

## **Tier 1 Grant Proposed Project Summary**

- 1.** The Speed of Trust
- 2.** The overall goal and objective is to help high school students understand and make decisions regarding Trust (in a confusing and changing world) through an interactive teaching style. Students often fear who to trust or what employers seek as being trustworthy. The program teaches how to recognize and become trustworthy for one's personal and professional future. To become successful with Trust as your guiding light, one must grow and recognize the importance of character and competency. The program curriculum is derived from the book, "The Speed of Trust," by best-selling author Stephen M.R. Covey.
- 3.** The interactive services will include student leadership, facilitated lessons, small group discussions, and communication to build confidence. The program provides new information to expand one's understanding of becoming a trustworthy person.
- 4.** The program delivers new information to broaden attitudes and beliefs that can expand a person's character and understanding of what a trustworthy person is and becoming trustworthy.
- 5.** The specific population will include volunteer high school students who choose to participate in a two-week (five days a week) after-school session. Students seeking job readiness and life skills training will highly benefit from these sessions, regardless of their career interests. This program will serve ten students from each site. At the end of the program, students with perfect attendance will receive a \$200 stipend and a Certificate of Appreciation.
- 6.** Program performance measures will be evaluated by providing a survey during the "pre-onboarding/interview" and after the program to compare answers and ascertain changes/progress.
- 7.** The program aims to prevent child abuse and neglect by encouraging open discussions in small groups. Through these discussions, young people can increase their personal and social awareness, break the cycle of abuse and shame, and learn to make wise choices about who to trust. As a survivor myself, I know firsthand how helpful it can be to talk about fears, frustrations, anxieties, and depression in a safe and supportive environment. By creating a space where young people can openly discuss their feelings and concerns, they can get help and learn to become trustworthy individuals before starting a family.
- 8.** I believe this program is important because it equips students with post-life skills and engages the community in an interactive process.

## Tier 2 Proposal

Section 1: Need for the Program (20 points)

**1.1 Identify social, physical, economic and/or other problems impacting youth of Yolo County that need investment. What Yolo Youth needs will be addressed by your proposed program product(s) and/or service(s).**

ALMS targets the social, emotional, and financial disparities that hinder some Yolo County youth from fulfilling their potential as self-sufficient, successful, fully developed adults capable of giving back to their community. ALMS believes in starting at the root, providing new information in conjunction with mentoring as essential nutrients for a young person's development, upon which modeling and kinesthetic learning (hands-on) further grow the individual. Experiencing 'being seen' and listened to regarding fears and anxieties helps youth overcome social obstacles and isolation. Finally, the ALMS process culminates with the young person better equipped to identify and eliminate the unique barriers preventing them from keeping a job and excelling in their career. This often means becoming trustworthy and recognizing the value of this attribute when making personal and on-the-job choices. ALMS imparts a new understanding of the meaning and value of TRUST as fundamental to the youth's future success as an adult.

**1.2 Describe the community you propose to serve, including distinctive characteristics such as demographics, statistics, ethnicity, median income, levels of educational attainment and other relevant details.**

For the "Speed of Trust" program, ALMS aims to help youth between the ages of 17-19, preferably in their senior year of high school. Because we know that many students struggle with mistrust, especially in an age of misinformation and social media intensified during COVID-19 and subsequent school closures, and the increased anxiety and depression it created, this program is not exclusive to anyone, but is designed to serve those from low-income households, minorities, not immediately college-bound, or those seeking full-time employment after graduation.

**1.3 Describe the needs, gaps, and services within the community you intend to serve. What asset gaps have you identified? How will your program address the needs associated with these gaps?**

The ALMS 'Speed of Trust' program is intended to help fill the 'trust' gap between youth struggling with social, emotional, and financial disparities and their community, especially

prospective employers. As mentioned, the omnipresence of social media exacerbated by a pandemic and isolation, has adversely impacted a youth demographic already disadvantaged by anxiety, depression, and classic socio-economic and minority status factors. These youth, by and large, desire help but do not trust the world around them. Their lack of trust makes it almost impossible to reach out to resources that will require communication skills they do not have. ALMS views the building or rebuilding of the trust factor for today’s youth as job one.

**Section 2: Impact on Yolo County Youth Needs (15 points)**

**2. Identify protective factors that apply to your program and state how each will be addressed.**

Protective Factors	How will your program address these factors?
Identifying trust in oneself and others	Learn about Trust, personally and professionally, and how to apply it.
Workplace trust	Learn the importance of character and competency in the workplace
Relationship trust	Learn the 13 trust behaviors you can practice building healthy relationships
Rebuilding trust	Learn the principles of restoring trust when it has been lost

**2.2 Clearly describe how the proposed product(s) and/or service(s) will aid in the prevention of risk factors impacting Yolo County Youth.**

The risk of not fully understanding trust can leave us feeling powerless in the adult world. Many of our youth in Yolo County operate out of their insecurities and fear of the unknown. Fear (the opposite of trust) often keeps young people from venturing beyond their comfort zone. Sometimes, fear comes from family trauma. When ALMS asks young adults, “What is trust?” their answer frequently is “a place where I feel safe.”

Trust is something we can develop and, in so doing, create a world of safety around us. For example, if we are viewed as trustworthy, people will tend to trust and treat us with respect. But fear causes us not to trust others, and eventually, we’re not trusted. When your employer and relationships do not trust you, doors close. Knowing what trust is, the characteristics to look for, as well as red flags will help youth know when they are around someone safe or not.

Learning the importance of Trust can help Yolo youth understand that Trust deposits positive lifelong results that can lead to strong social, emotional, and financial support. Ultimately, Trust gives our youth the power of responsibility for their choices, and helps put them on the road to becoming mature, self-sufficient adults.

### **Section 3: Theory of Action (20)**

#### **3.1 Describe the proposed program. Include explanations of any specific service-delivery models, or adaptations of existing models, and the frequency of service delivery.**

The program utilizes the successful ALMS G-Master Program to conduct each workshop. The G-Master format is unique in that every student shares a leadership role to facilitate the meeting. The meeting structure involves an opening, a lesson, a small group discussion with a mentor who reviews and personalizes the lesson, and an impromptu question-and-answer session that teaches communication skills and prepares for job interviews.

The sessions are conducted like business meetings. ALMS conveys to the youth that they will one day be in management, running their own business, or meeting with important clients, and they must understand what it looks like. ALMS prepares them to be comfortable in this setting. We treat them like the professionals they will be, expect them to participate, and be prepared to speak when it's their opportunity.

Everyone participates and has a role in the meeting, whether being the G-Master for the day or assessing the meeting at the end. Everyone is allowed to respond to a one to two-minute question in front of the room. This prepares them for interviews, helps them in critical thinking, and allows them to express themselves to their peers as adults. Their language is expected to be professional and courteous.

#### **3.2 List the proposed activities of your program.**

**G-Master:** Leadership Role – student welcomes, opens, and closes each meeting. The responsibilities include the following: 1) introducing the speaker, 2) opening the small group discussion and flash topics, 3) inviting the assessors to the front of the room to give an assessment of the meeting, and 4) adjourning the meeting. A script is provided to follow and lead the agenda.

*Benefit:* G-Master models leadership, builds confidence, and social skills.

**Speaker:** This is a mentor who facilitates the lesson on Trust. Participants are encouraged to share during the lesson.

**Small Group Facilitator:** This is a mentor who will facilitate the review of the lesson in small group discussion. The purpose of the small group is to hear participant's perspectives, experiences, and comments. It allows everyone to learn from each other, expands emotional intelligence, and builds relationships.

*Benefit:* Process information with mentor guidance.

**Flash Master:** Leadership Role – The student calls upon the participant to answer flash topic questions “off the cuff” regarding the lesson content. Many students think this will be difficult, but it is consistently reported as the “favorite” of all activities in exit surveys.

*Benefit:* helps prepare for interviews, builds confidence, communication skills, and reviews lessons.

**Assessor:** Leadership Role – student assesses the meeting to offer positive feedback to fellow participants. It helps participants see how others see them and the importance of respecting others in a meeting (etiquette) and offers suggestions on improving meetings. *Benefit:* teaches self-reflection and speaking with courtesy.

**Timer:** Leadership Role – student keeps time, so the agenda stays on task. Students know how much time they are expected to share during the Flash Topics activity, and a green light lets them know when they've met their goal. Confidence grows out of meeting the objective of reaching your time. Speaking within the proper time frame is a skill.

*Benefit:* self-awareness of time and sensitivity to helping others do the same.

### **3.3 List the key performance indicators (KPI) of the proposed program. How will progress be measured? Outcomes we want to see.**

The key performance indicators (KPI) will be measured by a questionnaire that ALMS has customized for this workshop as an Exit Survey. However, the areas we will watch and listen for each week will be:

- 1) Attendance: The program will meet Monday through Friday for two weeks. The goal is 100 percent attendance. Students accomplishing this will be celebrated with a financial award.
- 2) Higher self-confidence through communication activities and small groups.
- 3) Increase communication skills due to activities - ease of impromptu answers.
- 4) Increased understanding of Trust from an employer's perspective through curriculum.
- 5) Developed relationships and Trust through overall activities.

### **3.4 List the key performance indicators (KPI) of the proposed program. How will progress be measured?**

**By the end of the program, youth will be able to:**

- **Demonstrate confidence and self-awareness in leadership skills.**
- **Develop interpersonal skills with peers and mentors through small group.**
- **Growth in communication skills through Flash Topics**
- **Clearer understanding of the importance of Trust socially and professionally.**

**3.5 Using the activities, results, and KPIs described in 3.2; 3.3; and 3.4, develop and attach a logic model.**

**(See Attachment)**

### **3.6 Explain why your logic model and proposed program will be effective for the youth of Yolo County?**

ALMS has used this model with Yolo youth and surrounding areas since 2015. We have seen the trajectory of many of our participants change from failing in school to transforming into self-sufficient adults. The Maslow Hierarchy of Needs is the overarching theory ALMS subscribes to regarding how a young person can become a self-sufficient adult. Some of our young adults do not come from environments that provide for the basic needs described by Maslow.

ALMS mentors can take time to walk a young person through the process of understanding the importance of Trust. ALMS does the following: 1) provides the information in a way that is easy to digest, 2) personalizes the information during small group in a safe environment with peers who can develop their social skills, and 3) allows each person to lead and communicate their opinions and thoughts to the group. Every person is applauded and accepted, maybe for the first time.

#### **4.1 Describe who will be most affected by your proposed program and provide the number proposed to be served.**

The total number served will be fifty students, ten students in each district within Yolo County. Most affected by this proposed program would be those who are not immediately college-bound and will need to find employment after graduating from high school. To help illustrate the potential benefit of the program, here is a direct quote from an ALMS Intern, Matthew Borrelli - age 20:

*“Students who will most be affected by the ALMS program are young people with a great amount of insecurity, who do not feel secure in themselves. ALMS helps change the trajectory of those struggling with fear and often they choose friends who could lead them away from a positive future. Youth often have a lot of hopelessness and find cruel and abusive relationships, whether it is in friendships or the workplace. This program will help steer them away from those people and instead help them find the confidence within to make decisions for themselves, go into the adult world, and become independent. There are many factors young people struggle with, such as who they were raised around or influenced by online, and how media has influenced them about the world around them. It really does take a village to raise a child; but a lot of young people have not grown up in villages. They’ve grown up in a dark cave called home. Often, they are not given the same opportunities and freedom that their parents and older generation had. There is stress and tension as they grow older that tells them they have to be something – but they don’t know what it is, and they spend their life dreading it or not caring enough about it to live a happy, satisfying life.”*

## 4.2 How will program participants be engaged or recruited?

ALMS invites the **Yolo Youth Commission** to participate in recruiting, collecting applications, and making recommendations for youth in their district, as well as setting up the site where the interviews and workshop will be held.

Recruiting of program applicants may be done by engaging, informing, and working with school counselors, teachers, or staff who know students who have potential, but are struggling with social, emotional, and/or financial issues at home and school. Flyers will be available that highlight the ALMS Trust and Job Readiness Workshops. Flyers and referral forms (attached) will be made available at the school office and/or emailed to all counselors, teachers, and staff, with the **Yolo Youth Commission** representative as the contact person.

Appointments will be made for applications, initial surveys, and interviews at least one week in advance of the first workshop. The exit survey will be completed by the student at the end of the ten-day program.

## 5.1 How do you propose your program be evaluated?

**(See Attached)** ALMS is open to look at this further.

## 5.2 What data-gathering activities will be used to measure program effectiveness at achieving the associate KPIs (For example, observations, interviews, surveys, etc.)

After applying, participants will have an informal, face-to-face interview with an ALMS staff or mentor as part of the application process, along with an Initial Survey that will help ALMS identify the participant's needs and interest in the program. An initial baseline survey during the interview and an exit survey at the end of the program will be used to look for changes in attitude and commitments. An orientation, on day one, will ask for a Student Agreement for behavior guidelines and photo consent. Attendance will be taken each day. Observations of mentor-to-participant and participant-to-participant interaction will help gauge progress toward the building of Trust. An Awards Evening event will conclude the two-week training. Graduates can invite parents and friends. With ALMS staff, the **Yolo Youth Commission representatives** may determine time and place for handing out certificates and financial awards, and participate in the Award Ceremony.

Relevant KPIs:

- Application
- Face-to-face interview (notes)
- Initial and Exit Survey
- Certificates of Completion
- Financial Awards
- Other (Student Behavior Agreements, Attendance Sheets, Referral Sheets)

**5.3 If applicable, provide the representative(s) responsible for data collection, analyses, and reporting results to YCOE.**

Jayne Williams, Executive Director

**5.4 Show the timeline for program services and evaluation activities for the first year of service.**

Below is the timeline for the program, which includes the first week of recruiting. That Friday, data gathering will begin with reviewing applications, face-to-face interviews, and the initial survey.

<b>Activities</b>	<b>Timeline</b>	<b>Responsible Party</b>
Woodland – Speed of Trust	October 2-20, 2023**	Jayne Williams
West Sacramento - Same	January 8-26, 2024	Jayne Williams
Davis - Same	February 5-23, 2024	Jayne Williams
Winters – Same	March 4-22, 2024	Jayne Williams
Esparto - Same	April 1-19, 2024	Jayne Williams

\*\* May be extended to following week.

**6.1 What is your organization’s Vision Statement? Mission Statement?**

MISSION STATEMENT: All Leaders Must Serve is a nonprofit mentor organization that empowers young adults ages 15-25 through job readiness to be self-sufficient and give back to their community.

VISION STATEMENT: All Leaders Must Serve (ALMS) is designed to reach the socially, emotionally, and economically disadvantaged high school and college-age youth unprepared for the adult workforce. ALMS provides a healthy family surrogate with positive role modeling. Youths struggling to figure out life get an opportunity to build confidence interpersonal skills, and to experience a sense of belonging, which empowers and encourages responsibility and empathy for others.

**6.2 Provide evidence of the organization’s fiscal responsibility and accountability in program administration.**

[Attached: 2022 Balance Sheet and Statement, as well as our 2023 Budget.](#)

**6.3 Attach brief job descriptions and/or biographical sketches for each position to be involved with program services delivery.**

[Attached is a biographical sketch for Jayne Williams, Founder and Executive Director.](#)

[Matthew Borrelli, ALMS Intern since March 2023](#)

**6.4 Describe any additional resources that will be used in conjunction with proposed funding such as supplementary funding, volunteers, donations, etc.**

The ALMS volunteer mentors will participate to add value during the lesson and small group discussions.

**6.5 Will any collaborative partner(s) be involved with the proposed program? If so, please list their respective organization(s) titles, and contact information.**

N/A

**6.6 List any accreditation, certifications, and awards your organization has achieved.**

Key to the City – Woodland, awarded 2019

Facilitating Career Development Certification from NCDA.

**6.7 Explain how the proposed program will be sustained beyond this funding cycle.**

As participants meet ALMS mentors and staff, they will be invited to the ALMS Saturday Job Club, which meets every Saturday from 12:00 – 4:00 p.m. and serves Yolo County. ALMS also has a Friday night Movie Night, Videography, and Film Club for youth needing an outlet during the week. Because the program meets throughout the year, it is possible for any young adult between the ages of 15-25 within Yolo County to participate and continue their education, exploration, and training in self-awareness, job readiness, building communication skills, developing relationships, and building community among peers, and mentors.

**Section 7: Project Budget (10 Points)**

Note: Please reserve requests for Yolo County Youth Commission funds for services to Yolo County Youth. Administrative/Indirect costs should not exceed 10% of the requested funds.

**7.1 Develop a budget narrative that describes the specific costs and expenses associated with the proposed program.**

“On Boarding” is the first step towards registering youth for the program, requiring reviewing the applications, interview and completing the initial survey. This process and the training will be done by both the Trainer/Facilitator and Project Assistant. Student Incentives are cash rewards for perfect attendance. All other related expenses are handbooks, travel, and tracking information.

**7.2 Attach detailed calculations for the specified items such as salaries and other expenses aligned to the budget narrative.**

[Attached: ALMS Project Budget for Speed of Trust](#)

**All Leaders Must Serve  
2023 Approved Budget**

<u>Line Item</u>	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>2023 Budget</u>
<b>REVENUE</b>			
40100 Donations & Contributions			
40105 Monthly Subscribers	33,000	26,777	27,000
40150 Other Donations	2,000	30,460	30,000
<b>Total 40100 Donations &amp; Contributions</b>	<b>35,000</b>	<b>57,237</b>	<b>57,000</b>
40200 Grants			
40235 Toastmasters Club (Rotary)	5,000	5,000	
40240 CA Dept of Rehab (DOR)			36,960
40245 Irma Foundation			10,000
40250 Yolo Realtors Association			10,000
40255 Umpqua Bank			5,000
40500 Other Grants	0	13,145	0
<b>Total 40200 Grants</b>	<b>5,000</b>	<b>18,145</b>	<b>61,960</b>
42000 Sponsorships	10,000		0
<b>Total 42000 Sponsorships</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
43000 Program Service Rev			
43000 Cyber Proud		0	0
43020 Space Rental		0	0
43040 Cache Crk Cons Proj	34,000	0	0
<b>Total 43000 Prog Service Rev</b>	<b>34,000</b>	<b>0</b>	<b>0</b>
49000 Fundraising			
49010 Sponsorships Annual Dinner	10,000	4,234	10,000
49020 Event tickets Annual Dinner	1,000	1,310	2,000
49050 Fundraiser donations	1,000	2,044	2,000
49090 Big Day of Giving Contr	15,000	17,508	18,000
<b>Total 49000 Fundraising Rev</b>	<b>27,000</b>	<b>25,095</b>	<b>32,000</b>
<b>Total Revenue</b>	<b>111,000</b>	<b>100,478</b>	<b>150,960</b>
<b>Cost of Goods Sold</b>			
50000 Fundraising Event Exp		170	
50010 Event Food & Bev	2,000	3,353	4,000
50020 Direct Event Expense	1,050	1,004	1,000
50050 Other Direct expense		2,404	1,500
<b>Total 50000 Fundraising Exp</b>	<b>3,050</b>	<b>6,930</b>	<b>6,500</b>
<b>Total Cost of Goods Sold</b>	<b>3,050</b>	<b>6,930</b>	<b>6,500</b>
<b>GROSS REVENUE</b>	<b>107,950</b>	<b>93,548</b>	<b>144,460</b>

**All Leaders Must Serve  
2023 Approved Budget**

Line Item	2022 Budget	2022 Actual	2023 Budget
<b>EXPENSE</b>			
60000 Payroll			
60110 Officer & Dir Salaries	7,200	8,400	14,400
60125 Wages Non-Exmpt Emp	37,892		48,600
60130 Payroll Taxes	3,789	888	4,860
60150 Payroll Process Fees	1,000	249	500
<b>Total 60000 Payroll Expenses</b>	<b>49,881</b>	<b>9,537</b>	<b>68,360</b>
70000 Fees for Services			
70025 Accounting Services	1,000	1,600	1,000
70050 Background Checks	100	330	500
<b>Total 70000 Fees for Services</b>	<b>1,100</b>	<b>1,930</b>	<b>1,500</b>
<b>Total 80005 Total Adv &amp; Mktng</b>	<b>1,000</b>	<b>324</b>	<b>1,000</b>
80050 Office Expenses			
80050 Office Expenses		280	500
80055 Postage & Shipping	55	360	500
80065 Office Supplies	500	62	0
Interest Expense			
<b>Total 80050 Office Expenses</b>	<b>555</b>	<b>702</b>	<b>1,000</b>
80100 Information Technology		17	
80110 Alarm System - Lab	100	399	500
80115 Website: Squarespace, Blue Host	475		1,900
80120 Constant Contact Nwsltr	240	415	500
80130 Donor Data Base: Little Green Lite	400		525
80140 Desktops, laptops - Hardware	500	616	0
80145 Internet-Astound Broadband			1,525
80150 Website, Internet, Software	500	1,861	500
<b>Total 80100 Info Tech &amp; Com</b>	<b>2,215</b>	<b>3,307</b>	<b>5,450</b>

**All Leaders Must Serve  
2023 Approved Budget**

Line Item	2022 Budget	2022 Actual	2023 Budget
80200 Occupancy			
80210 Office Rent	8,850	8,839	8,900
80215 Clubhouse Rent	14,700	15,200	16,000
80220 Repairs & Maintenance	500	792	1,000
80225 Clubhouse Imprvmts		0	0
80226 Clubhouse Furnishings		748	500
80230 Utilities			
80240 Telephone	1,644	2,140	2,200
<b>Total 80200 Occupancy</b>	<b>25,694</b>	<b>27,719</b>	<b>28,600</b>
80300 Travel		294	
80310 Automobile & Mileage	3,000	260	500
80315 DMV	400	207	300
80320 Parking	0		
<b>Total 80300 Travel</b>	<b>3,400</b>	<b>760</b>	<b>800</b>
80500 Conferences & Meetings			
80510 Recruiting Mentors	100		100
80520 Meals & Entertainment			300
<b>Total 80500 Conf &amp; Meetings</b>	<b>100</b>	<b>0</b>	<b>400</b>
<b>Total 80600 Interest Paid</b>	<b>0</b>	<b>236</b>	
<b>Total 80700 Insurance</b>	<b>6,000</b>	<b>5,918</b>	<b>6,000</b>
80800 Direct program expense			
80801 Outreach to Youth	1,000	150	500
80802 Youth Outreach Meals/ Refreshments	2,000	150	2,000
80803 Tech Trainer Stipends	900		500
80804 Toastmasters	5,000	846	4,000
80805 Removing Barriers for Youth		17	50
80806 Youth Training Suppl	300	217	300
80807 Youth Holiday Celebration	400		
80808 Mentor Staff Training Suppl	100		100
80809 Training Software Exp	1,500		1,500
80810 Dress 4 Success Exp	2,000	686	2,000
80811 Misc Youth Expenses	500		250
80812 T-shirts/Youth&Mentors	500	1,007	1,000

**All Leaders Must Serve  
2023 Approved Budget**

<b>Line Item</b>	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>
80820 Program Refreshments	600		
80830 Youth Recognition	800		
80840 Training Materials	0		
80860 Other Program Exp- Workshops	100	90	7,000
80880 Donor/Board Recog	100		
<b>Total 80800 Direct Program Expense</b>	<b>15,800</b>	<b>3,164</b>	<b>19,200</b>
80900 Other Expenses			
80920 Board Recruit & Devel	50		
80930 Dues & subscriptions - Chamber, Rotary	655	790	1,000
80940 Taxes & Licenses	25	75	100
80990 Other Misc Exp		123	
<b>Total 80900 Other Expenses</b>	<b>730</b>	<b>988</b>	<b>1,100</b>
<b>TOTAL EXPENDITURES</b>	<b>106,475</b>	<b>54,586</b>	<b>132,910</b>
<b>NET REVENUE</b>	<b>1,475</b>	<b>38,962</b>	<b>11,550</b>