

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: The Lake County YMCA

- Time contribution

The Lake County YMCA will contribute approximately 15 hours per week for planning, managing and facilitating the overall program and its components. This contribution will include time spent by the Program Coordinator in student recruitment; program preparation; program delivery; college and career visit and community service project planning; student case management; parent and family contact; and program evaluation. It will also include time spent by the grant management team (finance personnel, supervisory staff) in ensuring that the financial pieces of the grant requirements are met and that the program is delivered as outlined in the proposal.

- Personnel contribution

The Lake County YMCA will hire one part-time staff member who will serve as Program Coordinator, and who will recruit students, plan and facilitate each individual program session, as well as help conduct a final program evaluation. The YMCA will also provide financial and grant oversight using approximately 1 finance staff member, 1 support staff member, and 1 supervisory staff member throughout the project, or more as needed to ensure grant compliance.

- Monetary contribution

The Lake County YMCA will be responsible to raise \$25,000 in cash or in-kind donations for the program, spread over the three-year grant term, generated by proceeds from its YMCA Gala. The YMCA will also offer a free youth membership for each student who remains in the program, and give a discounted family membership (not included in the grant match).

- Shared responsibilities

The Lake County YMCA will work with the other partners to hold monthly planning meetings to ensure that this program meets all of our goals. The YMCA will help recruit mentors for the program, work with the school district to ensure parent and students engagement, and work with the other partners to pursue and ensure long-term sustainability of the program.

- Additional roles and responsibilities

The Lake County YMCA currently operates a college preparedness program, Achievers, for high school students in the Painesville City School District. The YMCA will help create a direct pathway for students completing this new middle school program to be placed into the high school program as a long-term impact and support strategy.

2. School district partner: Painesville City Local School District

- Time contribution

The Painesville City Local School District will spend approximately 4 hours per week during Year 1 to help recruit students and ensure the facility, Heritage Middle School, is ready for use each week. The time will increase to 5 hours in Year 2, and 6 hours in Year 3.

- Personnel contribution

The Painesville City Local School District will use Heritage Middle School teachers and counseling staff to help recruit students for the program, as well as provide the janitorial service personnel required for facility use.

- Monetary contribution

The Painesville City Local School District will provide space for the program at Heritage Middle School (not included as part of the in-kind grant match) and janitorial services at no cost to the Community Connectors program, in addition to the staff time spent recruiting for and supporting students in the program (valued at approximately \$7,200).

- Shared responsibilities

The Painesville City Local School District will share the responsibility of recruiting students for the program. The District will also work with the other partners to hold monthly planning meetings to ensure that this program meets all of our goals.

- Additional roles and responsibilities

The Painesville City Local School District will ensure that Heritage Middle School holds a parent workshop during the school year to help parents plan for their students' education and career futures.

3. Business partner: Painesville Area Chamber of Commerce

- Time contribution

The Executive Director of PACC will contribute approximately 2 hours per week connecting the Program Director to the local business community (e.g., helping to coordinate guest presenters, helping students form relationships with local business members and government leaders).

- Personnel contribution

As noted above, PACC will contribute the time of its Executive Director in coordinating business networking opportunities for the Community Connectors program.

- Monetary contribution

PACC will contribute in-kind time of its Executive Director and Chamber member volunteer workshops (valued at approximately \$6,000 over the three-year program).

- Shared responsibilities

PACC will work with the other partners to hold monthly planning meetings to ensure that this program meets all of our goals.

- Additional roles and responsibilities

n/a

4. Community nonprofit (if applicable): Big Brothers Big Sisters of Northeast Ohio

- Time contribution

Big Brothers Big Sisters of Northeast Ohio (BBBS) will contribute approximately 10 hours per week for planning, managing and facilitating the mentoring part of the program. This contribution will include time spent by a Mentoring Coordinator to recruit mentors, train them, place them with students; conduct during- and after program evaluations; and perform case management tasks (including student progress measurement, growth area identification, and mentor-match evaluations).

- Personnel contribution

BBBS will provide one staff member to serve as Mentoring Coordinator for the program, who will be responsible to recruit mentors, train them, and manage the mentoring piece of the program throughout the program duration. BBBS will also contribute 1 supervisory staff member who will oversee the overall progress of the grant and coordinate with the other Community Connectors partners to ensure that grant requirements are being fulfilled

- Monetary contribution

BBBS will be responsible to raise \$25,000 in cash or in-kind donations for the program, spread over the three-year grant term, using net profits from its Festival of Trees

- Shared responsibilities

BBBS will work with the other partners to hold monthly planning meetings to ensure that this program meets all of our goals. The BBBS will help recruit mentors for the program, work with the school district to ensure parent and students engagement, and work with the other partners to pursue and ensure long-term sustainability of the program.

- Additional roles and responsibilities

n/a

5. Additional partner (if applicable): Lake/Geauga Educational Assistance Foundation

- Time contribution

Lake/Geauga Educational Assistance fund will spend 130 hours per year in training the Program Director, working with students, planning college visits, and delivering career exploration activities.

- Personnel contribution

LEAF will contribute one staff member to train the Program Director in how to deliver age-appropriate college readiness information, including sharing valuable local and national resources, and instilling a desire for life-long learning, whether through vocational training, 2- or 4-year degrees, certifications, or on-the-job training. LEAF will help to schedule college visits, as well as provide career exploration activities for students.

- Monetary contribution

LEAF will be responsible to raise \$8,000 in cash or in-kind donations for the program, spread over the three-year grant term, from revenue received from its annual Reverse Raffle

- Shared responsibilities

LEAF will work with the other partners to hold monthly planning meetings to ensure that this program meets all of our goals.

- Additional roles and responsibilities

n/a

6. Additional partner (if applicable): Lakeland Community College

- Time contribution

Lakeland Community College will provide monthly college preparedness workshops (one 1-hour session per month for 9 months for all three years), as well as quarterly academic tutoring for students after they receive their quarterly report cards (two tutors per quarter for three hours including transportation for three quarters during the first year, four tutors at the same rate the second year, and six tutors at the same rate the third year).

- Personnel contribution

LCC will provide one staff person per month to provide a college preparedness workshop, including sessions that center on cognitive strategies, content knowledge, college knowledge, attitude, and behavior growth. LCC will also provide two tutors per quarter to provide more intensive tutoring for students in need after they receive their quarterly report cards.

- Monetary contribution

LCC will contribute approximately \$1,026 over the course of the three-year grant funding period in in-kind personnel time for employees delivering the college preparedness workshops.

- Shared responsibilities

LCC will work with the other partners to plan relevant workshops on preparing for hopeful futures through higher education.

- Additional roles and responsibilities

LCC will host one college visit per year for students, including providing a tour of the facilities and giving them information about how a future in college would look. LCC will also work with the other partners to hold monthly planning meetings to ensure that this program meets all of our goals.