Renewal Application Guide for Current Employee Instructors and Community-Based Organizations

For Program/Fiscal Year 2023: Summer 2022, School Year 2022-2023
Introduction and General Background

Thank you for your interest in continuing to partner with After School Matters® to provide teens with opportunities to discover their potential and find their future. The Renewal Process focuses on providing support to increase providers’ capacities to create quality programs and be effective instructors.

Please review your YPQA data, site visit forms, and your program improvement plan (if applicable) to address areas of growth in Renewal Application responses. Additionally, please consider any discussions you may have had with your Program Specialist as you respond. For data points on Internships and Assistantships, please contact your Program Specialist.

Note: Internships and Assistantships will not receive a program profile. For data points on Internships and Assistantships, please contact your Program Specialist.

Renewal decisions will be made based upon your application’s quality, completeness, and alignment with After School Matters’ priorities for serving teens.

***Please also note that completion of a renewal application in no way guarantees that your program will be renewed and that you/your organization will receive funding from After School Matters. After assessing our funding and renewal options, we will communicate renewal decisions.***

Definitions:

Community-Based Organization (CBO) – Locally-based organizations (including non-profits, churches, cultural institutions, universities, and others such as the Art Institute of Chicago, Columbia College, Chicago Botanic Garden) that are providing After School Matters program(s) to teens.

Employee Instructors - An individual instructor who is providing After School Matters program(s) to teens.

Fiscal Year - After School Matters' fiscal year starts on July 1st and ends on June 30th of each year.

School Year - After School Matters' school year refers to the fall and the spring program sessions.

Session – Formerly known as the After School Matters program cycle. There are three program sessions within a fiscal year (summer, fall and spring sessions).

Content Area - After School Matters has four content areas for their programs. These content areas include: Arts, Communication and Leadership, Sports and STEM.

Current Providers

Current providers are defined as providers who were funded and delivered a program with After School Matters during the Summer 2021 and/or the 2021-2022 school year. If a current provider wants to change their programming for the upcoming program year, they may be required to submit a Rolling Interest Form. For example:

- If a current provider wants to **expand or move their existing program to a new location** using the same program content area, they will need to contact their Program Specialist to express interest.

- If a current provider wants to **change their program content area for the next program year**, they will need to submit their program idea online via the ASM Become a Provider page and submit a Rolling Interest form.
**Internship Providers**

A 2007 study conducted by the University of Chicago Chapin Hall Center for Children found that positive academic outcomes from After School Matters programs are achieved when teens participate in multiple program sessions. These outcomes include better school attendance, fewer course failures and increased likelihood to graduate.

Internship providers are able to generate a report from Cityspan that lists teens who have participated in three or more After School Matters programs and achieved an 80% attendance rate to identify priority teens.

**TIMELINE - RENEWAL PROCESS DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 18, 2021</td>
<td>Deadline for Employee Instructors to submit HR Renewal Interest questionnaire</td>
</tr>
<tr>
<td>November 08, 2021</td>
<td>Renewal Application for CBOs and EIs released in Cityspan</td>
</tr>
<tr>
<td>November 23, 2021</td>
<td>Renewal Application Due for Current Program Providers (Programs that do not submit a renewal application by the deadline will not be renewed)</td>
</tr>
<tr>
<td>November 2021 – January 2022</td>
<td>Programs Staff review/score applications and conduct Renewal Decision Meetings when needed</td>
</tr>
<tr>
<td>February 2022</td>
<td>Program selections are finalized</td>
</tr>
<tr>
<td>Late March - April 2022</td>
<td>Program decisions and notifications sent</td>
</tr>
</tbody>
</table>

**TENTATIVE PROGRAM DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Program Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early July 2022</td>
<td>All Summer 2022 Programs Begin</td>
</tr>
<tr>
<td>Mid-August 2022</td>
<td>Summer 2022 Programs End</td>
</tr>
<tr>
<td>Late September 2022</td>
<td>Fall 2022 Programs Begin</td>
</tr>
<tr>
<td>Mid-December 2022</td>
<td>Fall 2022 Programs End</td>
</tr>
<tr>
<td>February 2023</td>
<td>Spring 2023 Programs Begin</td>
</tr>
<tr>
<td>May 2023</td>
<td>Spring 2023 Programs End</td>
</tr>
</tbody>
</table>
Employee Instructors complete the HR Renewal Interest Form no later than October 18

CBOs and EIs complete Renewal Application in Cityspan before November 23

Applications are reviewed and scored by Branch Programs teams

Program providers selected

- Declined
- Selected
- Waitlisted

- Interview required before final selection
  - Providers in this category interview with Branch Programs teams and other ASM departments
  - Final selections made

Programs placed

Program Providers receive confirmation about placement
RENEWAL APPLICATION REVIEW PROCESS

After School Matters will assess the performance of current providers based on the following criteria:

➢ Enrollment and attendance percentage
➢ Teen survey completion and satisfaction
➢ Completion of Instructor Program Report
➢ Contractual compliance
➢ Overall ability to improve on and respond to areas of growth based on the Program Provider Profile and coaching by ASM Programs staff

After School Matters reserves the right to consider other factors not listed above when reviewing prior program performance. These may include but are not limited to: school saturation rate, school enrollment, safety, etc.

Additional factors that influence the selection and placement of proposals include, but are not limited to, the following:

➢ Availability of funds
➢ Programmatic variety with a school, community or region
➢ Community and school needs or requests

***As noted previously, the completion of a renewal application in no way guarantees that your program will be renewed and that you/your organization will receive funding from After School Matters. After assessing our funding and renewal options, we will communicate renewal decisions. ***

REQUIRED INSTRUCTOR TRAININGS & MEETINGS

- Instructors for selected programs are required to attend pre-start meetings (orientations, start-up, new instructor trainings) and in-session meetings (coaching, PD, etc.) for continuous improvement. Dates for the orientations, trainings, and meetings will be provided upon selection.

- Failure to attend required trainings and meetings without advance notification and approval by your Branch Program Director will negatively impact future renewal decisions.

- **CBO Only:** Selected programs implemented by organizations may be required to attend a contract administration meeting.

- All instructors must successfully complete the Department of Children and Family Services' online Mandated Reporter Training.

- All instructors need to be CPR and First Aid Certified.
RENEWAL APPLICATION QUESTIONS AND DOCUMENTS

The Renewal Application for Current CBO and EI Program Providers is a three-step process:

1. Use your YPQA data, site visit forms, and your program improvement plan (if applicable) to address growth areas in your Renewal Application responses. Additionally, please consider any discussions you may have had with your Program Specialist as you respond.

2. Access the Renewal Application via Cityspan. Year-long program providers can access the renewal form through your Fall 2021 program record. Summer-only providers can access the renewal form through your Summer 2021 program record.

3. Submit your Renewal Form before November 23 at 5:00 PM.

As usual, these budgets will need to be approved before contracts are sent to CBOs and offers are extended to ASM Employee Instructors. The renewal process requires that you complete the renewal form and submit supporting documents through Cityspan. The expectations for the sections of the renewal process are described below.

RENEWAL FORM for Program Year 2022-2023

*CBOs will have the opportunity to update the following information for your program:

1. **CBO Contact Info** (Address, Phone, Executive Director and Contract Administrator Info)
2. **Liaisons** (Community Programs only)
3. **Instructors**
   - **For Returning Staff:** Select “Returning ASM Instructor” (a Returning ASM Instructor is defined as a Current Instructor). Review “Contact info” to ensure the email, phone number, and other details are accurate. If any information has changed, edit and save this information.
   - **For New Staff:** Select “New ASM Instructor” (a New ASM Instructor is someone who did not provide programming during Summer 2020, Fall 2020, Spring 2021). Enter accurate contact information and upload a resume.
   - **For Substitute Staff:** Select: Substitute Instructor (New or Returning) and follow the previous steps for Returning or New Staff. Please note that substitute staff are assigned zero (0) hours.

The session that each instructor will participate in (Summer only, School Year, Full Year) needs to be selected for all staff. Staff information must be entered and complete by deadline to submit the proposal: November 23, 2021.
Budgeting and Contractual Documents

1. You will be required to submit the following contractual documents at a later date, if your renewal application is approved and before a contract/offer can be issued. Failure to meet required contractual deadlines may result in non-renewal.

   a. Instructors and Liaisons: will be required to complete required checklist documents and background checks before they will be approved to work in the program. The specific paperwork required for each individual instructor may vary based on whether the individual is a new or returning instructor, or other factors such as program location.

   Required paperwork may include fingerprint-based background checks, mandated reporter training, program release forms, confidentiality forms, and other documents. These additional items do not have to be completed at this time -- a full checklist of required instructor documents will be available by March 2022.

   b. For Organizations Only (these will be required at a later date, if your proposal is approved):
      * Copy of Letter of Good Standing
      * Certificate of Insurance (listing After School Matters as an Additional Insured)
RENEWAL PROCESS – *(DUE November 23, 2021 by 5pm)*

The Renewal Form - This form is accessible by all staff assigned to the program (e.g. Instructors, Liaisons and Contract Administrators). This form only needs to be completed by one person. Multiple people can work on the form but should not access at the same time. If you are planning on implementing multiple programs, you will need to repeat these steps for *each* program. This form can be saved/completed in multiple sittings.

**STEP 1** – Login to Cityspan with your username and password you use to access your program.

**STEP 2** – Click on Activities on the left menu.

**STEP 3** – Use the term filter in upper-right corner to select the appropriate cycle

- Summer 2021 – Use this term if you have not implemented programs since Summer 2021.
- Fall 2021 – Use programs in this term if you will be renewing a school year or yearlong program.

*Note: This is based on the current year. You can use the renewal form to propose a different term for next year (e.g. if in 2021 you ran a summer-only program, but you want to run the program all year in 2021-2022, you still use your Summer 2021 activity to propose)*

**STEP 4** – Click on the name of the program you want to renew.

**STEP 5** – Click on the Renew tab in the upper-right corner. You will see the information below from your FY21 program displayed. Click on the Edit link beside any of the fields you propose changing for FY22 and click Save after you have entered the proposed change. Unless directed by a member of your After School Matters Program Team, you are not required to make any changes. You must provide a rationale for any changes that you choose to make.
STEP 6 – Review/update CBO Basic Info (Executive Director and Contract Administrator)

STEP 7 (Community Programs Only) – Review the name listed under Liaisons. For Liaisons who will remain with the program in the upcoming year, you will need to:

• Review the contact information

To propose a change, use the Edit or Remove links beside the person who will no longer be working. If you need to add a new Liaison, you will first be prompted to search to see if the person already exists in the Cityspan database. If he/she does not, you will need to enter the same fields listed for Instructors, except that the following are optional for Liaisons:

• Profession
• # of Years in Profession
• # of Years Working w/ Youth
• Highest Degree Completed
• # Years Working in the Program Content Field
STEP 8 – Review the names listed under Instructors. For instructors who will remain with the program in the upcoming year, you will need to update contact information using the link provided. If the instructor has an updated resume, upload the resume.

To propose a change, use the Edit or Remove links beside the person who will no longer be instructing.

For CBOs only: If you need to add a new Instructor, click the “Click Here to add Proposed Instructor” link. You will first be prompted to search to see if the person already exists in the Cityspan database. If they do exist, please check the box next to their name, select Instruction Term, indicate if they will be a Substitute Instructor, then click Select.
In addition to the two previous updates, if he/she does not exist in the Cityspan database, you will need to enter and save the following:

- First Name
- Last Name
- Salutation
- Address
- Home Phone (*optional, but at least one phone number is required*)
- Work Phone (*optional, but at least one phone number is required*)
- Cell Phone (*optional, but at least one phone number is required*)
- Fax (*optional*)
- E-mail
- Profession
- # of Years in Profession
- # of Years Working w/ Youth
- Highest Degree Completed
- # Years Working in the Program Content Field
- Other Professional or Youth Development-Related Coursework or Enrichment (workshops, professional development, conferences, classes, etc.) (*optional*)
- Certifications / Associations / Awards (*optional*)
STEP 9 - Respond to the questions under the Reflection Questions section by clicking on the Edit link under any of the questions. Be sure to click the Save link when you are done.

You will also have the opportunity to update your Program Details, if necessary. However, the following fields cannot be edited and you will need to speak to your Program Specialist for any updates: Activity Name, Program Model and Program Assistants.

*Proposed Location – If you need to add a new location, you will first be prompted to search to see if the location already exists in the Cityspan database. If it does not, you will need to enter the following:
  - Location Name
  - Location Type (e.g. CPS school, community-based organization)
  - Phone
  - Fax (optional)
  - URL (optional)
  - Address
  - Do you have an existing relationship with this location?
  - Who is the point of contact at this new proposed location?
  - Provide rationale for your proposed change.

STEP 10 - Click the Submit button under Submission.
ADDITIONAL SUPPORT

CITYSPAN HOTLINE – Applicants that require computer technical assistance in navigating the online Cityspan proposal or downloading documents can use either of the following resources:

<table>
<thead>
<tr>
<th>Cityspan Help Desk</th>
<th>Issue Tracker (online support)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>1. Click “Issue Tracker” on the left menu when you are logged into Cityspan.</td>
</tr>
<tr>
<td>10:00 a.m. – 7:00 p.m.</td>
<td>2. Click “New Issue.”</td>
</tr>
<tr>
<td>Phone: 866-469-6884</td>
<td>3. Enter your question in the text box and click “Save &amp; Return.”</td>
</tr>
<tr>
<td></td>
<td>4. A response will be provided within two business days. The response will be posted under</td>
</tr>
<tr>
<td></td>
<td>Issue Tracker within the system and sent via e-mail.</td>
</tr>
</tbody>
</table>

For content-related questions, please contact your Program Specialist.

For questions about the Renewal Application process, please email renewal@afterschoolmatters.org.