

SOCIAL AND VOLUNTARY SERVICES COMMISSION FUNDING REQUEST

Legal Name of Agency: Community After School Program

Mailing Address: 1023 N. Flood Avenue, Norman, OK 73069

Application completed by: Terri Craig, Executive Director

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Amount of Funding Request: \$10,000

In what year was your Agency incorporated: 1974

Are you associated with a national organization: No

Number of volunteers: 185

How many hours do volunteers donate: 3,790

How much money do volunteers save the agency: \$91,680

Has your Agency applied for SVSC funds before: Yes

Year 2013-14 Amount \$10,000.00 Purpose Tutoring Program

Year 2012-13 Amount \$6,000.00 Purpose Tutoring Program

Year 2011-12 Amount \$5,700.00 Purpose Tutoring Program

Year 2010-11 Amount \$5,200.00 Purpose Tutoring Program

Year 2009-10 Amount \$6,369.88 Purpose Tutoring Program

Financial Information from the last fiscal year:

Percent of the budget which is spent on fund-raising:	<u>1.4%</u>
Percent of your budget spent on programs:	<u>91%</u>
Percent of your budget spent on administrative expenses:	<u>9%</u>

Percentage of Organizational funding:

Religious Organizations	<u>None</u>
Civic Clubs	<u>None</u>
Corporate Donors	<u><1%</u>
Endowment/Interest Income	<u><1%</u>
Fees for services/products	<u>92%</u>
Government Grants	<u>3.5%</u>
Government Contracts	<u><1%</u>
Individual Donors	<u><1%</u>
Private Foundations	<u><1%</u>
Special Events (based on net earnings)	<u><1%</u>
United Way	<u>2.8%</u>
Other	<u><1%</u>

Overall Mission of Agency

Please provide a one page narrative in 10 or 12 point type describing the mission of your agency. List the client population (income, age, geographic location – percentage of City of Norman residents) and describe all programs and services offered currently by your agency. Include any duplication of services in our area and the percentage increase or decrease projected in staff numbers over previous year.

Specific project for which funding is being requested

Please provide a one page narrative in 10 or 12 point type describing the project for which funds are requested including staff positions, salaries, equipment, office supplies and other expenses. Please address what similar services are available through other local agencies, why this program is unique, how many will benefit and why it would be appropriate for City of Norman funds to be used to support this program.

Financial Information

Please provide a description of internal financial evaluation procedures, control processes and performance review procedure including the percentage increase or decrease of total budget over previous fiscal year budget. Attach previous year budget summary and projected budget to include in kind contributions and budget assumptions. An independent audit (not an internal audit) is required for any organization that has assets, an annual budget or annual income of \$100,000 or more. For an organization below the \$100,000 level, if no audit is available, so state and provide a signed financial statement (signature of the Board Treasurer or the organizations' chief financial officer) for the most recent fiscal year.

Required Attachments to this application:

Narrative describing Overall Mission of Agency

Narrative describing Specific Project for which Funding is being requested

Financial Information as previously outlined

Budget summary and projected budget

Copy of most recent Audit

Copy of IRS tax exempt status letter or your application for tax exempt status

List of current board members including names and professions

List of current staff members and their position titles

Mission of Agency

The Community After School Program is a local, nonprofit organization. The purpose of CASP is to provide a safe, supervised after school environment for school age children enrolled in Norman Public Schools who might otherwise be left unsupervised while their parents are at school or work. Licensed by the Department of Human Services, CASP offers a wide variety of staff-lead and self-directed options for children in kindergarten through fifth grade. Our children enjoy a variety of activities including art projects, board games, outdoor play, creative play, reading and homework time as well as a nutritious snack.

During each school year, CASP serves approximately 800 children throughout its seventeen school-age programs. With an estimated school-age population of 7,750 children in Norman Public Schools, CASP serves approximately 11% of eligible students. Of the 660 children currently enrolled in our program, approximately 13% are receiving financial assistance through DHS and through our own scholarship and sliding scale tuition program. Each year approximately 25% of our children will receive assistance via our scholarship program and/or DHS childcare subsidies. CASP maintains low cost enrollment in an effort to provide affordable, quality childcare to children from all economic backgrounds.

In addition to our after school programs, CASP operates an all day summer program on site at its administrative office location. This additional space has allowed CASP to provide on-site staff training, vaccination clinics, special community events, and all-day childcare on some non-school days.

Our staffing needs fluctuate from year to year dependent on a number of factors including enrollment, staff schedules and children with special needs. Our site staffing for 2013-14 remains consistent with previous years. This year, CASP has addressed some of its programming needs by engaging three fulltime and four half-time AmeriCorps/Oklahoma Serves members as well as four Federal Work Study program staff and five Federal Work Study tutors.

There are various daycare centers including the YMCA, City of Norman and the First Baptist Church that offer after school care throughout the school year at their locations. However, CASP is the only “on-site” school age program that provides after school care to families at the school facility, free tutoring assistance at 17 locations, and a research-based health and nutrition program at nine programs. In addition, we are one of the few programs that accept payment through DHS and tribal organizations at some of our sites and gear our entire program around the needs of school-age children.

Community After School Program Funding Request 2014-15

Licensed by DHS, CASP provides quality after school care to families in the Norman community. Each site provides a variety of learning centers and activities and offers children the opportunity to create, learn, explore, play sports, read, do homework, and hang out with friends in a safe, relaxed environment.

For the past six years, your grant award has assisted CASP in providing a free, volunteer-based tutoring program at each of our elementary programs. During the 2013-14 school year, the CASP tutoring program, "CASP Be Smart Club", under the direction of three half time and one full time AmeriCorps/Oklahoma Serves members, was responsible for recruiting 65 tutors and homework helpers who volunteered at least one hour twice/week for one or two semesters. Last year's program assisted 161 children by providing 2,675 hours of 1: 1 tutoring and homework assistance time September through May. To our knowledge, CASP is the only nonprofit, school-age program that offers a free, on-site tutoring program in partnership with NPS to its children and families.

This year, due to new laws regarding background checks, CASP is placing a paid Be Smart Team Leader at each of our 17 program sites. These team leaders will undergo a fingerprint background check and supervise volunteer tutors as well as oversee a 30-minute homework club Monday – Thursday at their assigned program site. In addition, each team leader will provide 1: 1 tutoring to approximately 6-8 students and meet with Be Smart Coordinators weekly to go over tutoring session memo sheets, prepare lesson plans, and discuss issues or concerns. You will notice a 50k increase in our Be Smart Club budget. This is directly related to these new positions, six of which are being paid by the Federal Work Study program. However, the program will now serve an additional 500 children with homework help. This year, the CASP Be Smart Club has also been asked to provide volunteers to work with Wilson Elementary students participating in a new math program after school. Be Smart Volunteers will work in partnership with Wilson Elementary Teachers to provide mentoring and tutoring assistance to students each Tuesday and Thursday. The Be Smart Club continues to receive positive feedback and measured outcomes and CASP is once again requesting your assistance in the amount of \$10,000 to ensure the continued success and growth of the program.

One full time and three part-time AmeriCorps members coordinate the Be Smart Club and serve as liaisons between the program sites and the CASP administrative office. These personnel recruit and train volunteer tutors, match students with tutors, oversee homework clubs and coordinate all aspects of the tutoring program. CASP works closely with Norman Public Schools and parents to identify the children most "at risk" academically and provide the appropriate assistance based on each child's specific needs. CASP anticipates assisting approximately 150 to 175 students with 1: 1 tutoring during the 2014-15 school year (approximately 27% of all CASP students) as well as approximately 500 students (approximately 75% of all CASP students; parents must sign their child up for this program) with a volunteer-assisted, structured homework time four days/week.

Various campus groups frequently contact CASP to volunteer at its programs. CASP often partners with the OU Special Education Department, OU Math Education Department and OU Science Education Department to provide tutoring to children enrolled in our program. The CASP Be Smart Club Coordinators will coordinate their efforts allowing CASP to better utilize the talents these volunteers possess, thereby improving the overall quality of our programs. Last year's tutoring program was successful in assisting 161 children build stronger literacy and academic skills as well as develop a more positive outlook on their academic futures. Key to this success was the positive relationship each student formed with his or her caring, adult mentor: an important indicator of the potential success of a child.

It is CASP's goal that no family should be without affordable childcare. We know that unsupervised school age children are three times more likely to commit a crime or become victims of a violent crime by a non-family member. It is in the best interest of the children, families and our community to provide affordable, quality childcare thus allowing parents to meet their work responsibilities and children to remain safe and engaged after school. For these reasons, we believe it is appropriate for the community, and more specifically the City of Norman, to financially support the Community After School Program and its mission.

Tutoring Program Cost Projection (See attached program budget for detail)

<i>Total Projected Program Cost (w/ In-Kind)</i>	<i>\$194,819.00</i>
<i>Total Projected In-Kind Grants (Work Study/Volunteers/NPS)</i>	<i>(\$86,125.00)</i>
<i>Total Grants to Date (AmeriCorps/United Way)</i>	<i>(\$40,000.00)</i>
<i>Total Projected Cost to CASP</i>	<i>\$68,694.00</i>