

## Roles and Responsibilities Worksheet (Required)

Describe how each applicant partner plans to contribute to the overall program plan including, but not limited to, time contribution, personnel contribution, monetary contribution, shared responsibilities, use of facilities, etc.

### 1. Faith-based organization:

- Time contribution

As the Associate Pastor at Fairmount Presbyterian Church, Eric Dillenbeck will serve on the Breakthrough Mentoring Program Leadership Team and contribute 5% of his time to the program. Eric's time is provided as an in-kind contribution from Fairmount Church.

- Personnel contribution

Fairmount Church will contribute 5% of Eric Dillenbeck's time. His duties are listed below.

- Monetary contribution

- Shared responsibilities

As many members of the Breakthrough Mentoring Program Leadership Team will do, Eric will develop curriculum and presentations for the program, specifically for the "Moving Toward my Career by Examining my Beliefs and Values" unit.

- Additional roles and responsibilities

Eric's work will also include engaging mentors from all communities, backgrounds, and faiths as a member of the Greater Cleveland Congregation (GCC); and distributing marketing materials and communications to mentors and prospective mentors.

### 2. School district partner:

- Time contribution

The three Breakthrough schools participating in the Breakthrough Mentoring Program are Citizens Leadership Academy, Entrepreneurship Preparatory School Cliffs, and Entrepreneurship Preparatory School Woodland Hills. At each of the schools, a full-time staff member will dedicate 10% of his or her time to the program each week. Each school will contribute 4 hours of personnel time each week.

- Personnel contribution

As mentioned above, each school will contribute the time of three personnel to the program each week. At Citizens Leadership Academy, the School Counselor/ High School Transition Coordinator will manage the site; at the Entrepreneurship Preparatory School Cliffs campus, the High School Placement Coordinator will manage the site; and at the Entrepreneurship Preparatory School Woodland Hills campus, the School Counselor will manage the site.

These three individuals are best suited to execute the program at the school level, as they have years of experience working within each school's culture, understanding of the school population and community, and most importantly, will know the participating students individually.

Stipends for these individuals are included in the Breakthrough Mentoring Program budget.

- Monetary contribution

- Shared responsibilities

Each of the individuals listed above will spend approximately 4 hours per week on the Breakthrough Mentoring Program. Duties will include distributing and collecting program applications, assisting Through College staff in pairing mentor and student groups, supervising and overseeing the program at the school level, developing and presenting some program curriculum, reminding students about weekly meetings and scheduled curriculum, and sending communications to parents and families.

- Additional roles and responsibilities

In addition to providing personnel hours, each school will also provide space for the program each week. The schools will dedicate empty classrooms or community areas for the participants to convene in large groups or break into small groups.

### 3. Business partner:

- Time contribution

Tom Johnston, Chief Executive Officer of MyHuntPath, will contribute one hour per week to the program as an in-kind contribution. As the face of the program's business partner, and as a member of the Breakthrough Mentoring Program Leadership Team, Tom will spend his time building program curriculum and overseeing a second MyHuntPath employee that will play a larger role in the program.

- Personnel contribution

Brian Roddy, an employee of MyHuntPath, will dedicate approximately two hours per week to the Breakthrough Mentoring Program. Brian's duties are listed below. A stipend for Brian's work is included in the program budget.

- Monetary contribution

- Shared responsibilities

Together, Tom and Brian will develop specialized curriculum for the Breakthrough Mentoring Program. The team will also provide multiple presentations throughout the school year, tying the MyHuntPath curriculum to the goals of the Breakthrough Mentoring Program and the five core principals of the Community Connectors program.

- Additional roles and responsibilities

In Year 3 of the grant period, the MyHuntPath team will begin planning for the fourth year of the program, in which the business partner will provide programming to other area schools and begin generating revenue to support the Breakthrough Mentoring Program. Additional Year 3 duties will include reaching out to local schools with which the business already has a relationship, beginning to form relationships with new school contacts, and beginning to develop curriculum for the scaled version of the program.

#### 4. Community nonprofit (if applicable):

Friends of Breakthrough Schools

- Time contribution

On behalf of Friends of Breakthrough Schools, Samantha Westfall will serve on the Breakthrough Mentoring Program Leadership Team and contribute 5% of her time to the program. This portion of time will serve as an in-kind contribution, reflected in the Breakthrough Mentoring Program budget.

- Personnel contribution

Friends of Breakthrough will contribute 5% of Samantha's time. Her duties are listed below.

- Monetary contribution

As demonstrated by the attached letter of support, Friends of Breakthrough Schools will raise outside philanthropy and provide the required matching funds when needed. As demonstrated by the Breakthrough Mentoring Program budget, Friends of Breakthrough anticipates raising \$X for the program.

- Shared responsibilities

As Director of Grants and Foundation Relations, Samantha will oversee program compliance with the rules, regulations and assurances of the Community Connectors grant. In addition, she will ensure that, when needed, additional philanthropy is raised by Friends of Breakthrough Schools for the Breakthrough Mentoring Program.

- Additional roles and responsibilities

#### 4. Community nonprofit (if applicable):

Effective Leadership Academy (ELA)

Time contribution

ELA will contribute approximately 250 hours to the program each year. This includes time spent developing a tailored program for this new school client, working alongside the other team members to ensure a seamless program, preparing program materials, delivering our program to students, being available to talk with parents and attend parent meeting, attending any team meetings, providing a final report and evaluation. Six ELA staff members will be present to work with 60 students at one site in the summer before their high school experience. ELA will provide two follow up sessions at three different school sites, with 20 students at each of the school locations. ELA will provide all program materials. ELA will work with school partners, students and parents to make this a successful program.

#### Monetary contribution

ELA will collaborate with philanthropic partners to find their cost share of the project. ELA will also work closely with the team to establish program sustainability options.

#### Shared responsibilities

We will join the leadership team for regular meetings to ensure a smooth and successful program. ELA will provide the program development, marketing, evaluation and delivery staffing for the leadership development portion of the Community Connectors grant program. ELA senior staff will provide support in-kind to lead to a successful program. Additional roles and responsibilities

#### 4. Community nonprofit (if applicable):

Lake Erie Ink (LEI)

#### Time contribution

LEI has been budgeted for 10 hours of service. If the grant is awarded, we will engage in creative conversation and planning around the best use of that time. At a minimum, LEI will lead a workshop that engages students in the use of writing as self-discovery. On a more advanced level, LEI may engage mentors and students in collaborative writing. Additionally, LEI may help bring forth lessons from each unit by leading students through writing about those topics, thereby helping weave a personal thread through the program for each student. LEI may also lead the students in the design of an "open mic" program for the family gatherings at mid-year and year-end.

#### Monetary contribution

#### Shared responsibilities

LEI will join the leadership team for regular meetings to ensure a smooth and successful program. LEI will give its expertise in writing to the program development.