

**GRANT APPLICATION COVER PAGE**

Name of Applicant Organization:     Villisca Community School District    

Address:   219 Central Avenue    

  Villisca, Iowa 50864    

Phone:   712-826-5982     Fax:   712-826-4133    

Contact Person:     Lori Waddell    

Board of Directors Chairperson of Applicant:   Marvin Smith    

Is your organization

     Private School     X     Public School

     Private Not for Profit      Government

     Private for Profit      Other                                     

Tax Exempt Status [e. 501 C (3)]:     501 C (3)    

Federal ID#:     42-6037899    

Name of Project:   Villisca Before and After School Program    

Target Population of Project:   Villisca Youth in Grades K-5    

Category      New Project     X     Existing Project

Total amount requested from Boost4Families \$   \$28,820    

In-Kind Contributions \$   \$ 2,525    

Other funding secured for this project \$   \$ 5,000    

TOTAL PROGRAM COST \$   \$36,345    

I certify that I am duly authorized to commit and assurances for the applicant, and therefore agree to comply with all the provisions of the Request for Proposal, and to the best of my knowledge, the information contained in this application is correct and complete.

\_\_\_\_\_  
Signature of authorized Officer/Director of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**BOOST4FAMILIES  
CASS/MILLS/MONTGOMERY  
Prevention, Early Intervention, and Family Well-Being Project  
FY10 Request for Application**

Proposal Check List

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**Applicant Name: Villisca Before and After School Program**

**PROGRAM NARRATIVE**

**DESCRIPTION OF ORGANIZATION**

Villisca Before and After School Program

THE VILLISCA COMMUNITY SCHOOL DISTRICT AND CONCERNED FAMILIES RESIDING IN THE DISTRICT IDENTIFIED A NEED FOR AN AFTER-SCHOOL/BEFORE-SCHOOL EARLY CHILDHOOD PROGRAM IN NOVEMBER 1999, FOR THE BENEFIT OF THE CHILDREN AND FAMILIES. THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM WAS ESTABLISHED AND IS NOW AVAILABLE TO ALL FAMILIES WHO HAVE CHILDREN KINDERGARTEN THROUGH FIFTH GRADE IN THE VILLISCA COMMUNITY SCHOOL DISTRICT. THE DISTRICT ENCOMPASSES THE CITY OF VILLISCA, THE CITY OF NODAWAY, THE CITY OF TENVILLE, AND THE RURAL COMMUNITY OF MORTON MILLS. THE SIZE OF THE DISTRICT IS 160 SQUARE MILES, WITH A POPULATION OF 1,341 (FOR VILLISCA) AND 1,240 (FOR SURROUNDING COMMUNITIES).

#### **AMOUNT REQUESTED**

THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM IS REQUESTING A GRANT AMOUNT OF \$28,820. THE PURPOSE OF THIS REQUEST IS TO HELP SUSTAIN THE PROGRAM AND BE ABLE TO CONTINUE TO PROVIDE A QUALITY EDUCATIONAL PROGRAM FOR THE CHILDREN OF THE VILLISCA COMMUNITY SCHOOL DISTRICT.

#### **PURPOSE OF REQUEST AND PROJECT DESCRIPTION**

PLANNED ACTIVITIES AND EDUCATIONAL PROGRAMS FOR THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM INCLUDE, BUT ARE NOT LIMITED TO, NUTRITION, HEALTH, FIRE SAFETY, CHILD ABUSE, SUBSTANCE ABUSE (TOBACCO, ALCOHOL AND ILLEGAL DRUGS), FIRST AID, SCOUTING, ASSET BUILDING, THE CHARACTER COUNTS PROGRAM IN PARTNERSHIP WITH THE INSTITUTE FOR CHARACTER DEVELOPMENT AT DRAKE UNIVERSITY, AND A MENTORING PROGRAM WHICH INCLUDES SERVICE LEARNING, INTERGENERATIONAL MENTORING, AND ACADEMIC ENCOURAGEMENT. A SCHEDULE OF EDUCATIONAL PROGRAMS AND ACTIVITIES IS DEVELOPED BY THE COORDINATOR AND SCHEDULED ON A WEEKLY BASIS. RESEARCH-BASED CURRICULUM IS UTILIZED WHEN PLANNING ACTIVITIES AND EDUCATIONAL PROGRAMS FOR THE FAMILIES AND CHILDREN.

IN ORDER TO PLAN AND PROVIDE ACTIVITIES AND EDUCATIONAL OPPORTUNITIES, THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM PARTNERS WITH REPRESENTATIVES FROM THE MINISTERIAL COMMUNITY, HEALTH, SCHOOL, CHAMBER OF COMMERCE, CITY GOVERNMENT, GOOD SAMARITAN NURSING HOME, GREEN VALLEY AREA EDUCATION AGENCY, AND MONTGOMERY COUNTY. DECATEGORY BRINGS VIABLE INFORMATION AND ASSISTANCE TO THE PROGRAM. A PARENTAL COMPONENT IS AN INTEGRAL PART OF THE PROGRAM. SURVEYS ARE ADMINISTERED TO PARENTS FOR THE DEVELOPMENT OF EDUCATIONAL ACTIVITIES FOR THE PROGRAM.

THE VILLISCA COMMUNITY SCHOOL DISTRICT DETERMINED THE NEED FOR EDUCATION OF FAMILIES IN BASIC LIFE SKILLS AND PREVENTION OF HIGH-RISK BEHAVIORS. EDUCATORS HAVE IDENTIFIED THAT FAMILY RELATIONSHIPS NEED SUPPORT PROGRAMMING IN COPING WITH A VARIETY OF DOMESTIC ISSUES. OUR LOCAL PRIMARY CARE PRACTICE HAS SEEN A DRAMATIC INCREASE IN INCIDENCE OF PERSONAL INJURIES AS A DIRECT RESULT OF VIOLENT AND/OR HIGH-RISK BEHAVIOR. WE ARE ALSO AWARE OF YOUNG CHILDREN WHO ARE ROUTINELY LEFT WITHOUT SUPERVISION WHILE PARENTS FULFILL WORK RESPONSIBILITIES (IOWA STATISTIC). THE INITIAL VILLISCA BEFORE AND AFTER SCHOOL PROGRAM CONFIRMED THIS BELIEF WITH A COMMUNITY SURVEY IN OCTOBER 1999. THE SURVEY WAS MAILED TO ALL FAMILIES RESIDING IN THE VILLISCA COMMUNITY SCHOOL DISTRICT VIA THE DISTRICT'S NEWSLETTER. OUT OF A TOTAL OF 119 FAMILIES IN THE DISTRICT WITH CHILDREN IN KINDERGARTEN THROUGH FOURTH GRADE, 90 FAMILIES (76%) WERE INTERVIEWED. FIFTY-SEVEN (57) FAMILIES STATED THEY WOULD UTILIZE AFTER SCHOOL CARE. THIRTY-ONE (31) FAMILIES EXPRESSED A NEED FOR BEFORE SCHOOL CARE. THIS INFORMATION WAS THE DRIVING FORCE BEHIND THE DEVELOPMENT OF THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM.

#### **TARGET POPULATION**

OUR PROGRAM SERVES VILLISCA YOUTH IN GRADES K-5 AT THE ENARSON ELEMENTARY BUILDING IN VILLISCA. THIS YEAR THE PROGRAM COMMENCED ON AUGUST 20, 2008, AND WILL

CONCLUDE ON THE LAST DAY OF THE 2008-2009 SCHOOL YEAR. OUR CURRENT ENROLLMENT IS 72 STUDENTS. WE SERVE FROM FIFTEEN TO TWENTY-FOUR STUDENTS BEFORE SCHOOL AND ANYWHERE FROM SIXTEEN TO THIRTY-TWO STUDENTS AFTER SCHOOL. MANY OF OUR STUDENTS (62.99%) ARE CONSIDERED "AT-RISK" OR "FREE AND REDUCED."

### **PROJECT OUTCOME AND IMPLEMENTATION STRATEGIES**

THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM WILL PROVIDE A SAFE, NURTURING ENVIRONMENT DURING THE HOURS OF 3:30-5:30 PM. THE PROGRAM WILL ALSO PROVIDE ENRICHING EDUCATIONAL EXPERIENCES DURING THIS TIME WHEN THESE CHILDREN MIGHT OTHERWISE BE UNSUPERVISED DURING PEAK HOURS OF EXPERIMENTATION AND VICTIMIZATION AS DEFINED BY NATIONAL STUDIES. THE PROGRAM WILL EDUCATE FAMILIES IN POSITIVE ASSET BUILDING AND INCREASE THE NUMBER OF A CHILD'S PERSONAL ASSETS. THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM WILL PROVIDE CHILDREN WITH ADDITIONAL ASSISTANCE AFTER REGULAR SCHOOL HOURS WITH ACADEMICS. THE PROGRAM HAS ALSO ADDED A REQUIRED READING TIME TO ASSIST CHILDREN AS THEY WORK TOWARDS INCREASING FLUENCY AND STRENGTHENING COMPREHENSION. THE AFTER SCHOOL PROGRAM HAS PARTNERED WITH KIDS AND KINSHIP, A COMMUNITY GROUP INVOLVED IN MENTORING YOUNG PEOPLE, TO PROVIDE ADULT ASSISTANCE FOR STUDENTS THAT NEED GUIDANCE OR JUST AN EXTRA PAIR OF EARS TO LISTEN TO THEM.

### **PROJECT FUNDING AND SUSTAINABILITY**

FUNDING IS REQUESTED TO CONTINUE THE PROGRAM AND THE COORDINATOR'S POSITION TO PROVIDE LEADERSHIP FOR THE PROGRAM. AS SITE COSTS AND ADMINISTRATIVE COSTS WILL BE PROVIDED IN-KIND BY THE VILLISCA COMMUNITY SCHOOL DISTRICT, MAXIMUM BENEFIT OF THE FUNDS WILL BE UTILIZED TO MAINTAIN AND EXPAND THE PROGRAM. THE BOARD OF EDUCATION BELIEVES THAT THE PROGRAM IS EXTREMELY BENEFICIAL FOR THE SCHOOL DISTRICT COMMUNITY AND WISHES FOR IT TO REMAIN A VIABLE PROGRAM.

IF THE BOOST4FAMILIES' FUNDING IS DECREASED, THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM WILL INCREASE FUNDRAISING EFFORTS AND RAISE THE MINIMAL RATES FROM \$1 FOR BEFORE SCHOOL CARE AND \$1 FOR AFTER SCHOOL CARE CURRENTLY BEING CHARGED. THE PROGRAM WILL CONTINUE TO PROVIDE CARE TO CHILDREN WHO QUALIFY FOR FREE AND REDUCED LUNCHES AT A DISCOUNTED RATE. A LIMITED NUMBER OF SCHOLARSHIPS WILL BE MADE AVAILABLE TO THOSE WHO CANNOT AFFORD TO PAY.

### **PROGRAM SUCCESS MEASUREMENT**

THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM WILL UTILIZE THE PERFORMANCE BASED ASSESSMENT METHOD OF EVALUATION IN OUR PROGRAM TO HELP STUDENTS APPLY THEIR SKILLS THROUGH PERFORMANCE TASKS. SERVICE LEARNING PROVIDES STUDENTS WITH THE ENVIRONMENT IN WHICH TO EXTEND THEIR KNOWLEDGE BASE THROUGH SHARING OF INFORMATION WITH OTHERS. KNOWLEDGE GAINED BY THE STUDENTS IS EVALUATED WITH A SET OF DEMONSTRATION CRITERIA IN A RUBRIC SYSTEM, BASED UPON PERFORMANCE STANDARDS. FOR OUR PERFORMANCE MEASUREMENTS FOR THIS YEAR (2008/2009), WE SET THE GOAL OF AT LEAST 90% OF PARENTS OR STUDENTS, DEPENDING UPON THE QUESTION, FEELING THAT THE PROGRAM USUALLY OR ALWAYS MET THEIR NEEDS IN THE FOLLOWING AREAS:

1. PARENTS & CHILD INDICATE CHILD FEELS LIKED & RESPECTED AT PROGRAM. (97%)
2. PARENTS & CHILD INDICATE CHILD IS LEARNING TO GET ALONG WITH OTHERS. (97%)
3. PARENTS INDICATE PROGRAM PROVIDES A SAFE ENVIRONMENT FOR THE CHILD. (100%)

WE UTILIZED FAMILY AND STUDENT QUESTIONNAIRES TO MEASURE THE OUTCOMES IN THESE AREAS. WE FEEL THESE AREAS ARE VITAL TO THE CHILD'S DEVELOPMENT AS A RESPONSIBLE, CARING CITIZEN OF OUR COMMUNITY. THE VILLISCA BEFORE AND AFTER SCHOOL PROGRAM WILL CONTINUE TO USE FAMILY/STUDENT QUESTIONNAIRES ALONG WITH CONTINUAL FEEDBACK FROM BOTH PARENTS AND STUDENTS TO EVALUATE THE PROGRAM'S SUCCESS.

**DETAILED BUDGET SAMPLE (Attachment C)**

Please follow the budget format below. Each category must include detail line items such as the examples in italics.

<b>DESCRIPTION OF EXPENSES</b>	<b>PROPOSAL REQUEST</b>	<b>OTHER FUNDING (IDENTIFY SOURCE) DONATIONS/FEES</b>	<b>OTHER FUNDING (IDENTIFY SOURCE) FUNDRAISING</b>	<b>IN-KIND MATCH VCSD</b>
<b>Salaries:</b> <i>List # FTE &amp; titles</i> Program Coordinator(FT) 1 Adult Associate (PT) 3 Student Associates (PT) <b>SUBTOTAL \$25,756</b>	  \$15,900 \$ 2,025  \$ 7,831			
<b>Benefits:</b> <i>FICA</i> <i>IPERS/Retirement</i> <i>Health</i> <i>Dental</i> <i>Other</i> <b>SUBTOTAL \$2,564</b>	\$ 2,274 \$ 290			
<b>Training/Travel:</b> <i>Registration fees</i> <i>Out of area travel</i> <i>In area travel</i> <b>SUBTOTAL</b>				
<b>Office Supplies:</b> <i>Postage</i> <i>Printing</i> <i>Supplies</i> <i>Snacks</i> <b>SUBTOTAL \$3,250</b>		\$ 2,000 (supplies)	\$ 1,000 (snacks)	\$ 250 (printing)

<b>Program Materials:</b> <i>Curriculum</i> <i>Participant materials</i> <b>SUBTOTAL \$2,000</b>			\$ 2,000 (curriculum)	
<b>Equipment:</b> <i>Purchase</i> <i>Rental</i> <i>Maintenance</i> <b>SUBTOTAL</b>				
<b>Purchased Services:</b> <i>Participant Transportation</i> <i>Facility rental</i> <b>SUBTOTAL \$500</b>	\$ 500			
<b>Subcontract Services:</b> <i>Subcontract with other agencies</i> Substitutes <b>SUBTOTAL \$250</b>				\$ 250
<b>Other:</b> <b>Room</b> <b>Rental/Utilities</b> <b>SUBTOTAL \$2025</b>				\$ 2025
<b>Indirect Cost (not to exceed 8%)</b>				
<b>TOTALS</b>	\$28,820	\$ 2,000	\$ 3,000	\$ 2525

### Budget Narrative

The Villisca Before and After School Program has already taken steps to help cover costs should the Boost4Families Grant be significantly reduced this upcoming year. They have held a fundraiser dinner, sold cookie dough and gifts, and also solicited donations throughout the school year. Students attending the program are now required to bring snacks, which has also helped defray costs. The Before and After School Program will be increasing the cost to attend the program beginning with the 2009-2010 school year. Currently the program charges \$1 before school and \$1 for attending after school. If students qualify for free or reduced lunches the fees are either waived or reduced from \$1 to 50 cents. The Villisca Before and After School Program is considering a charge of \$2 before school and \$3 after school. Scholarships will be available for students who qualify through income guidelines. The Villisca Before and After School Program will gratefully accept any amount that Boost4Families offers in support and do what is humanly possible to keep the program alive and thriving. There is strong community support for the Villisca Before and After School Program and something that our children and families greatly depend on and benefit from.