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Children’s Defense Fund Freedom Schools® Program

# sponsor applicatioN SUmmer 2016

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***I Can Make A Difference!***

Self ● Family ● Community ● Country ● World

With Hope, Education and Action

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| **SECTION I:** | **Sponsor Information** |
| **SECTION II:** | **Organizational History** |
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| **SECTION VI:** | **Application Fee** |
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**Please Submit the Following Items with Your Completed Application**

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|  | $100 application fee |
|  | Proof of current liability insurance coverage |
|  | Proof that the site where your organization will house its summer program has met all applicable state and/or local health and safety standards and regulations (i.e. health department certificate, occupancy certificate, etc.) |
|  | Proof of your organization’s *current* state license to serve children (as applicable by state) |
|  | Photographs of *each* classroom *and* the common meeting/eating areas. Please provide a description for each photograph (i.e. “classroom 1”, “classroom 2”, etc.) |

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| Please submit your completed application packet (with supporting materials)  by fax, email, or mail **postmarked no later than Friday, November 20, 2015** to    **Children’s Defense Fund**  **National Freedom Schools Team**  Attn: **Allison Merfeld**  **Senior Research and Program Operations Manager**  **25 E Street NW, Washington, DC 20001**  Email: [**amerfeld@childrensdefense.org**](mailto:amerfeld@childrensdefense.org)  Phone: **(202) 662-3589**  Fax: **(202) 662-3560** |

**Instructions:** Complete all sections of the CDF Freedom Schools® summer program application. Incomplete applications will not be accepted.To complete this form you may type directly into the Word document or print out the form and write in black ink. To type into the document, click your mouse at the beginning of the line you wish to fill out and begin typing. Please attach additional sheets where necessary.

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| **I. SPONSOR INFORMATION** |

1. Has your organization ever served as a sponsor for a *CDF Freedom Schools* **summer** program?  Yes  No

If yes, how many years has this organization sponsored a *CDF Freedom Schools* **summer** site(s)?

1. Has your organization ever served as a sponsor for a *CDF Freedom Schools* **after school** program?  Yes  No

If yes, how many years has this organization sponsored a *CDF Freedom Schools* **after school** site(s)?

Please see page 2 of the **Program Operating Principles** document for a description of the sponsor organization and its duties.

Name of Sponsor Organization:

**Please check the box that best describes your organization type (check one):**

Faith-Based Organization  Charter School

Community-Based Organization  City/State/Other Municipality

School District  Institution of Higher Learning

Other

**Executive Director of the Organization:**

Mailing Address:

City: State: Zip:

Office Phone: Mobile Phone:

Email:

**The Executive Director of the *CDF Freedom Schools* program** will be responsible for overseeing the general *CDF Freedom Schools* site operations. All **new** executive directors will be required to attend our February Orientation and Training taking place February 10 – 12, 2016 at CDF Haley Farm in Clinton, TN. Sponsor organizations will be responsible for all travel and lodging expenses for this training. CDF covers costs for all ground transportation, meals, facilities, trainers and training materials.

Please check here if the executive director for the summer program is the same person as the executive director of the sponsor organization. **If you checked this box, skip to the primary contact person section below.**

**Executive Director of the *CDF Freedom Schools* Program:**

Mailing Address:

City: State: Zip:

Office Phone: Mobile Phone:

Email:

**The primary contact for the *CDF Freedom Schools* program** is the first point of contact for all *CDF Freedom Schools* information. All materials will be emailed and sent to the person listed below.

**Primary Contact:**

Mailing Address:

City: State: Zip:

Office Phone: Mobile Phone:

Email:

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| **II. ORGANIZATIONAL HISTORY** |

1. In the box below or on an additional sheet of paper, please provide a brief description of your organization, including length of operation and history of working with or on behalf of children in your community. Please provide information about your board of directors or organizational governance. Please attach any relevant brochures or additional information, etc. **(New Sponsors Only)**

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1. Please list any organizations that you will partner with to operate your *CDF Freedom Schools* program.

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| **Name of Organization** | **Type of Organization**  (i.e. faith-based organization, charter school, community-based organization, school district, institution of higher learning, city/state/other municipality.) | **Nature of Partnership**  (e.g. will provide location for FS site, will provide children for program, will provide supplies, will provide refreshments, will provide equipment for afternoon activities…) |
| ***Example:*** University of DC | Institution of Higher Learning | Will provide building for our summer program. |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

1. Has your organization ever operated a summer program for children? **(New Sponsors Only)**  Yes  No
2. Has your organization ever worked with the Children’s Defense Fund on any projects? **(New Sponsors Only)**

Yes  No

Please list projects below:

1. The *CDF Freedom Schools* program has several important program elements that are required for successful implementation of the model. Please use the chart below to comment on how your organization will address each element described below.

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| ***CDF Freedom Schools* Program Element** | **Please type or write responses below.** |
| Sponsor partners are required to provide **two nutritious meals (breakfast and lunch) and a healthy snack each day at each program site.**  How will your organization ensure balanced meals with fresh fruits and vegetables and ensure that juice, milk and water are available? |  |
| Sponsor partners are required to provide high quality **afternoon activities each day following lunch.**  Please indicate your plans for these activities. How will your organization ensure the afternoon activities are educational and provide time for physical activity? |  |
| The *CDF Freedom Schools* program is committed to the concept of intergenerational leadership. Experienced adults and college age young adults are expected to train and work together as a team and to share in the decision-making process at all levels. The *CDF Freedom Schools* program maintains a **child to servant leader intern ratio of 10:1 for each classroom.**  How will your organization recruit qualified college age interns by the April deadline? Where will you recruit them from? Please provide a detailed plan. |  |
| **Parent and Family Involvement** is important to children’s success.  How will your organization accomplish the following?   * Host weekly parent/family meetings. * Ensure parent meeting topics are relevant to community’s needs. * Get parents and family members involved in the *CDF Freedom Schools* program. |  |

1. Each site must ensure that at least one current CPR/First Aid certificated staff member is present at the site, during field trips and off-site outings at all times. Who will be trained in First Aid/CPR certification?

1. USDA Summer Food Service Program **(Returning Sponsors Only)**
   1. Did you participate in the USDA Summer Food Service Program in summer 2015? Yes No
   2. If yes, do you plan to participate again? Yes No
   3. If no, would you like to receive information on the USDA Summer Food Service Program? Yes No
2. USDA Summer Food Service Program **(New Sponsors Only)**
   1. Would you like to receive information on the USDA Summer Food Service Program? Yes No
3. Please provide any additional information about your *CDF Freedom Schools* site that you would like us to know.

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| **III. PROGRAM ADMINSTRATION & RECRUITMENT** |

1. How many program sites will you operate (number of physical locations)?\*

\*We strongly recommend that first year programs operate only one site serving a maximum of 50 children.

1. How many children will you serve in 2016?
2. Please estimate the number of children in each grade level that you expect to serve at your site(s). The breakdown provided should be based on children’s grade levels for the 2015-16 school year:

**K-2:** \_\_\_\_\_\_ **3-5:** \_\_\_\_\_\_ **6-8:** \_\_\_\_\_\_ **9-12:** \_\_\_\_\_\_

1. During which dates will your program operate (mm/dd/yyyy)? \_\_\_\_\_\_\_\_\_\_\_ **through** \_\_\_\_\_\_\_\_\_\_\_

The *CDF Freedom Schools* program lasts six weeks and we recommend that it begins any Monday on or after June 20, 2016. Classroom set-up and local training should take place one week prior to welcoming the children.

1. How many staff persons do you plan to employ in 2016?

One trained intern for every 10 children is the required intern to child class size ratio. (Hiring one or two additional servant leader interns and one additional site coordinator per 50 children is highly recommended.)

**Servant Leader Interns: \_\_\_\_\_\_\_\_ Site Coordinators: \_\_\_\_\_\_\_\_ Project Directors: \_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_**

Please list any other employees you plan to hire (i.e. kitchen and custodial staff, mental health professionals, art therapist, paid junior servant leaders, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Operation of a *CDF Freedom Schools* summer program **serving 50 children requires at least 5 individual classroom spaces;** a meeting area large enough for the children to gather for meals, Harambee and other large group activities; and a safe space for the children to play. In addition to providing labeled photographs of *each* classroom and the common meeting/eating areas, please include a general description of your site below.

**Name of Site Location 1:**

Physical Address (Non-P.O. Box):

City: State: Zip:

Office Phone:

Facility Type (i.e., school, church, etc.):   
New Facility **(Returning Sponsors Only)**: Yes No

**Name of Site Location 2:**

Physical Address (Non-P.O. Box):

City: State: Zip:

Office Phone:

Facility Type (i.e., school, church, etc.):   
New Facility **(Returning Sponsors Only)**: Yes No

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| **IV. ADDITIONAL SITE INFORMATION** |

The Children’s Defense Fund requires sponsor organization to identify a project director and site coordinator to serve full-time as managers of the summer *CDF Freedom Schools* program (see Program Operating Principles). Only **new** project directors and **new** site coordinators are required to attend the March 10 – 13 Orientation and Training at CDF Haley Farm in Clinton, TN. Sponsor organizations are responsible for all travel and lodging expenses for this training.

**If you already have a project director, please complete the contact information below.**

**Project Director:**

Mailing Address:

City: State: Zip:

Office Phone: Mobile Phone:

Email: New to this position: Yes No

**If you already have a site coordinator, please complete the contact information below.**

**Site Coordinator:**

Mailing Address:

City: State: Zip:

Office Phone: Mobile Phone:

Email: New to this position: Yes No

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| **V. FUNDING FOR YOUR *CDF FREEDOM SCHOOLS* PROGRAM** |

Financial resources are essential to providing a high-quality *CDF Freedom Schools* program. Sponsor organizations are required to secure adequate funding for program operations with no charge to families.

1. Please describe how you will fund your *CDF Freedom Schools* summer 2016 program. Please include the names and expected amounts for each of your funders, indicating whether the funding has been committed or if the decision is still pending. **In addition, please provide an award letter from all committed funders. For funds that are pending, please provide us with the expected dates of notification.**

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| **Name of Funder for Summer 2016** | **Amount** | **Committed or Pending?** |
| ***Example:*** *Malok Community Organization* | *$25,000* | *Committed (9/1/2015)* |
| ***Example 2:*** *The Smith Foundation* | *$30,000* | *Pending (Notice of awards by 11/16/2015)* |
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\*\* Please note that upon acceptance as a *CDF Freedom Schools* program sponsor, a deposit of 50% of your total invoice will be due on or before **March 1, 2016**, with the final installment of the balance due on or before **April 11, 2016**. We do expect that all fees will be paid in full on the due date of April 11, 2016 in order to participate in National Training and operate your site for Freedom Summer 2016.

1. Please share your plans and ideas to fund your *CDF Freedom Schools* program for the **next three years.** Our goal

is that all of our program sites be sustainable for at least 3 years after the initial year.

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| ***EXAMPLE***  **Next Steps and Plans for Sustainability** |
| 1. *Write a funding proposal for Target. Deadline for requests Sept. 1.*  2. *Contact local businesses and Chamber of Commerce for funding opportunities by October 20.*  3. *Invite potential funders to 2016 CDF Freedom Schools site.*  4. *Plan community fundraiser with CDF FS site during summer 2016 to support 2017 CDF FS site.* |

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| **Next Steps and Plans for Sustainability** |
| 1.  2.  3.  4. |

1. Please add any other potential funding and sustainability opportunities and ideas below:

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| **VI. APPLICATION FEE** |

Please include a non-refundable application fee of **$100** with the completed application form.

**Make checks or money orders payable to The Children’s Defense Fund.**

Children’s Defense Fund

*CDF Freedom Schools*® National Team

Attn: Allison Merfeld

Senior Research and Program Operations Manager

25 E Street NW, Washington, DC 20001

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| **VII. REMINDERS** |

**Please Submit the Following Items with Your Completed Application**

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| --- | --- |
|  | $100 application fee |
|  | Proof of current liability insurance coverage |
|  | Proof that the site where your organization will house its summer program has met all applicable state and/or local health and safety standards and regulations (i.e. health department certificate, occupancy certificate, etc.) |
|  | Proof of your organization’s *current* state license to serve children (as applicable by state) |
|  | Photographs of *each* classroom *and* the common meeting/eating areas. Please provide a description for each photograph (i.e. “classroom 1”, “classroom 2”, etc.) |

**Please Note the Following Reminders**

* It is the policy of the Children’s Defense Fund (CDF) to ensure equal opportunity for children to participate in *CDF Freedom Schools* programs and/or for adults to be employed by *CDF Freedom Schools* sponsor organizations without discrimination or harassment on the basis of race, color, religion national origin, sex, age, sexual orientation, disability, family background, or any other characteristic protected by law. CDF prohibits and will not tolerate any such discrimination or harassment.
* Send **new** executive director to the February Orientation & Training Meeting taking place from February 10 – 12, 2016 at the historic CDF Haley Farm in Clinton, TN.
* Send **new** site coordinator(s) and **new** project director to the March Orientation & Training Meeting taking place from March 10 – 13, 2016 at the historic CDF Haley Farm in Clinton, TN.
* Send site coordinator(s) and servant leader interns to June National Training.
* Provide two nutritious meals and a snack for each child each day the program is in operation.
* Conduct background checks on all paid and volunteer staff that have contact with *CDF Freedom Schools* children for prior criminal records and child protective findings.

**Do you have any actual or potential conflicts of interest as they relate to the mission of the Children’s Defense Fund and/or the *CDF Freedom Schools* program that we should know about when considering your application?**

**Yes  No (Please attach additional pages as necessary)**

**I hereby certify that, to the best of my knowledge, all information in the enclosed application is true and correct. I have read and understand the criteria and responsibilities that are detailed in the *CDF Freedom Schools* Program Operating Principles and in this application, and agree to comply fully with these responsibilities as the sponsor of a Summer 2016 *Children’s Defense Fund Freedom Schools* program.**

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# Signature of Chief Executive Officer of Sponsor Organization

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**Print Name Date**