic Model

1. Describe how your proposed services are based on evidence of success, and how you will meet performance outcomes while maintaining quality services customized to each participant's needs. Please include the following in your response:
 - a. Past service outcomes and other accomplishments that validate your approach.

- b. Best practices and proven resources for youth, young adults, and/or adults you will utilize.
- c. How you will incorporate past experience with performance tracking and reaching outcomes, including challenges overcome.

In the summer of 2022, we hosted this program for 18 Black girls in Dane County; our target was 10 girls and we almost doubled that number. All of our youth reported that they learned transferable employability skills through our weekly professional development sessions and felt that they have learned the skills needed to prepare them for their work or internship opportunity. 100% of our youth and their families reported that their youth built social and emotional skills and knowledge; specifically an increase in their sense of self-worth and identity. They also felt properly prepared for a successful future of their choice and that they had a professional blueprint for their future. All of our youth completed at least 10 hours of work for 8 weeks. Lastly, 100% of our youth, particularly those with prior juvenile justice involvement, had new or additional justice involvement during their time within the program. Additionally, at least 3 of our girls were offered long-term employment with their placement agency. We are also pleased to report that 100% of our 18 girls participated in at least 90% of the program. They were committed to the entire program and each made sure they showed up daily with a positive attitude, ready for success.

We learned that youth want to be in the field, but also enjoyed the professional development opportunities. They appreciated not being “thrown” into the work without any prior experience or training. We ensured that they were confident in themselves and their abilities before being placed. Also, our agencies that worked with our girls praised their work ethic, their professionalism, and the confidence that our girls exuded. We realized that keeping our cohorts small allowed our girls to learn from one another and create new, lasting friendships. They each reported feeling that they had adequate time together to learn and grow from one another, and appreciated the opportunity to build relationships with each of our staff. Finally, the most successful practice we used during this time is providing stipends to our girls for their work. They were able to make money while learning and exploring new careers. This also interested not only their commitment to their work, but their commitment to the program as well.

We plan to incorporate each of these aspects into our program for the future. We created portfolios with our girls that allowed us to track progress throughout the program. We will continue this as well so that we can track the overall success of the program, as well as continue to improve our areas of opportunity. One thing we did learn this year is how important it is for us to have companies and organizations lined up that our girls can work with. We found ourselves still seeking placements for a few of our girls in week 3. We want to be sure that we have placements for each of our girls at the end of week two. We also found that there are limited to no resources for teen moms who were in our program. This made it difficult for those young girls to participate fully in the program due to unreliable childcare support. We want to create services in the future to support these girls to ensure that they are able to take advantage of these kinds of opportunities to build a future for themselves and their child.

- 2. Please describe current and past success in engaging community members and service recipients in developing and improving services.

We understand how important it is to involve our target audience in the development and implementation of our services. We continuously work with our community partners, our youth, their families, and other stakeholders to create, implement, and improve our programs. We operate as a part of a collective of organizations that

provide services for Black girls. We value their input and collaboration as we seek to empower our girls to write their own narrative. We will continue these efforts throughout this program. We offer a multitude of opportunities for feedback and suggestions from each stakeholder in our program and will continue to do so. We have no program without the individuals who make it possible, so it is vital that we lean on them to tell us how we can best serve them.

3. Please describe your plan to meaningfully involve service recipients, including past, present and potential recipients, in ongoing design, flexing and improvement of proposed youth, young adult, and/or adult employment services.

We build programs that serve Black girls at all times. To do this, we understand how valuable their input is to our success. For this reason, we currently have two, paid youth on our Board of Directors. Girls are nominated by other girls in our program to serve on our Board of Directors and are selected by our staff. They serve on our board for one year and are voting members. This is one way we are ensuring that our girls maintain a voice in how we create and implement programs and services.

Next, we require feedback from each of our recipients throughout the duration of each of our programs and services. We provide structured and unstructured feedback opportunities for our girls. We want to build our programs in collaboration with our youth, so while we create and implement a curriculum that is developed by our staff, we also maintain the flexibility to pivot as needed to meet our girls where they are. Each of our programs and cohorts are different, even if the program itself is the same. We understand that each of our participants require something different and work to meet their individual needs as well as the needs of the collectively.

We want to continue to improve our relationships with our partners. We check in regularly with each of our partners to ensure that we have a mutually beneficial relationship. We want to help our partners to advance in their missions while they support us in doing the same. With that, we are strategic in whom we partner with because we want to be sure that we have the right people at the table to support our change efforts.

Finally, we meet as a team weekly to ensure that our programs are meeting the needs of our youth and to implement changes as necessary. Our team continues to be supportive of the need to be flexible and pivot to Serve Black Girls First. We keep that as our mantra as we make decisions about our programs. We know that things will need to change and we give ourselves the grace and space to make those changes to benefit our girls.

Budget - Complete the Budget Worksheet, including all costs for which you request funding through this RFP. All costs included must be reasonable, allowable, necessary, and allocable among the stated cost categories.

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM AGENCY AND PROGRAM REVENUES

Legal Name of Organization:	Dear Diary, Inc
Total Amount Requested:	\$115,200
Contact Name and Email for Budget Info:	Yanna Williams, yanna@deardiaryofmadison.org

****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						
UNITED WAY DANE CO	0						
CITY CDD-This Application	115,200	115,200					
OTHER GOVT*	146,000	146,000					
FUNDRAISING DONATIONS**	0						
USER FEES	0						
TOTAL REVENUE	261,200	261,200	0	0	0	0	0

ERROR

*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.

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM AGENCY AND PROGRAM REVENUES

Enter all expenses for the programs in this application under the PGM A-D columns. Enter the amount you would like the City to pay for with this funding under the CITY SHARE column next to the PGM column.
Enter all other programs in your agency under NON APP PGMS (last column).

****Use whole numbers only, please.**

ACCOUNT CATEGORY	AGENCY 2023	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
A. PERSONNEL													
Salary	464,000	20,000	112,000	20,000									352,000
Taxes/Benefits	69,800	4,950	24,800	4,950									45,000
Subtotal A.	533,800	24,950	136,800	24,950	0	0	0	0	0	0	0	0	397,000
B. OTHER OPERATING													
Insurance	4,400	750	2,200	750									2,200
Professional Fees/Audit	5,000	0											5,000
Postage/Office & Program	372,000	7,500	25,000	7,500									347,000
Supplies/Printing/Photocopy	22,000	0											22,000
Equipment/Furnishings/Depr.	0	0											0
Telephone	0	0											0
Training/Conferences	12,500	0											12,500
Food/Household Supplies	20,000	2,000	5,000	2,000									15,000
Travel	20,000	0											20,000
Vehicle Costs/Depreciation	0	0											0
Other	0	0											0
Subtotal B.	455,900	10,250	32,200	10,250	0	0	0	0	0	0	0	0	423,700
C. SPACE													
Rent/Utilities/Maintenance	40,200	0	12,200										28,000
Mortgage Principal/Interest	0	0											0
Depreciation/Taxes	0	0											0
Subtotal C.	40,200	0	12,200	0	0	0	0	0	0	0	0	0	28,000
D. SPECIAL COSTS													
Assistance to Individuals	5,000	0											5,000
Participant Wages	80,000	80,000	80,000	80,000									0
Participant Taxes/Benefits	2,000	0											2,000
Other	0	0											0
Subtotal D.	87,000	80,000	80,000	80,000	0	0	0	0	0	0	0	0	7,000
TOTAL (A.-D.)	1,116,900	115,200	261,200	115,200	0	0	0	0	0	0	0	0	855,700

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM AGENCY AND PROGRAM REVENUES

Dear Diary, Inc

****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
The She Suite Coordinator	1.00					1.00	52,000	5,280	57,280	25.00	17,000
Program Manager	0.30					0.30	60,000	5,280	65,280	30.00	7,950
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	1.30					1.30	112,000	10,560	122,560	55.00	24,950

*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

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM AGENCY AND PROGRAM REVENUES

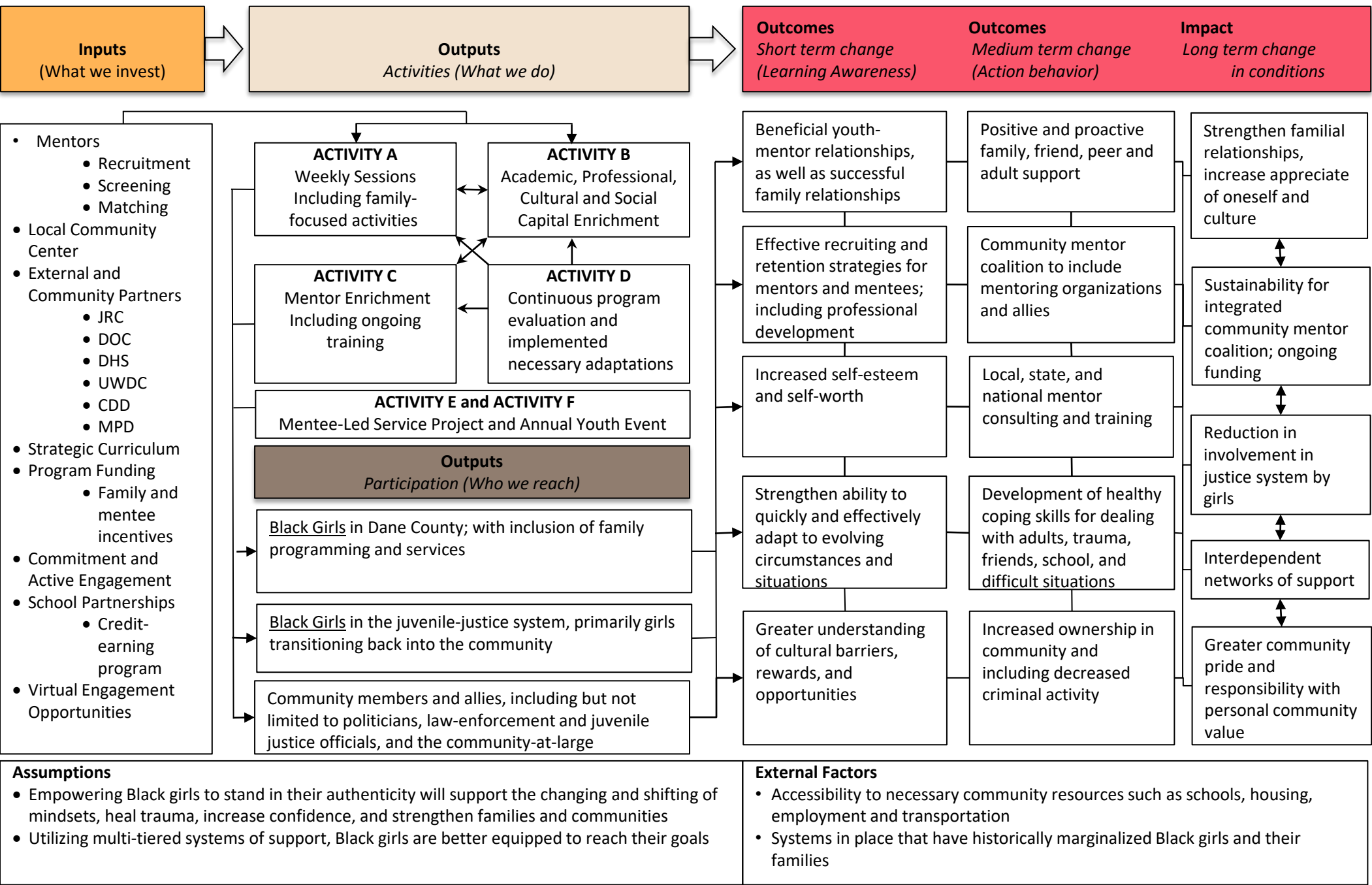
Please name each program you are requesting funding for next to each funding request.

****Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.**

Pgm Letter	Program Name	Program Expenses	2023 City Request
A		PERSONNEL	24,950
		OTHER OPERATING	10,250
		SPACE	0
		SPECIAL COSTS	80,000
		TOTAL	115,200
B		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
C		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			115,200

Appendix Figure 1: Logic Model. Dear Diary Mentoring Program

Situation: The problematic condition demanding a programmatic response is as follows: Many mentoring services and other youth programming typically serve boys or a combination of both boys and girls. There are few mentoring services currently whose services are targeted specifically at girls, particularly Black girls. Thus, Dear Diary is a program for middle and high school Black girls which provides support, advice, and love using strategically crafted mentoring services in the areas of 1) self-esteem, 2) academic achievement, 3) personal development, 4) professional excellence, 5) family engagement, and 6) service. Dear Diary focuses on changing and shifting mindsets, healing trauma, defining oneself, and strengthening community and family.



VERONA AREA SCHOOL DISTRICT

700 N. Main Street, Verona, WI 53593 • (608) 845-4300 • clardyt@verona.k12.wi.us



Dr. Tremayne Clardy, Superintendent

August 3, 2022

To City of Madison:

I am writing this letter in support of Dear Diary, Inc. Dear Diary has supported us in developing and maintaining strong relationships with Black girls and their families through their programming.

Dear Diary has provided supportive group mentoring services that work to enhance and reinforce self-esteem, personal development, and academic achievement. Their staff are incredibly skilled, adaptable, and work to meet the girls where they are. This has become even more evident during the pandemic as they continued to provide programming in creative ways to keep the youth engaged, supported, and excited to attend the group. They have helped our girls continue to work together, learn from one another, and strengthen their academic skills as they navigated school post-pandemic. The program has continued to be requested by students, as it provides a means for them to have a creative outlet. The impact of their programming has been recognized by our staff and parents. This kind of program is essential as we rebuild our school community and continue to support students' academic, social, and emotional journey with intentionality and resources.

It is my hope that this letter provides some insight into the important and necessary work that Dear Diary does and the need for funding. If you have any questions or I can expand on any of the information above, please do not hesitate to reach out. Dear Diary is truly a one-of-a-kind program in the best way possible and we have been very fortunate to have them as a partner in the Verona Area School District.

In Service,

Tremayne Clardy

Dr. Tremayne Clardy



July 20, 2022

To Whom It May Concern,

I am writing you this letter to express the support and commitment of Madison Metropolitan School District's Office of Youth Re-Engagement to Dear Diary for this funding to continue their She Suite program.

My name is Maigon Buckner and I serve as the Director of the Office of Youth Re-Engagement (OYR). OYR seeks to develop responsive strategies, systems, and programs that provide youth and families access to quality education. We focus our attention on the goal of impacting large scale change within high schools through using a restorative justice approach to education across learning experiences of innovative design. Through continued partnerships with community stakeholders like Dear Diary, we seek to defy deficit-based notions reflected in personal biases, disrupt engrained approaches and strategies that do not engage and promote growth and learning of all students, and dismantle structures, policies, and procedures that uphold that status quo.

If Dear Diary of Madison is awarded these funds, OYR will support Dear Diary's work by partnering together to recruit and provide programming for Black and Brown high school girls and their families within our alternative pathways program to ensure the continuous development and enhancement of the social and emotional well-being of Black girls in our community. It is our hope that by continuing our partnership with Dear Diary, our girls will have access to quality, culturally-responsive programming both in and out of the classroom. We understand the importance of this work and are committed to Dear Diary's success in implementation and execution.

It has been a challenging time for us all with the need for community organizations such as Dear Diary to step up to support our community members. As we continue to recover in all areas of life, it is an excellent time for this work. I encourage you to give Dear Diary's application your fullest consideration.

Sincerely,

Maigon Buckner
Director of the Office of Youth Re-Engagement

August 1, 2022

To Whom It May Concern:

Dear Diary has been essential in helping our daughter Kadence Jackson (age 13) develop socially and mentally through this pandemic. She has been able to meet and interact with mentors and peers. The girls have participated in a boxing program once a week, made cupcakes, talked about issues, and received help with their school work.

We heard about Dear Diary through one of Kadence's teachers at her school. They had recommended her for the group. Once we looked into it we knew immediately it was a yes for us. It is important for us that Kadence has positive, successful black women to look up too. That she is able to do anything in life and we want to provide her with all the tools and people she needs in life to be successful.

This program is meaningful to our family as it helps Kadence connect with other black girls and mentors in our community. There is not a lot of diversity at her school. It is important for our daughter to know she is just as valuable as everyone and to give her the self confidence she needs to succeed. Dear Diary helps provide a place for Kadence to go to socialize, laugh and receive positive guidance from her Dear Diary mentors. Her mentors continue to stay connected with her even during break. They just recently had a virtual family game night, which was fun and engaging for Kadence and her dad.

What Kadence has enjoyed most this year about Dear Diary is getting out of the house, always doing something fun, socializing and supporting each other.

Dear Diary is an excellent program that focuses on empowering black girls and connecting them with the resources they need to succeed. I fully believe this grant would help them to continue this wonderful program for black girls.

Sincerely,

Susannah and Kerry Jackson