

# Commission's Grant Application Form

Shelby County Board of Commissioners

## **GRANT APPLICATION**

---

Legal Name of the Organization:	Big Brothers Big Sisters of the Mid-South
---------------------------------	---

---

EIN:	23-7113070
------	------------

---

Street Address of Organization	81 Tillman Street
--------------------------------	-------------------

---

Office Phone:	(901) 323-5440
---------------	----------------

---

E-mail	<a href="mailto:lglenn@bbbsmem.org">lglenn@bbbsmem.org</a>
--------	--

---

(Section Break)

---

### EXECUTIVE DIRECTOR

---

First Name	Susan
------------	-------

---

Last Name	George
-----------	--------

---

(Section Break)

---

### GENERAL CONTACT FOR THIS REQUEST(if other than Executive Director)

---

First Name	Lakethia
------------	----------

---

Last Name	Glenn
-----------	-------

---

Title:	Director of Development
--------	-------------------------

---

(Section Break)

---

### DESCRIPTION OF GRANT REQUEST

---

Program/Project Area:	Mentoring
-----------------------	-----------

---

Amount Requested	\$20,000
------------------	----------

---

Total Organizational budget (for current year):	\$716,139
---	-----------

---

Total Project/Program Budget: \$50,000

---

Dates covered by this budget: October 2015 - October 2016

---

Project/Program Name: Bridge the Gap

---

(Section Break)

---

## INTRODUCTION AND BACKGROUND OF ORGANIZATION

---

Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

Big Sisters of the Mid-South, mission is to provide children facing adversity with strong and enduring, Big Brothers professionally supported one-to-one relationships that change their lives for the better, forever. Funds secured for the Bridge the Gap Sessions will be used to purchase supplies, cover the cost of transportation, food and staffing. As a one-to-one mentoring organization we have pair thousands of children with positive role models through our Community-Base and Site Base Programs. The Community Base Programs have a retention rate of 92%. The Site Base Program has a retention rate of 76% due to the loss of communication between the volunteer and child over the summer months. In order to increase the retention rate and help facilitate suitable relationships over the summer between our Site Base matches, Big Brothers Big Sisters will implement Bridge the Gap sessions. The sessions will convene at a central meeting place for mentors and mentees over the summer with a primary focus on safety, financial literacy, personal health and college readiness. Funds secured for the Bridge the Gap Sessions will be used to purchase supplies, cover the cost of transportation, food and staffing.

---

(Section Break)

---

## Narrative - Organization

---

Current programs and accomplishments. Please emphasize the achievements of the recent past.

Big Brothers Big Sisters offer two core programs: Community-Based and School-Based. Participants in the Community-Based Programs spend time together out in the local community developing their relationship where mentors help change a child's perspective of the world doing fun, educational and recreational activities. Participants of the School-Based Programs talk about classes, do homework, read together and play on the playground. Big Brothers Big Sisters has obtained several programmatic achievements, such as, being recognized as one of 42 Quality

---

Agencies out of over 300 in the country through Big Brothers Big Sisters of America. The Memphis Grizzlies Foundation recognized Big Brothers Big Sister of the Mid-South as their primary partner and stabilizing force in its TEAMUP Mentoring program. Big Brothers Big Sisters exceeded the Grizzlies Foundation's organizational goal for capacity building by 20% during 2014/2015.

---

Numbers of paid full-time staff: 8

---

Number of paid part-time staff: 2

---

Number of volunteers: 460

---

(Section Break)

---

### **Narrative - Funding Request**

Please describe the program/project for which you seek funding and include how it will benefit the general welfare of residents in Shelby County, TN.

Big Brothers Big Sisters is committed to not only providing children with positive role models, but also, giving them the tools to be responsible contributing adults in our community. To help us carry out the vision of empowering the children in our programs with necessary life skills, we have created Bridge the Gap – Life Enhancing Skills for Kids Group Sessions. This module consists of four primary focus areas: Safety, Financial Literacy, Personal Health and College Readiness. Safety - The Safety Program will cover topics related to personal safety such as bullying, cyber bullying, proper and safe use of the internet, specifically focusing on how “stranger danger” extends to beyond social media. Various types of bullying will be discussed, as well as, what is bullying, who is a bully and how to respond in a situation involving bullies. (Topics of discussion will include internet safety, stranger danger at school and in the community, cyber bullying and bullying) Financial Literacy - Our Financial Literacy Program lays the foundation for successful money management by providing young people opportunities to gain age-appropriate knowledge and skills for today and in the future. We believe that as a child's knowledge of money grows, so does his or her respect for money and the likelihood of smart financial decisions in the future. (Topics of discussion will include the importance of saving, saving money at home vs. bank and creditworthiness) Personal Health - Personal Health Research experts agree that many children have poor

---

dietary habits and are physically inactive. The Personal Health Program will help children make better nutrition choices and learn the benefits of physical activity. (Topics of discussion will include healthy food choices, physical fitness discussions and etiquette) College Readiness- Low-income students often lack the guidance and support needed to prepare for college. The enrollment process and applying for financial aid is overwhelming for many of our first generation college students. As a result, large gaps remain in educational achievement between students from low-income families and their high-income peers. We propose to reach, inspire, and empower every student, regardless of background. (Topics of discussion will include the College Admission process, how to apply for scholarships, reference letters, volunteer hours, resume building)

---

### General Operating Support

---

If applying for general operating support, briefly describe how this grant will be used.

**SPECIFIC USE OF FUNDS** Each session will be presented by a qualified staff member of Big Brothers Big Sisters. The total funding required to carry out this program is \$20,000 which includes: The Financial Literacy, Safety and Personal Health sessions will be attended by 200 children at four sites (Springdale, Hanley, Balmoral and Cornerstone Elementary). The College Readiness session will be offered to all BBBS program participants. This session will be held at the BBBS office and will include college tours to the University of Memphis and Rhodes College. Safety \$5,000.00 Home safety kits, tablets, personal telephone booklet, internet safety Safety Speaker (Comcast, Police Department) Activity sheets examples: Hand washing, playground safety, water safety, fire safety and proper attire for various weather conditions Financial Literacy \$5,000.00 My First Savings Banks, Work books, Work sheets (baby budgets), Videos, Financial Literacy Speaker, Supplies for Responsibility Role-Play Personal Health \$5,000.00 Hygiene kits, work books, healthy snack samples, Personal Health Speaker, active moving kits including jump ropes etc. College Readiness \$5,000.00 College tour field trip (local campus), preparation discussions, Supplies, t-shirts, volunteer hours, reference letter, scholarships

---

### Project Support

---

Please explain the specific project including

When school is not in session academic knowledge and healthy habits are often forgotten, especially for children in low-

a statement of its primary purpose and the need or problem that you are seeking to address.

income families. Bridge the Gap Group Sessions will focus on ensuring that children in our program remain connected to their mentor during the summer months and simultaneously address the critical life skills that all youth need. The mentors will help reinforce the skill through one on one interaction during the summer and into the academic school year thru the life skills sessions. Bridge the Gap Sessions will be held in a safe environment where kids feel welcome to develop character and explore new interests. The Sessions are designed to address challenges that children in single parent, low income households face such as financial instability, lack of proper physical activity, limited ability to make healthy food choices and the lack of guidance in college preparation.

How does the project contribute to your organization's overall mission?

Our agency is both vested in our community and committed to helping Memphis' citizens attain higher aspirations and educational achievement. By positively influencing the city's future - our kids, it will have a direct and lasting impact on education, public safety and economic development in the Mid-South.

(Section Break)

### **Narrative - Evaluation**

Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

The measures for success for the program will be based on the number of students (200) completing the Bridge the Gap, Life Enhancing Skills for Kids. As a result of the sessions four partnering school sites will receive the Bridge the Gap- Life Enhancing Skills focusing on child safety, financial literacy, personal health and college readiness that will teach them basic tools needed to begin the journey of making good decisions that can be impactful and life changing in the future of each child. Prior to and upon completion of the sessions each participate will complete our Youth Outcome Surveys that will benchmark skills and knowledge in the areas of personal safety, financial literacy, personal health and higher education aspiration, college readiness at beginning and end of each session. These results will be compared at the end of the sessions in order to adequately quantify the amount of usable life skills each participate retained.

Attachments:

If your request is under \$25,000 please attach the following:

1. Copy of the entity's 501 (c) 3 certificate for charitable organizations or 501 (c) 4 certificate for civic organizations

---

2. Most recent IRS Form 990 or Financial Statements (balance sheet and income statement) as of the most recent fiscal year end certified by Chief Financial Officer/Treasurer of the entity.

---

3. Complete Budget for grant request

---

If your request is \$25,000 or more please attach the following:

---

1. Copy of the entity's 501 (c) 3 certificate for charitable organizations or 501 (c) 4 certificate for civic organizations

---

2. Copy of an annual audit as of a date within 18 months of the start of the current fiscal year.

---

3. Complete Budget for grant request

---

File 1 [501 c3 \(2015\).pdf](#)

---

File 2 [2014 Form 990.pdf](#)

---

File 3 [Shelby County Program Budget.pdf](#)

---

ACKNOWLEDGEMENT:

---

Read, and if you agree to the provisions, sign the following:

---

The information provided has been submitted in good faith and as completely as our records and recollections permit.

---

I understand that the information provided in this application shall be open to inspection upon filing with the office of the Shelby County Board of Commissioners.

---

Signature: Lakethia Glenn

---

Printed Name: Lakethia Glenn

---

Date 10/6/2015

---

Email not displaying correctly? [View it in your browser.](#)