

**NORTH SHORE WORKFORCE INVESTMENT BOARD &
ESSEX COUNTY COMMUNITY FOUNDATION**



**SUMMER EMPLOYMENT PROGRAM
FOR YOUTH**

2011

REQUEST FOR PROPOSALS

Proposals from interested public and non-profit agencies seeking funding from FIRST JOBS must be received and registered at the North Shore Workforce Investment Board, 70 Washington Street, Suite 314, Salem, MA 01970 by **10:00 A.M., Monday, April 25, 2011**. Proposals should be signed and sealed by the submitting party.

What is FIRSTJOBS?

The FIRSTJOBS initiative promotes summer employment for North Shore youth 14 to 21 through a two-pronged approach. First, local businesses are encouraged to hire youth directly within their companies. Second, local businesses, philanthropies and individuals are asked to contribute to a Fund at the Essex County Community Foundation so that youth can be hired by local public and non-profit agencies.

Agencies that are interested in hiring youth for summer work may receive funding for wages paid to the youth.

It is important to note that jobs developed/funded through FIRSTJOBS will be filled by the North Shore Career Centers. NSCC staff will screen, prepare registered participants for interviews and refer youth to appropriate jobs. If an agency is aware of youth seeking summer positions the agency should refer those youth to the North Shore Career Center for screening and to attend a job seminar. Youth with little or no job experience will have priority for job placement.

FIRSTJOBS Application Guidelines

WHO IS ELIGIBLE TO APPLY

Public agencies of local or state government and non-profit organizations interested in providing quality summer employment opportunities for North Shore youth are eligible to apply. Non-profit organizations must be recognized as tax exempt under section 501 (c) (3) of the Internal Revenue Code. Organizations with a pending application for 501 (c) (3) status, and new or informal groups with a qualified fiscal sponsor, are also considered.

In the case of an applying agency using a fiscal sponsor, the private non - profit agency serving as the fiscal agent must have been determined to be tax - exempt under section 501 (c) (3) of the Internal Revenue Code. Documentation of this determination should be attached to the proposal as well as a letter from the Executive Director/President of the sponsoring organization indicating their commitment to serve as fiscal sponsor.

ACCREDITATION and CERTIFICATION

Day camp programs applying for a grant should meet Department of Public Health licensing requirements. Residential camps should meet American Camping Association (ACA)

accreditation standards. Documentation of licensing or accreditation should be attached to the proposal.

GEOGRAPHY

F1RSTJOBS is intended for summer employment opportunities serving youth from the North Shore area. The North Shore area is defined as 19 cities and towns including:

Beverly
Danvers
Essex
Ipswich
Gloucester
Hamilton
Lynn
Lynnfield
Manchester By the Sea
Marblehead
Middleton
Nahant
Peabody
Rockport
Salem
Saugus
Swampscott
Topsfield
Wenham

NONSECTARIAN PROGRAMMING

F1RSTJOBS grant funding is limited to non-sectarian programs and positions. Programs or positions sponsored by religious organizations are eligible, provided enrollment is open to individuals of all religious and ethnic backgrounds and the program or position responsibilities is free of mandatory religious instruction, worship, or other sectarian activities.

ORGANIZATIONAL MANAGEMENT

The management staff overseeing the summer positions should have considerable supervisory and administrative experience, and there should be involvement of the sponsoring agency's Executive Director and Board of Directors in the planning and monitoring of the summer positions and any associated program(s). The agencies should be fiscally sound, with a balanced budget, and able to fulfill the commitments outlined in the grant proposal.

An orientation should be provided for all youth that should include organizational philosophy, the needs of the clients served, and the responsibilities of the position. Agencies need to be prepared to provide the special screening, supervision, and training sometimes required for youth employees.

FUNDING PRIORITIES AND OBJECTIVES

Grant funded positions are for youth, 14 to 21 years of age. (Note that positions can be for a designated segment of the above age range with an appropriate explanation.) These positions must pay the minimum wage for at least 20 hours per week for 4 to 8 weeks during the summer months.

Placements will be within organizations that have the capacity to provide a healthful environment for youth during the summer months. The following objectives established by the FIRSTJOBS Steering Committee describe the desired impact of funds.

OBJECTIVE #1:

To provide well-supervised first time employment opportunities for 14 to 21 year olds, paying minimum wage for at least 20 hours per week, for 4 to 8 weeks during the summer months.

OBJECTIVE #2:

To provide employment opportunities which encourage youth to learn leadership and other related qualifications that will prepare them for successful adult work life.

OBJECTIVE #3:

To allow youth to learn about careers and develop a sense of their future career development.

OBJECTIVE #4:

To gain maximum impact of philanthropic dollars for summer jobs.

What criteria are used to review proposals?

FIRSTJOBS will determine award amounts based upon funds available at the time. Applicants should base their requests on an honest assessment of their supervisory capability and organizational/program needs. The FIRSTJOBS Steering Committee looks for proposals that fall within the FIRSTJOBS Priorities and Objectives, and meet the needs of North Shore area youth.

When reviewing proposals, positions and organizations, we look for:

- A. Proposal completeness and clarity.
- B. Positions that meet a documented need are dedicated to the safety, education and enrichment of youth as well as the organization, are well planned and provide

appropriate supervision, and meet the F1RSTJOBS objectives outlined above.

- C. Organizations that have the capacity to support the proposed positions, exhibit the organizational management characteristics outlined above including a sound financial plan.

What is the process and timetable for submission and review?

Proposals must be received and registered at the North Shore Workforce Investment Board, 70 Washington Street, Suite 314, Salem, MA 01970 by **10:00 A.M., Monday, April 25, 2011.**

Proposals should be submitted in paper and electronic format. Two printed copies of the proposal including the cover sheet, narrative, proposal budget, job descriptions and required attachments should be in the signed and sealed packet sent to and registered by the NSWIB. Please do not staple or bind proposals.

Electronic submissions should include the cover page, narrative, job descriptions and proposal budget and can be sent on a disk, CD or as attachments to an email message, as Word, Excel or text documents. **Include in the names of these electronic files the name of your organization.** Email proposals to dmcDonald@northshorewib.com

Initial awards will be distributed in early May. Additional grants may be awarded in June.

Funding Requirements

Funding for F1RSTJOBS is received from several grant sources that may include specific eligibility components. **As part of the awards process we will be requesting that the majority of payments to non-profits be made on a cost reimbursement basis.** This process will require invoices be submitted to the North Shore Workforce Investment Board for payment.

What are the format and information requirements for proposals?

1. Project Specific

Any proposal requesting 5 or more youth

A F1RSTJOBS proposal consists of a cover sheet, a concise narrative (no more than 2 pages), the position(s)/program's budget, job descriptions and attachments. Use the following outline as a guide:

1. Cover Sheet – use form that follows, Addendum A
2. Narrative: Proposal Rationale, Organization Description, Position narrative * and if applicable to the position(s) a Program Description. – See additional

- explanation on page _____
3. Proposal Budget** - use form that follows, Addendum B
 4. Job Description(s) – use form that follows, Addendum C
 5. Attachments: 501c3 letter, license or accreditation, fiscal sponsor documents

* Position Narrative should include:

- a. How will youth be supervised
- b. What hours will the youth be working during the day
- c. What responsibility will the youth have during the day
- d. How will the organization deal with problems (will the youth be referred back to the Career Center?)
- e. How will the youth be evaluated at the end of his/her employment

2. Less than 3 youth

Cover sheet and complete job description for each position; and answer a) and d) from above.

**Proposal budgets should include wages paid to youth, assuming minimum wage payments for up to 20 hours per week for 4 to 8 weeks. Applicants should propose positions that they can fill if they only receive financial support for the wages paid to the youth.

Submitting Proposals

Proposals must be received and registered at the North Shore Workforce Investment Board, by **10:00 A.M., Monday, April 25, 2011.**

FIRSTJOBS

**North Shore Workforce Investment Board
70 Washington Street, Suite 314
Salem, MA 01970**

A Bidders Conference will be held **from 1pm – 3 pm on April 13, 2011** 70 Washington Street in the first floor Conference Room.

All approved worksites will be required to attend a program orientation where an award letter and grant requirements will be discussed. A representative(s) at the orientation should be familiar with the program and fiscal aspects of their proposal.

Questions: Call David McDonald at 978-741-3805 or email dmcdonald@northshorewib.com

Reporting Requirements

A Final Report, including a summary of how funds were spent, is due to the Essex County Community Foundation after the programs/positions have ended or by October 1, 2011. This final report must be received to be eligible to apply to the FIRSTJOBS Fund the next year.

The final report can be found at www.eccf.org
Go to grant guidelines/ FIRSTJOBS/ Final Report

FIRSTJOBS COVER SHEET – Addendum A

1. ORGANIZATION NAME

Include mailing address and the name and title of the chief executive officer.

2. CONTACT PERSON

Name and position if different from the CEO, telephone number, fax number and email address

3. TAX STATUS

Nonprofit 501(c) 3 – **Attach IRS determination letter**

Public agency

If neither, name of qualified fiscal sponsor. Attach their IRS determination letter and a letter confirming the fiscal sponsor arrangement.

4. ORGANIZATION SUMMARY (please limit to 1 paragraph)

Brief description of the Agency mission.

5. POSITION(S) SUMMARY (please limit to 1 paragraph)

Brief description of the position(s) for which support is requested

6. AMOUNT REQUESTED

7. POSITION SITE ADDRESS (ES)

8. COMMUNITIES SERVED

9. POSITION STARTING AND ENDING DATES, # WEEKS EMPLOYED

10. DAILY HOURS OF POSITION(S)

11. AGE RANGE OF YOUTH FOR POSITION(S)

Agency Representatives:

(Contact Person)
Date

(Agency Executive Director or
Fiscal Sponsor Executive Director)

Proposal Narrative

Each part below should be addressed in the detail necessary to provide reviewers with sufficient information to evaluate your proposal.

Proposal Rationale

Provide a brief overview of the circumstances for which you are seeking funding.

Organization Description

Provide a brief history of the organization and its accomplishments and if applicable an organizational chart and resumes of staff associated with the targeted program.

Position(s) Narrative

Describe in detail the how you will provide quality summer employment opportunities for North Shore youth. The description should address:

- a. How will the youth(s) be supervised?
- b. What hours will the youth be working during the day?
- c. What responsibility will the youth(s) have during the day?
- d. How will the organization deal with problems? (i.e. Will the youth be referred back to the Career Center?)
- e. How will the youth be evaluated at the end of his/her employment?

Program Description

Provide a brief description of the program the youth will be working in and its accomplishments as well as the resumes of staff associated with the targeted program. If the work is not project-based but involves providing general support to your organization, provide a brief description of what this would entail.

Budget Narrative

Provide a narrative for the costs proposed.

A. Salaries and Wages

Explain the justification for each staff position proposed. Number of hours per week and number of weeks proposed should correspond with the length of program operation. This will aid reviewers in determining the reasonableness of staffing costs of proposals.

B. Fringe Benefits – Fully explain each component of your fringe benefit package. If necessary, fully explain any unusual components:

C. Job Description – Complete Job Description form for each position available.

Completed Job Description Forms should **equal** the number of youth the agency/company intends to hire.

BUDGET – Addendum B

A. Salaries and Wages:

Provide a breakdown of your staff costs by completing the following:

Position/Title(s) for youth employees (complete a separate line for each position)	Hourly Rate	Total Hrs. Per Week	# Weeks Charged	Total Cost

Total Salaries _____

B. Fringe Benefits:

Payments other than salaries and wages for youth staff. All applying agencies should ensure that youth are covered by workers compensation and any other required benefits.

Fringe Benefit	% Benefit is of Salaries	Total Cost
FICA		

Total Benefits _____

**GRAND TOTAL
(A+B)**

\$ _____

JOB DESCRIPTION – Addendum C

Agency Name:		Agency Contact:	
Address:		Phone:	
		Email:	
		Fax:	
		Website:	
Agency Description:			
Minimum Age:			
Position Title:		Rate Per Hour:	
Position Location:		Start-End Date:	
Number of openings:		Hours Per Week:	
Job Description:			
Job Qualifications:			
Agency Referral Preferences: (Career Center staff will refer youth job applicants based on agency preference.) Please check contact preference.			
Call to set up Youth Job interview		<input type="checkbox"/>	
Email Youth Application		<input type="checkbox"/>	
Fax Youth Application		<input type="checkbox"/>	