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Grants Administration

Grant Amount Requested: \$ 5,000

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**2018-2019 PUBLIC SERVICE GRANT APPLICATION**

Organization Legal Name: Boys & Girls Clubs of St. Lucie County

Mailing Address: 3104 Avenue J, Fort Pierce, FL 34947

Physical Address: 3104 Avenue J, Fort Pierce, FL 34947

**Contact Person:** Tom Gariepy Title: Grant Writer

BEST CONTACT Phone Number: 772-460-9918 x110 Email Address: [tgariepy@bgcofslc.org](mailto:tgariepy@bgcofslc.org)

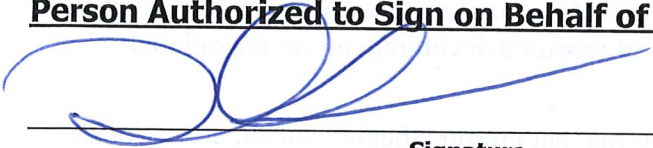
Website Address: [www.bgcofslc.org](http://www.bgcofslc.org)

**LEGAL STATUS OF ORGANIZATION:**

( X ) Incorporated, Not-for-Profit - Month and Year of incorporation/creation: November 1994

INCLUDE COPY OF CURRENT 501(c)(3) DOCUMENTATION FROM INTERNAL REVENUE SERVICE.

=====  
**Person Authorized to Sign on Behalf of this Organization. Signature Must Be Notarized.**



Today's Date: Jan. 29, 2019

Signature

Print Name: William Armstead Title: CEO

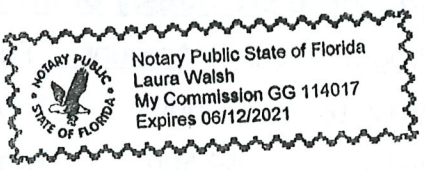
Telephone Number: 772-460-9918 x106 Email: [warmstead@bgcofslc.org](mailto:warmstead@bgcofslc.org)

=====  
**NOTARY** STATE OF FLORIDA, COUNTY OF ST. LUCIE

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared William Armstead who is personally known to me or produced \_\_\_\_\_, as identification, and acknowledged he/she executed the forgoing Agreement for the use and purposes mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FORGOING, I have set my hand and official seal in the State and County aforesaid in this 29<sup>th</sup> day of January, 2019.

NOTARY PUBLIC Laura Walsh  
My Commission Expires: 6/12/2021



**PLEASE SUBMIT AN ORIGINAL APPLICATION AND 7 COPIES**

Attach additional pages as necessary.

**PLEASE PRINT NEATLY OR TYPE YOUR ANSWERS TO THE QUESTIONS IN THIS APPLICATION.**

- 1. Describe your organization and list your Mission Statement.

Boys & Girls Clubs of St. Lucie County (BGCSLC) provide before- and after-school, summer programming and such specialized programs as truancy prevention. Our mission is to enable all young people, especially those who need us most, to reach their full potential as caring, responsible, and productive citizens.

- 2. Describe your organization’s history and prior experience, including a description of programs/projects similar to the one you are applying for in this application.

For more than 24 years, BGSLC has been at the forefront of youth development, working with young people ages 5-18 from disadvantaged economic, social and family circumstances. With 20 locations throughout the county, we are able to serve more than 8,000 members and non-members annually. The Club serves more than 3,200 youth daily in a safe environment at five Clubhouses, three within the city limits of Fort Pierce, a new school-based Club in Forest Grove Middle School, also within the city limits; and one at Lakewood Park Elementary School, located within Fort Pierce but outside city limits; and at two neighborhood Clubhouses and at 15 school-based Clubs in Port St. Lucie. Daily access to a broad range of programs after school until 7 p.m. and during summer drives positive outcomes for youth and reinforces necessary life skills. Our focus is to improve academic success, foster healthy lifestyles and encourage civic responsibility.

BGCSLC is part of Boys & Girls Clubs of America (BGCA), a national organization. BGCA provides assistance to local Clubs via program creation, staff and resource development; organizational planning and administration.

The Clubs offer daily access to a broad range of programs that promote health, social, educational, vocational, character and leadership development. Club programs foster a sense of belonging, competence, usefulness and influence that builds self-confidence and self-esteem. The scope and depth of our offerings fill a need in Fort Pierce for positive programs for these at-risk youth. One of these programs is Triple Play.

For years, BGCSLC has provided young people with a variety of educational programs that introduce them to their futures. Whether young people are headed toward college or a job after high school, they need as broad a perspective as possible in order to make the best choices for their future. BGCSLC’s Career and College Connections is a suite of programs that encompass educational opportunities, college tours and practical career preparation. This grant request proposes creation of Boot Camp, which is an addition to this suite of programs, designed to better prepare Fort Pierce teens for exciting career opportunities.

- 3. List all previous grants awarded by the City of Fort Pierce to **YOU or any organization(s) you were previously or are currently associated with.** If None, write N/A below:

<u>Program Year</u>	<u>Amount</u>	<u>Purpose</u>
2017-18	\$5,000	Triple Play
2016-17	\$4,500	Triple Play
2015-16	\$4,000	Triple Play

**Please Note:** Organizations/Applicants that have received funding for three consecutive

years may be deferred in order to provide funding for newer activities.

4. If you have received funding from the City of Fort Pierce for Public Service projects in the past, please explain **HOW** the program/project described in this grant application is **NEW OR EXPANDED:**

College and Career Boot Camp is a program designed to help Fort Pierce teens learn about and prepare for college and job opportunities that may or may not involve a college education. Through this six-week program, teens will learn how to prepare college applications, resumes and such other necessary documents as cover letters and requests for transcripts. They will learn college and job interviewing skills and begin the process of acquiring other “soft skills” that local employers tell is are essential for successful job prospects but that are often not found in the applicant pool today. The College and Career Boot Camp will emphasize these skills, which include communication, enthusiasm and attitude, teamwork, networking, problem-solving and critical thinking.

BGCSLC has developed considerable expertise in this field. For example, Dr. Anastasia Legakes, our Vice President of Operations, was a facilitator at the one-week Boot Camp operated by the Economic Development Council (EDC) of St. Lucie County. Dr. Legakes took 21 boys and a girl to several area manufacturing and distribution employers. The young people, who came to the Boot Camp prepared with resumes and other documents, then participated in a culminating event, a Job Fair where they presented themselves to employers with available jobs. In all, 12 of the 22 received jobs as a result of that work.

The Career portion of BGCSLC’s Boot Camp is modeled on the basics of the EDC’s program, but will start earlier in the process. Because it extends over several weeks, participants will have time to learn skills and prepare such documents as resumes. They also will tour local companies. The College portion will allow Club teens to consider college choices and to prepare for college tours that will broaden their horizons. During the past few years, when we have been able to offer a limited number of tours to teens, we have seen the direct connection between college tours and academic achievement. Teens who complete the tours return motivated to do better in school because they can envision themselves – often for the first time -- on a campus. They have been told the courses they need to take and the grades they need to achieve if they are going to get there, and they return to school motivated and armed with specific knowledge.

To implement this program we will use a curriculum called “On My Way: Career Readiness” by Youth Communications. We also will use a Youth Communications specialist to train our personnel in use of this curriculum.

Unlike the EDC program, which focuses on high school graduates, the majority of young people in our Boot Camp will be in school and not ready to immediately seek anything more than summer employment. Training and tours will be designed to ensure that they understand the range of options open to them and the academic programs they will need to complete to best prepare for their chosen field.

5. What is your organization’s annual budget? Describe how your organization is currently funded.

\$5,001,913, supported with diversified funding streams

6. Does the City of Fort Pierce and/other local organizations in Fort Pierce provide services similar to your agency? Yes

If you answered Yes, how do your services compliment their offerings? If yes, explain.

As mentioned previously, the EDC offers a one-week intensive Boot Camp for a group of recent high school graduates who need skills to find a job. Those teens are supposed to have learned resume and cover letter-writing prior to starting the EDC Boot Camp. Our program would complement the EDC program by helping more teens acquire those skills earlier in their high school careers. We also would help the job-search picture for teens overall by giving more teens more skills.

How are your services different?

BGCSLC's Boot Camp will differ from the EDC program in four distinct ways. First, it is primarily for teens who still are in school, helping them to acquire these skills earlier in their lives. Second, it has a college component that is not a part of the EDC program. Third, it is a six-week program, rather than a single week of full-time days. Finally, because teens are involved for six weeks, they can learn how to write resumes and other documents, how to interview and how to start acquiring soft skills during the program.

Project Name (please keep it short):

BGCSLC College and Career Boot Camp

7. U.S. Dept. of Housing & Urban Development (HUD) National Objective Activities: (check one)

**Area benefit** activity (the activity benefits/is open to everyone in a particular low income neighborhood or geography)

**Limited Clientele** activity (particular individuals or households receive a benefit, and the majority of them qualify as low income)

**Presumed Benefit** activity (the activity benefits a group of individuals presumed by HUD to qualify for a benefit: battered spouses, homeless, elderly, severely disabled adults, abused children, illiterate adults, persons with HIV/AIDS, or migrant farm workers)

8. Which National Objective(s) shown below does your project/program(s) meet?

Benefit low to moderate-income persons;

Help in the prevention of slums or blight; and/or

Meet other community needs having a particular urgency because other financial resources are not available to meet such needs.

9. Beneficiaries from National Objective Activities (#8 Above)

A. Who are the intended beneficiaries of this program/project? Describe how the project will ensure that the intended beneficiaries are being served and the target population will be reached, including how beneficiaries are identified, and any outreach performed:

The intended beneficiaries are teens ages 14-18 who will be attending BGCSLC's summer program at our Fort Pierce Teen Center, located at Percy Peek Gymnasium. Membership at that center is open to all teens living in Fort Pierce.

Demographics and income information are collected from all registered Club members. Member attendance and other program history are then tracked through our tracking system, VISION. Local outreach is performed through community give-back projects, special events hosted in the community and local advertising, public relations and social media.

B. If the project will provide an “**Area Benefit**”, please define clearly the geographic area to be served by the proposed activity. Include a map, if necessary.

N/A

C. If the project will benefit “**Limited Clientele**”, list the approximate number and percentage of total persons assisted through this project/program who will be Low to Moderate Income (LMI) and how their income level will be determined.

We estimate that all youth served by this program will qualify for free or reduced-cost lunch at school.

Department of Housing and Urban Development (HUD) 2018 Income Limits								
Number of People Living in Household	1	2	3	4	5	6	7	8
Extremely Low Income	\$12,750	\$16,460	\$20,780	\$25,100	\$29,420	\$33,740	\$37,550	\$39,950
Very Low Income	\$21,200	\$24,200	\$27,250	\$30,250	\$32,700	\$35,100	\$37,550	\$39,950
Low Income	\$33,900	\$38,750	\$43,600	\$48,400	\$52,300	\$56,150	\$60,050	\$63,900

D. If the project will provide a “**Presumed Benefit**”, please identify the group(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Abused Children               | <input type="checkbox"/> Illiterate Adults                |
| <input type="checkbox"/> Lower Income Senior Citizens  | <input type="checkbox"/> Migrant Farm Workers             |
| <input type="checkbox"/> Elderly                       | <input type="checkbox"/> Persons with HIV/AIDS            |
| <input type="checkbox"/> Homeless                      | <input type="checkbox"/> Severely Disabled Adults         |
| <input checked="" type="checkbox"/> Lower Income Youth | <input type="checkbox"/> Severely Disabled Children/Youth |
| <input type="checkbox"/> Other _____                   |   |

10. Describe the existing problems or needs to be addressed by this program/project.

Boys & Girls Clubs of St. Lucie County believes every child deserves a great future. Unfortunately, today’s youth face tremendous obstacles. About 1.7 million more kids live in low-income families now than during the Great Recession. According to the U.S. Census Bureau’s American Fact Finder (2016), In St. Lucie County that equates to 27.2% of youth living in poverty. And in the City of Fort Pierce, where three of our Clubhouses are located, nearly 49% of children are living in poverty. According to the latest full-year statistics available, 100% of members attending the three Clubhouses located in Fort Pierce receive free or reduced-cost lunches at school.

And the hold that poverty has on young people extends far beyond the school lunchroom. It handcuffs children and keeps them from seeing all the possibilities their lives can become. We know of many cases of Fort Pierce children who have never been to the beach, even though the ocean is about two miles from their homes. Imagine those same kids, a little older, looking at the possibility of finding work. Without some help, they will have no idea how to find it, or what they will need to succeed at it.

The U.S. Census Bureau reports 2018 unemployment in Fort Pierce stands at 6%. We believe that unemployment in the poorer parts of the city – the neighborhoods we serve – is considerably higher, just as it always is among young people. Boot Camp is designed to help teens break out of this pattern of job

insecurity by helping them to see the full range of opportunities that are available to them and the academics they need to complete if they wish to enter their chosen field.

Broadening our members' horizons is integral to the work that we do. We introduce our members to potential employers, allow them to explore the range of jobs available in various fields (more than two dozen different kinds of jobs at A&G Concrete Pools alone!) and teach them how to reach for those jobs. Our college tours offer members a further broadening of their outlook. We know because we've seen it happen many times. Teens return from a college tour realizing that with hard work, they can Achieve what, until then, has been the mist vague of dreams: enrollment and success in college.

11. Describe your proposed project's activities and how they will address the problems/needs you listed in #11 above.

The Economic Development Council of St. Lucie County, in its study of gaps in the skills of potential employees, identified a number of areas where young people could benefit from training. Boot Camp focuses on those areas and uses both classwork and field trips to reinforce skills.

During the six weeks of Boot Camp, at least 50 teens will participate in programs, led by Club staff, designed to teach them how to write a resume, cover letter and request for transcript – all documents they will need to successfully apply for a job. They also will work on interviewing skills and engage in “dress rehearsals” that will be critiqued by Club staff and outside representatives of businesses that are partnering with us.

At least once a week, Boot Campers will go on field trips to the properties of partnering companies whose owners or managers have agreed to provide informational tours. Among the companies that have done so in the past are Fort Pierce Utilities Authority, St. Lucie Battery & Tire; A&G Concrete Pools and Maverick Boats.

On occasions when we have offered similar career tour experiences in the past, our members have returned with eyes opened. For example, a trip to A&G Concrete Pools, elicited this response from Club member Christian G., who said the visit "opened my eyes on construction being something I would be open to doing." During a trip to Maverick Boats, Kendrick S. said "It surprised me just how many steps it takes to make a boat and that they can finish a boat in a week." And at St. Lucie Battery & Tire, Club member Caleb H. said, "I was shocked to hear that mechanics can sometimes make \$100,000 a year with all the skills and training they have."

The project has additional features that add to its value. Throughout the program, teens will learn the “language of business,” so they are better prepared when it's their turn to approach business about jobs. We will ask each partnering business to send in advance a problem that may incur in their business, so we can have our members problem-solve and present possible solutions during their career tour of that business. Finally, we will encourage entrepreneurship by having our members work with staff and members of the Investment Club at Indian River State College.

While looking at job opportunities, the teens also will be preparing for the possibility of a college education. Those who are entertaining the possibility of college will participate in a culminating event, a tour of several college located throughout Florida.

12. List the physical addresses where the your proposed project activities (listed in #12 above) will take place, using street addresses within the City limits of Fort Pierce.

- Improve or enhance job training opportunities
- Improve or enhance employment opportunities
- Promote cultural diversity
- Promote outdoor activities and a healthy lifestyle
- Spur interest and participation in neighborhood improvement activities
- Encourage citizen involvement and leverage resources to revitalize low and moderate-income neighborhoods
- Encourage partnerships between City Hall, residents and other community organizations that will result in projects and activities that benefit a community
- Instill and foster community pride
- Promote neighborhood beautification and revitalization
- Promote activities that protect the environment
- Discourage adverse activity such as crime, drug use, and vandalism
- Inspire and support the healthy development of youth

20. Write an explanation below of **how** your project will perform **each** qualifier you selected above:

**Improve or enhance education opportunities:** Participation in Boot Camp is designed to stimulate members' interest in academics in a very simple way: By getting them interested in a career path, we are motivating them to ensure that they do everything possible to academically prepare for that career. By getting them interested in college and showing them that with hard work, college is within reach, we motivate them to increase academic performance in college-prep courses.

**Improve or enhance job training opportunities.** Participants will receive training in "soft skills," which local employers say are increasingly difficult to find among applicants. As a result, they will distinguish themselves when competing for jobs.

**Improve or enhance employment opportunities:** A young person who has experience in job interviews, and who knows how to dress for an interview and how to communicate with others stands a much better chance to get and keep a job. For those going on to college, a college education is an excellent way to improve job prospects.

**Discourage adverse activity such as crime, drug use, and vandalism:** A young person who sees that he or she has a future is less likely to get into trouble. Participation in Club activities keeps kids off the streets.

**Inspire and support the healthy development of youth.** Helping young people prepare for their futures is a primary goal of any youth development organization. It's one reason why we refer to Boys & Girls Clubs as "A Place to Become."

21. Date project to begin: 6/10/19

Date project to be completed: 7/26/19 (Clubs are open the week of July 1 except for July 4, but the Boot camp is on break that week.)

22. Describe any participant fees that will be required as part of this project/program. Please see

Most activities will take place at BGCSLC's Fort Pierce Teen Center, located at the Percy Peek Gymnasium, 2902 Avenue D, Fort Pierce, FL 34947. Teens also will participate in field trips to a variety of employment sites in St. Lucie County.

13. List this project's measurable goals and objectives. Date the goals and objectives.

At the completion of the program:

1. 85% of youth will be able to identify the basic components of a resume and cover letter and college application.
2. 85% of youth will be able to recognize factors of job retention and advancement
3. 85% of youth will be able to recall the key components of a proactive job search
4. 75% of youth will report increased interest in attending college
5. 90% of youth will be exposed to a variety of college and non-college career pathways
6. 85% of youth will be able to identify key elements of soft skills

14. How will you track the results of these goals and objectives? (This information will be required with your monthly status reports.)

Tracking the results of these objectives will be through pre/post assessments and attendance records. Youth will also be tracked with writing rubrics for objective 1.

15. Briefly describe measurements of outcomes for each of the activities listed in #12. (Examples - number of unduplicated low/moderate income youth served, number of unduplicated senior citizens served, number of unduplicated Veterans served, number of unduplicated adults served, etc.)

16. Amount of Grant Funds requested in this application: \$5,000

Amount of other funds secured for this program/project: \$4,000

Amount of other funds earmarked for the program/project: 0

Total amount needed to complete this program/project: \$9,000

17. Describe your contingency plan in the event this grant request is not fully funded, or not funded at all by the City of Fort Pierce:

If we do not receive the funding requested, we would attempt to find other funds with which to operate it.

18. If this is a multi-year project, how will you continue to implement this project if City grant funds are not available in future years?

Our organization strives to diversify its funding with all programming. Each year our executive team, finance committee, and resource development team work towards a budget that is balanced with income streams from public support, government and local grants, program fees, corporate partnerships, individual giving and special events.

19. Select every qualifier below that best describes your project.

X Improve or enhance education opportunities

"New for Program Year 2018-2019" on Page 4 of the Grant Guidance.

No fees associated with this project will be passed on to members or families.

23. Applicants must demonstrate that the selection of participants is an objective process and Grant Recipient may not limit participation on the basis of race, gender, nationality, ethnicity, religion, creed or disability. How will your project comply with this expectation?

We do not have any registration requirements other than serving youth ages 6-18. Additionally, our organizational policies and procedures directly address this issue and forbid any employee from limiting participation on the basis of race, gender, nationality, ethnicity, religion, creed or disability. Furthermore, because we receive federal grants, we are required by law to meet this expectation.

24. If this project is sponsored by a church or religious group, participation may not be limited to members of the church. What efforts will you make to ensure that the community at-large is aware of this project and the opportunity for participation?

N/A

25. Complete a COMPLETE detailed budget below for **THIS** project. List proposed City grant funds and other *committed funds* and 'in-kind contributions', donated professional services, fees and other resources that will be used to complete the project. List a detailed breakdown of individual items. Use specific descriptions, not broad categories. Remember, committed funds and/or in-kind services **must equal at least 25% of your grant request**.

Be sure to include verification documentation of all funds listed below as 'Committed' or 'In-Kind'. Commitments listed in the budget below that lack documentation **will not be counted as commitments**.

**NOTE: Volunteer Hours may be calculated at \$12/hour.**

- o **Please provide at least one (1) quote for each item listed that you will purchase with this grant award** in the above Budget under 'Expense/Description'. Each quote should list vendor/company with contact information.

Program/Project Expense/Description	Total	City Grant	Other Committed Funds and/or \$\$ Amount or In-Kind	Source of Other Committed Funds or In-Kind Services (Please provide written verification of <u>Every</u> in-kind service listed here from the "Source")
Transportation and hotel for College Tours	2,000	2,000	0	
Curriculum ("Career Readiness")	3,000	3,000	0	
Staff salaries for College Tours	1,500	0	1,500	Steak & Stake Dinner donation 10/19/18
Qualified Teacher	2,500	0	2,500	Children's Services Council
<b>TOTALS</b>	<b>\$9,000</b>	<b>\$5,000</b>	<b>\$4,000</b>	

## 26. Organization Staff and Volunteers

Please complete the information listed below for ***each person*** in your organization who will work on **THIS** project and the percentage of time they will dedicate to this project, including all volunteers.

Name Thomas John  
 Telephone Number 772-460-9918 x 207  
 Email Address tjohn@bgcofslc.org  
 Organization Position Director of Education and Programs  
 City of Residence Fort Pierce, FL  
 Qualifications B.A. Elementary Education, Purdue University, concentration in Reading; former Family Support Case Manager, Big Brothers Big Sisters of St. Lucie and Indian River Counties; former Program Director or Program Coordinator for Boys & Girls Clubs in Indiana and Florida.

Professional Licenses Holds a Teaching Certificate in Florida and Indiana; American Red Cross CPR and First Aid Certified; Serve on CA Moore student advisory council. Serve on the roundtable of st Lucie County for both truancy and educational partnerships.

Role in Project Creates programming  
 % of Time Dedicated to Project 10%

Name Sean Howald  
 Telephone Number 772-460-9918 x206  
 Email Address showald@bgcofslc.org  
 Organization Position Area Director

City of Residence Port St. Lucie  
 Qualifications Bachelor's Degree, Kent State University, Kent, OH, Community Health Education. Former Director, Chuck Hill Clubhouse, Port St. Lucie; Program Supervisor, Community Services Dept., City of Port St. Lucie.  
 Professional Licenses Certified in First Aid/CPR and Blood-borne Pathogens  
 Role in Project Oversees the Club and its activities  
 % of Time Dedicated to Project 10%

Name Jarius Gilliam  
 Telephone Number 772-940-7946  
 Email Address jgilliam@bgcofslc.org  
 Organization Position Teen Center Club Director  
 City of Residence Fort Pierce, FL  
 Qualifications Former Youth Worksite Coordinator, Career Source Research Coast; Former Lincoln Park Community Center Coordinator, St. Lucie County; Series of progressively more responsible positions at BGCSLC over a six-year period.  
 Professional Licenses Working toward degree, Indian River State College  
 Role in Project Managing the project, working with members  
 % of Time Dedicated to Project 30%

Name Josh Hanson  
 Telephone Number 772-708-6452  
 Email Address jhanson@bgcofslc.org  
 Organization Position Teen Center Teen Director  
 City of Residence Fort Pierce, FL  
 Qualifications Candidate A.S. Computer Engineering, Indian River State College. Former Music Director, Macedonia SDA Church, Fort Pierce; former athletic instructor, BGCSLC.  
 Professional Licenses  
 Role in Project Working with members, supervising field trips  
 % of Time Dedicated to Project 35%

27. Please attach **ALL** of the documents listed below to your application. Please include a written explanation for EACH document not included:

- \_\_ Articles of Incorporation and By-Laws
- \_\_ State and Federal Tax Exempt determination letter
- \_\_ Employee Identification Number
- \_\_ List of Board of Directors with contact information
- \_\_ Organizational Chart for your Organization
- \_\_ Board of Director's authorization to apply for this grant
- \_\_ Last three month's bank statements

- Annual budgets for 2018 and 2019
- Most recent audit report (if this is not available, provide written explanation)
- Matching funds and In-Kind Services commitment documentation (Budget, page 16)
- Three (3) Letters of Support for this project
- Newspaper articles, and Thank-You letters, etc., as available, for your organization's work within the City of Fort Pierce.