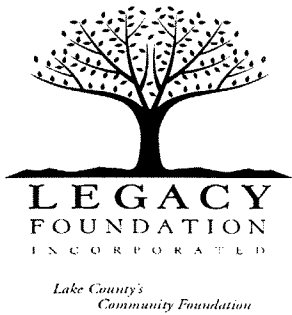


# College Readiness Fund Grant Request

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[www.legacyfoundationlakeco.org](http://www.legacyfoundationlakeco.org)

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## COLLEGE READINESS FUND GRANT APPLICATION PACKET

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**College Readiness Fund:** In 2008, Legacy Foundation established the College Readiness Fund, with a grant from *Lumina Foundation for Education*, to improve high school graduation rates and increase the number of students that attend and succeed in college. Lumina Foundation for Education is an Indianapolis-based, private foundation dedicated to expanding access in education beyond high school. The purpose of the fund is to support Lake County organizations that help students gain academic skills needed to prepare for college and navigate the college application process. The College Readiness Fund is particularly interested in serving Lake County students from; Hammond, Lake Station, Gary and East Chicago who are low-income or are the first in their family to attend college.

The mission of Legacy Foundation is to encourage philanthropy, support good works and inspire leadership in Lake County. The mission is achieved by building a community endowment, addressing needs through grant making, and by providing leadership on key community issues. Legacy Foundation will strategically make high impact grants in the areas of college readiness and college access.

**The definition of College Readiness and College Access:**

College readiness is defined as services that help students gain academic skills needed to prepare for college. College access is defined as services that assist students and/or their families with the college application and entry process.

**The type of programs the College Readiness Fund will consider:**

The College Readiness Fund will consider organizations that can clearly demonstrate that college readiness or college access is a priority. These programs include, but are not limited to, tutoring, mentoring, academic enrichment programs, college preparation assistance, before and after school care, college tours and visits, and academic or financial aid counseling. The proposed college preparatory program must serve youth who are Lake County residents, even though the services provided may take place outside of Lake County. Organizations that receive a grant award will be required to employ TraxSolutions™, a web based data collection and data sharing system.

**(See Appendix B)**

**Program Support:**

Program support grants will be provided to organizations that do not have the primary mission of providing college readiness and college access services but do offer programs and activities that facilitate or help youth prepare for or access college. Example activities include tutoring, test preparation, financial aid counseling, and college visits. Appropriate levels of operating expenses are permitted in the budget. The general range for a program support grant is \$5,000-\$25,000 including TraxSolutions™ expenses.

**Funding Limitations:** In general, Legacy Foundation does not support:

- Endowment campaigns; annual campaigns; fundraising events (including, but not limited to, the purchase of tables at dinners, ads in program booklets and raffle tickets)
- Sponsorship of sports teams
- Previously incurred debt or retroactive funding for current projects
- Other grant making organizations
- Individuals (except designated scholarship funds) & independent scholarly research projects
- Religious or sectarian programs, political parties or campaigns

**A grant from the College Readiness Fund can be used to support the following:**

- College readiness or college access staff
- Professional development and training related to college readiness and college access
- Program materials and software
- Test application fees and related expenses (if applicable)
- Travel for college visits and related expenses
- Program participation incentives
- Marketing and outreach efforts for college readiness or college access programs

**Grant Narrative Guidelines:** The narrative must be typed using a 12-point font and double-spaced. Respond to the questions in the order listed. Number the first section of each response to correspond to the section numbers below. Refer to the Glossary of Terms for clarification of guidelines. The narrative must not exceed five pages, including Attachments A & B. Narratives exceeding the five-page limit will be returned without review.

[1] What need have you identified that diminishes the quality of college readiness in the community? Use statistics to validate the need. Describe the target population to be served.

[2] Describe how your project will incorporate the KnowHow2GO (**Appendix A**) aspects of programming. Please use the **Attachment A** format to identify the section number and item letter of the aspects of programming you will utilize.

[3] Describe how this project will operate. Please use **Attachment B** format to describe the timeline for the proposed project. Describe the role of collaboration partners, if applicable. (Include appropriate MOU if working with collaborators.)

[4] Describe how your program will help students identify post secondary educational opportunities.

[5] In addition to using the TraxSolutions™ tools, how will you define and measure programmatic success? (**Appendix B**)

[6] Organization Overview: Concise description of the applicant organization, including history, mission, and current programs. Summarize the qualifications of the key staff. Describe the role of volunteers.

## **Glossary of Terms**

**Capacity Building:** Increasing organizational effectiveness through staff training and development, board training and development, technology upgrades or technical assistance/consultants.

**Challenge Grant:** The amount of the grant must be matched with new money to receive funding.

**General Operating Support:** Funds to support the ongoing services of an organization including, but not limited to, salary, supplies, mileage and administrative overhead costs.

**Memorandum of Understanding:** A signed agreement (MOU) detailing the roles and responsibilities of partners participating in a collaboration project.

**Operating Budget:** Indicates revenues and expenses for the operations of the organization.

**Outcome:** The intended benefits for the program participants that include: new knowledge, increased skills, changed attitudes or behavior, or improved quality of life.

**Outputs:** The intended number of participants, number of sessions, and amount of materials distributed.

**Program:** An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

**Project:** A planned set of services designed to achieve specific outcomes that begin and end within the grant period.

**Project Budget:** Indicates the revenues and expenses for a particular program/project for which funding is being requested.

**Project Budget Narrative:** A detailed explanation of the line items included in the budget in narrative format.

**www.guidestar.org:** GuideStar's mission is to revolutionize philanthropy and nonprofit practice by providing information that advances transparency, enables users to make better decisions, and encourages charitable giving. Any nonprofit in GuideStar's database can update its report with information about its mission, programs, leaders, goals, accomplishments, and needs—free. If a nonprofit has 501(c)(3) status in good standing, it will be in GuideStar's database.

### **Additional Pre-Grant/Post-Grant Information**

- You may submit a draft of your proposal for review by Legacy Foundation staff. This does not guarantee funding of your proposal.
- Lobbying of Board of Directors or Grant Committee members for support of grant proposals undermines the Foundation's commitment to ethical standards of operation and is prohibited.
- The Foundation may require changes in a proposed project before it can be approved for funding.
- If approved, the grantee will be sent an acceptance letter along with two copies of a Terms of Grant Agreement, specifying the purpose and terms of the grant. Upon receipt of the signed Grant Agreement, funds will be disbursed by the Foundation.
- Grant Reports must be submitted by the grantee to the Foundation by the dates specified in the Grant Agreement. Legacy Foundation will provide a Grant Report Form. Non-compliance with report deadline requirements may jeopardize future grant consideration.
- The applicant or representatives of a grantee organization must mention Legacy Foundation as a funding agency in any interview, press release, or formal communication regarding the funded project.

**Review Process:** Grant applications are reviewed by Legacy Foundation's professional staff and Grant Committee. Site Visits may be scheduled as a component of the Foundation's due diligence process. Recommendations for funding are presented by the Grant Committee to the Board of Directors for approval. Typically a decision will be made within 60 days from the deadline dates for submission of proposals.

All grant applicants will be notified in writing with respect to the final funding decisions of Legacy Foundation. This correspondence will provide a Terms of Grant Agreement for those grants that have been approved. Legacy Foundation will periodically review each grant and will require a final evaluation report from each grantee. It is the policy of Legacy Foundation to operate without discrimination as to age, race, religion, sex or national origin in the overall administration of the Foundation and in the consideration of grant proposals.

# The College Readiness Fund Grant Request

## Process Timeline

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December 2010	Grant Guidelines & Application posted on <a href="http://www.legacyfoundationlakeco.org">www.legacyfoundationlakeco.org</a>
March 23, 2011	College Readiness Fund Grant Information Meeting
April 22, 2011	<b>All Proposals (new &amp; renewal) are due to Legacy Foundation by 5pm.</b>
Mid-May	Advisory Committee conducts proposal review
June 3, 2011	Award notification
June 21, 2011	2011 CRF Grant Recipients will receive their checks at the South Shore Connections Community Learning session
July/August 2011	Site visits begin
December 2, 2011	2011 Interim grant report is due for all grantees

**The deadline for submitting grant applications (new & renewal) is 5:00 PM on April 22, 2011.** Legacy Foundation will confirm receipt of all proposals. To facilitate the application process, the foundation requests that applicant organizations schedule a consultation with the Community Initiative Officer prior to submitting a proposal.

**Proposal Checklist:** Review the following checklist prior to submitting your application. **If any of this information is not available, please indicate the reason. Incomplete proposals will not be considered for review.**

- Grant Request Cover Pages, with printed names and signatures (refer to pages 5 & 6 of this document).
- Grant Narrative, typed using a 12 point font and double-spaced, not to exceed five pages, including Attachments A & B.
- Project Budget and Budget Narrative. Refer to Sample Project Budget.
- A list of the Board of Directors and Officers including professional affiliations and individual addresses.
- Copies of Memorandum of Understanding (MOU) if the application is for a collaboration project.
- One or two page summary of the organization's current fiscal year operating budget.
- Copy of the most current fiscal year financial statements of the organization (Balance Sheet and Profit and Loss Statement) as well as financial audit or review, if available.
- Evidence of Board approval of this application.
- Copy of IRS Determination Letter designating federal tax exempt status.
- Organization's profile on GuideStar ([www.guidestar.org](http://www.guidestar.org)) is up to date.

**All proposals should be secured with a binder clip.** Please do not place in folders, 3-ring binders, staple, or spiral bind. Submit ONE copy of the proposal. Do not submit additional materials.

Mail proposal to:  
Legacy Foundation, Inc.  
1000 E. 80th Place, South Tower 302  
Merrillville, IN 46410



**Legacy Foundation, Inc.**  
**College Readiness Fund Grant Request**  
 (Cover Page One)

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (city) (zip)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Projected Number of Clients to Receive Services: \_\_\_\_\_

What is the ratio of cost per client served to the amount requested? \_\_\_\_\_

What percentage of your board members made a financial contribution in the last fiscal year? \_\_\_\_\_

What is the total amount contributed by your board in the last fiscal year? \_\_\_\_\_

How many board members participated in governance training this past year? \_\_\_\_\_

Organization's profile on GuidesStar ([www.guidestar.org](http://www.guidestar.org)) was updated on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Project Start Date: \_\_\_\_\_ Expected Project Completion Date: \_\_\_\_\_

Please give a brief [two sentence] summary of your request:

\_\_\_\_\_  
 Signature of Executive Director

\_\_\_\_\_  
 Signature of Chairperson, Governing Entity

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Printed Name

**Legacy Foundation, Inc.**  
**College Readiness Fund Grant Request**  
 (Cover Page Two)

To the best of your ability, please provide the following program and demographic information:

<b>Whom will your program serve?</b>	<b>What is your total number of youth served annually?</b>
<input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-10 <input type="checkbox"/> Grades 11-12 <input type="checkbox"/> Parents	<input type="checkbox"/> Grades 6-8 _____ <input type="checkbox"/> Grades 9-10 _____ <input type="checkbox"/> Grades 11-12 _____
<b>What is your total number of parents served annually, that reside in?</b>	<b>What is the percentage of youth served that reside in?</b>
Gary _____ East Chicago _____ Hammond _____ Lake Station _____	Gary _____ East Chicago _____ Hammond _____ Lake Station _____
<b>What is the percent of youth that receive free or reduced lunch?</b>	<b>What is the percentage of youth that would be the first generation to attend college?</b>
<input type="checkbox"/> Grades 6-8 _____ <input type="checkbox"/> Grades 9-10 _____ <input type="checkbox"/> Grades 11-12 _____	<input type="checkbox"/> 0 -25% <input type="checkbox"/> 25% - 50% <input type="checkbox"/> 50% - 75% <input type="checkbox"/> 75% - 100%
<b>What type of college readiness or college access program will be implemented?</b>	<b>Gender of the individuals you will primarily serve:</b>
<input type="checkbox"/> Tutoring <input type="checkbox"/> Mentoring <input type="checkbox"/> PSAT/SAT Prep <input type="checkbox"/> Financial Aid Counseling <input type="checkbox"/> College tour/visits <input type="checkbox"/> Other/s: _____ (please explain)	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-specific, both genders
<b>What target population will your program serve?</b>	
<input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic	<input type="checkbox"/> Native American <input type="checkbox"/> Caucasian <input type="checkbox"/> Non-specific, all target populations
<b>In what city will your college readiness/access program take place? (These are the communities to be served by the College Readiness Fund)</b>	<b>Which service will you provide?</b>
<input type="checkbox"/> Hammond <input type="checkbox"/> Gary <input type="checkbox"/> East Chicago <input type="checkbox"/> Lake Station <input type="checkbox"/> Merrillville	<input type="checkbox"/> College Readiness <input type="checkbox"/> College Access <input type="checkbox"/> Both



**Legacy Foundation, Inc.**  
**College Readiness Fund Grant Request**  
(Budget Sheet)

Please describe, in as much detail as possible, the budget for your project or program. Please provide a narrative explanation for each line item included.

**REVENUE**

Source

Indicate date revenue has  
been received, date revenue  
is pending or source of in-  
kind donation

Amount

---

TOTAL

\_\_\_\_\_

**EXPENSES**

Description of Expenses

Amount

---

**TOTAL**

\_\_\_\_\_



Legacy Foundation, Inc.  
College Readiness Fund Grant Request  
(Sample Project Budget)

This is a sample budget for a project for start-up costs to develop and implement a nationally recognized after-school program for at-risk girls at the Kids Are Great Club. You may use this sample as a guide in preparing your own Project Budget. You do not need to submit this page with your completed proposal. Please note that total revenues must equal total expenses.

**REVENUE**

Source	Indicate date revenue has been received, date revenue is pending or source of in-kind donation	Amount
Contributions from individuals	Pending June, 2011	\$8,000.00
Sunshine Lollipop Corporation	Received March, 2010	\$1,000.00
XYZ Foundation	Received April, 2010	\$2,000.00
Kids Are Great	In-kind/Pine School	\$1,500.00
Legacy Foundation	Pending May, 2011	\$2,500.00
<b>TOTAL</b>		<b>\$15,000.00</b>

**EXPENSES**

Description of Expenses	Amount
<b>Meeting room</b> In-kind donation; includes security & cleaning fees. \$50/week for 30 weeks	<b>\$1,500.00</b>
<b>Staff development and training for 40 volunteers &amp; 10 staff members</b> Workshop facilitators for 5 sessions @ \$800 per session [\$4,000] Program Workbooks @ \$15 for 50 people [\$750] Food at \$5.00 per person for 50 people for 5 sessions [\$1,250]	<b>\$6,000.00</b>
<b>Purchase of tables and chairs for meeting room</b> Three bids were obtained from local vendors. Ten tables @ \$100 & 100 chairs @ \$15	<b>\$2,500.00</b>
<b>Program materials/curriculum</b> 100 program notebooks @ \$10.00 [\$1,000] Snacks @ \$ .50 for 100 participants x 30 weeks [\$1,500] Art supplies & field trips [\$500]	<b>\$3,000.00</b>
<b>Marketing expenses to advertise program</b> Four bids were obtained to print 10,000 brochures and 500 flyers	<b>\$1,000.00</b>
<b>Fee for national accreditation</b> Annual fee to the Kids Are Great Foundation. Includes membership dues & program updates.	<b>\$1,000.00</b>
<b>TOTAL</b>	<b>\$15,000.00</b>

# College Readiness Fund Grant Request

## Sample Memorandum of Understanding

**[Insert Name of Applicant Organization]**  
and the  
**[Insert Name of Collaboration Partner]**

This memorandum of understanding is between **[Insert Name of Organization]** and the **[Insert Name of Organization]**, for the purpose of **[Insert purpose of collaboration]**.

### Areas of Collaboration

The **[Insert Name of Organization]** and the **[Insert Name of Organization]** will partner to: **[Insert list of agreed strategies and define roles and responsibilities. If collaboration is for the purpose of securing a grant, the entity responsible for receipt and disbursement of grant funds must be designated as such.]**

In support of the efforts of **[Insert Name of Organization]** and **[Insert Name of Organization]**, both programs will:

- Facilitate the ongoing and productive relationship between the above entities.
- Assist with basic information exchange that serve to clarify goals, requirements, and procedures of the programs, thereby reducing and eliminating misunderstandings, in order to facilitate maximum collaboration.
- Communicate regularly with key representatives of the two entities to maximize coordination and minimize duplication of activities and functions.

### Review and/or Termination of Agreement

- This agreement may not be terminated during the period covered by the Legacy Foundation Terms of Grant Agreement.
- Representatives selected by each of the programs will annually review this agreement.
- This Memorandum of Understanding shall be effective once authorized signatures are obtained from official representatives of both parties and shall remain in effect until **[Insert Date]**

---

Printed Name, Title, Name of Organization

---

Signature

Date

Date adopted by the Board of Directors

---

Printed Name, Title, Name of Organization

---

Signature

Date

Date adopted by the Board of Directors

# College Readiness Fund Grant Request

## Appendix A

### Background and Introduction

### "KnowHow2GO"

The KnowHow2GO initiative was launched in January 2007 by Lumina Foundation for Education, The Advertising Council, and the American Council on Education (ACE). The KnowHow2GO (KH2GO) initiative is a program of unified public service announcement (PSA) with the purpose of raising awareness among low - income and first - generation students in middle and high school about the process of preparing for college and taking the steps necessary for college admission.

Designed as a multimedia campaign that features television and radio PSA's, outdoor and print media advertising, and an interactive website ([www.KnowHow2GO.org](http://www.KnowHow2GO.org)) to deliver information to students, parents, adults, and service organizations about the importance of preparing for college.

**KnowHow2GO has two central campaign goals:** to raise awareness about the steps required for admission to college and to motivate low-income, first generation students to turn their dreams of going to college into a reality. **KnowHow2GO promotes four concrete aspects of college preparation that have been summarized in four easy to remember slogans:**

1. **Be a pain** – (aspiration and support; be persistent in a positive manner and find help preparing for college);
2. **Push yourself** - (academic preparation; take rigorous classes to prepare for college);
3. **Find the right fit** – (accessibility; understand the possibilities and responsibilities of balancing personal and career interests and a college education);
4. **Put your hands on some cash** - (affordability; apply for financial aid and plan for college expenses).

In addition to the public information media component, the KnowHow2GO initiative also features a ground campaign of a network of partners that provide direct support to students to complement the media campaign. Lumina Foundation for Education supports the KnowHow2GO ground campaign through direct service grants that help service providers assist students with the college preparatory process.

# Appendix A

## College Readiness Fund Grant Request

### Aspects of Programming

#### "KnowHow2GO"

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#### I. Be a Pain! – Find a Caring Adult

Organizations implementing a KnowHow2GO campaign and activities should provide and/or broker services and awareness sessions about the importance of college aspirations and the need for identifying supportive adults.

- a. Organization has strategies for recruiting and sustaining advisors and/or mentors to guide students in understanding and preparing for postsecondary options.
- b. Organization sustains an adequate number of advisors and/or mentors to guide students in understanding and preparing for postsecondary options to all interested students.
- c. Organization has a process in place to ensure that volunteers, advisors, and/or mentors are trained in supporting students' postsecondary aspirations and knowledgeable about options, requirements, and application processes; the KnowHow2GO areas; and financial assistance.
- d. Organization supports mentors/advisors in developing strong, long-term mentoring relationships with students.
- e. Organization administers and/or brokers community workshops on topics outlined in the National College Access Network (NCAN) Advisory Services Guidebook on college access and success-related topics.
- f. Organization provides and/or brokers college access activities to students in grades PK-9 to motivate students to aspire to college, make them aware of where to find supportive adults, and give them information on academic preparation such as taking the 'tough classes' in high school.
- g. Organization brokers or offers college access advising services to parents and guardians.

---

#### II. Push Yourself

Organizations implementing a KnowHow2GO campaign and activities should advocate for awareness programs and policies that ensure that students are academically prepared to attend college upon high school graduation.

- a. Organization provides/brokers programming to help students understand the need for college-ready high school curricula.
- b. Organization sponsors or partners to sponsor programs to ensure widespread community (e.g., parents and students) awareness of academic pathways to college and KnowHow2GO resources.
- c. Organization brokers or offers mentoring around 'motivational' activities that steer students on the path to higher education.
- d. Organization brokers or sponsors awareness sessions, preparation courses, and financial support for college admissions tests.
- e. Organization engages in advocacy and promotional activities to foster awareness of and appreciation for the need for college-ready high school curricula among diverse stakeholders, including policy makers, school personnel, community partners, the public sector, and others.

# Appendix A

## College Readiness Fund Grant Request

### Aspects of Programming

#### "KnowHow2GO"

---

### III. Find the Right Fit

Organizations engaged in KnowHow2GO campaigns and activities should offer or broker student services related to awareness of career and postsecondary options.

- a. Organization ensures students have access to career awareness systems (e.g., Career Information System), promotes student use of these systems, and ensures students are provided guidance in understanding the preparation and postsecondary choice ramifications of career choices/aptitudes.
- b. Organization offers or brokers student activities to ensure awareness of differences among postsecondary options (e.g., community colleges, public universities, private universities, accredited online degree programs).
- c. Organization makes resources, online career information systems, course planners, and college applications, readily accessible to target student populations.
- d. Organization provides or brokers programming such as summer scholars programs/academic enrichment camps to help students find the right academic fit for their aptitudes, interests, and goals.
- e. Organization offers or collaborates with another organization to offer meaningful college visits.

---

### IV. Get Your Hands on Some Cash

Organizations engaging in KnowHow2Go campaign/activities should provide or broker services and awareness sessions to students and families related the cost of college attendance, financial aid resources, and financial literacy.

- a. Organization has a system for ensuring its target audiences have access to continually updated lists of financial aid resources (such as information on College Goal Sunday).
- b. Organization offers or brokers services to students, parents, and community members on financial literacy in relation to postsecondary attendance and completion.
- c. Organization either is providing scholarship dollars **or** is collaborating with another scholarship program to ensure participants have access to need-based financial assistance and state aid programs.
- d. Organization directs students to grants and scholarships that are renewable for multiple years of study.
- e. Organization builds relationships with higher education institutions, advocating on behalf of students so that all grants and scholarships are cumulatively added to student accounts, thereby lessening the chances that some aid dollars will replace others.

# College Readiness Fund Grant Request

## Appendix B

nFocus Software™ TraxSolutions™

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**Organizations that receive a grant award will be required to employ TraxSolutions™, a web based data collection and data sharing system.**

### **About nFocus Software™**

nFocus Software™ develops innovative technologies and intelligent business solutions for the public sector. They are the leading provider of applications and technologies that community based organizations, public schools and government agencies rely on to make their organizations more effective.

### **About TraxSolutions™**

TraxSolutions™ is a COTS (commercial-off-the-shelf), web-based tracking solution that combines the use of ID cards and scanning technology. TraxSolutions™ provides integrated surveys and reporting in addition to a robust collection of tools that assist in tracking, managing, evaluating, and analyzing the impact of programs and services.

The TraxSolutions Outcome Measurement Toolkit™ (OMT) gives school districts, and out-of-school-time (OST) partners a simple, intuitive tool for organizing, tracking, and reporting outcomes that can keep your community ahead of what funders and government officials require – access to critical, real-time metrics that prove your funding efforts are working.

### **It provides:**

- logic models to capture the inputs, activities, outputs, and outcomes
- a means of data collaboration between schools, OST service providers, funders, and community leaders
- centralized, community-wide youth data providing on-demand usage and outcome trends
- shared data for longitudinal, qualitative, and quantitative analysis
- automated or ad hoc reports and charts
- flexible management of organizational and individual outcome data
- identification and consistent measurement of program target audiences and activities

## College Readiness Fund Grant Request Aspects of Programming "KnowHow2GO" (Attachment A)

In order for students to receive proper counseling and information about preparing for college, the KnowHow2GO initiative developed the aspects of programming that assists qualified providers to guide and counsel students.

**Attachment:** Please attach a chart that aligns your program with the KnowHow2Go aspects of programming. It is not required for the organization to implement all four KnowHow2GO steps. *(Please see pages 12-14)*

**Example: (Attachment A)**

KnowHow2GO Steps Implemented in programming.	Aspects of programming included in proposed project
I. Be a Pain – Mentoring	(c) Our Organization has 20 mentors that will go through the Center for Mentors training. (g) Our Organization holds parental engagement workshops for parents every first Monday of the month.
II. Push Yourself	
III. Find the Right Fit	
IV. Get Your Hands on Some Cash	

## College Readiness Fund Grant Request Project Timeline (*Attachment B*)

Please provide a program timeline for your College Readiness Fund Grant request. Use the following format as illustrated in the example below.

Project Phase	Activity	Time Frame
Issued CRF Grant	2011 CRF Grant Recipients meeting. Grants will be issued at this meeting.	June 21, 2011
South Shore Connection Learning Community Meeting	All member organizations of South Shore Connection convene to share lessons learned.	July 26, 2011
TraxSolutions™ Implementation	nFocus Software™ tech-support representative will install TraxSolutions™ at College Readiness Fund sites.	Week of: July 25, 2011
Program Implementation Period	<ul style="list-style-type: none"> <li>• Identify Staff</li> <li>• Recruit Students</li> <li>• Program Orientation</li> <li>• Upload Students into TraxSolutions™</li> <li>• Conduct student surveys in TraxSolutions™</li> <li>• Summer Programs begin (<i>if applicable</i>)</li> <li>• Etc...</li> </ul>	Identify goal dates for each aspect of implementation
Legacy Foundation Site Visits	Legacy Foundation's Community Initiative Officer, will visit the grantees during program activities.	September 2011
South Shore Connection Learning Community Meeting	All member organizations of South Shore Connection convene to share lessons learned.	November 29, 2011
Interim Report	2010 Interim grant report is due for all grantees	December 2, 2011
Center for Mentors 3 <sup>rd</sup> Annual Mentoring Summit	January is National Mentoring Month. The 3 <sup>rd</sup> Annual Mentoring Summit will be held. More details will follow.	January, 2012
Program Schedule	Indicate how often your program will meet: per week/per month. <ul style="list-style-type: none"> <li>• Trainings</li> <li>• Workshops</li> <li>• College Tours and Visits</li> <li>• Etc...</li> </ul>	July 2011 – June 2012