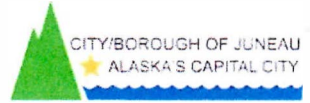




**2021 GRANT APPLICATION
Juneau Hope Endowment
CBJ Social Service Funding**



ORGANIZATION INFORMATION

Name of organization: **Big Brothers Big Sisters of Alaska** (Juneau office)

Address of organization: **110 Seward St. Suite 2**

City: **Juneau** State: **AK** Zip Code: **99801** Phone Number: **907.290.7691**

Website address: **www.bbbsak.org** Fed. Tax ID # **80-0064172**

Date of Incorporation: **2002** Organization status: **IRS 501(c)(3)**

Name of Chief Executive : **Rachel Morse** Title: **Interim CEO**

CEO telephone number: **907.433.4622** CEO email address: **rachel.morse@bbbsak.org**

Contact for this application: **Ashley Otheim** Contact title: **Director of Programs**

Contact telephone number: **907.202.8560** Contact email address: **ashley.othaim@bbbsak.org**

FINANCIAL SUMMARY	LAST COMPLETE FISCAL YEAR (actual)	CURRENT FISCAL YEAR (budget)
Total revenue	1,380,427	1,677,297
Total expenses	1,288,591	1,670,957

PROJECT OVERVIEW

Project Title: **Big Brothers Big Sisters Juneau Mentoring Programs**

Specific purpose for which funds are requested: We propose to enroll and match 25 youth in new matches during the grant period, as well as providing match support and activities for existing matches.

Project Start Date: **July 1, 2021** Project End Date: **June 30th, 2022**

Amount Requested: **\$25,000** Total Project Budget: **\$200,984**

Primary Project Area (see Grant Guidelines for Hope and CBJ areas): **Health & Education**

Signature of authorized official *Rachel Morse* Date *3/4/21*

Typed name: **Rachel Morse** Title: **Interim CEO**

ORGANIZATION NARRATIVE

Please, provide a brief history of your organization and the services you provide (2-3 sentences). Highlight one or two key facts, accomplishments, or programs that you are proud of and why.

Big Brothers Big Sisters (BBBS) is the leading mentoring agency in Juneau. Since 1979, BBBS has been helping children in Juneau to avoid negative behaviors and to develop the confidence to succeed in school and in life by providing essential mentoring services. We match children facing adversity with trained, screened, and professionally supported adult volunteer mentors who provide structured, reliable, friendship-based relationships with their Little Brothers and Little Sisters. They do this by spending time with their Littles doing activities they both enjoy, typically two to four times a month. They might spend time fishing, hiking, taking in a community event, making dinner, or watching a movie but whatever it is that they do, what is most important is that they are staying connected. The average match length in Juneau is almost 3 years. This is important because the longer a match lasts, the more impact the match has.

BOARD MEMBERS AND BOARD GIVING

Total number of board seats in bylaws: 3+

Number of board seats filled: 9

Did all board members make a cash contribution to your organization last year? Yes: X No ____

Board Member	Position on Board
Josh Brown	Chair
Louis Ulmer	Vice Chair
Larry Persily	Previous Chair
Katie Carrigan	Treasurer/Secretary
Sally Sadler	Board Member- Juneau Representative
Yuliya McDaniel	Board Member
Shawn Rivera	Board Member
James Wileman	Board Member
Debra Washington	Board Member

CONTRIBUTORS

To assist us with understanding where support for your organization comes from please provide the following information for your last complete fiscal year.

Local Juneau support only

FUNDING SUPPORT	APPROXIMATE % OF INCOME	APPROXIMATE # OF GIFTS/GRANTS
Individual contributions	5%	87 (including United Way designations)
Board Member contributions	1%	1 donor 2 gifts
Corporate/business/organization contributions	5%	12 (includes Bowl for Kids Sake sponsors)
Fundraising benefits		
Foundations	0	
Earned income	0	
Endowment earnings	0	
Government	89%	3 grants, PPP funding
Medicaid	0	
Other (identify sources)		

Organization's total unrestricted cash reserves at beginning of current fiscal year: \$206,057

FINANCIAL INFORMATION (not required per email from Amy Skilbred)

Please include the following documents with this application:

- Copy of the first page of your most recent 990 Form
- Copy of the Last Fiscal Year Financial Statement
- Copy of the Current Fiscal Year Financial Statement
- Copy of the Current Year Operating Budget

NOTE: Financial Statement consists of Balance Sheet and Profit and Loss Statements from the same time period. Please combine these into one document for each Financial Statement requested. The Budget only requires a budget for income and expenses.

PROJECT INFORMATION

Project Leaders: Briefly describe your project leader(s)'s experience and their role in the project.

- Ashley Otheim, Director of Programs: Ashley oversees all program aspects of the agency, making sure staff are meeting BBBS of America guidelines, adhering to child safety standards and meeting goals. In addition to overseeing program aspects, Ashley is responsible for ensuring all new staff are trained. Ashley provides direct oversight of the Juneau office. Ashley has been with BBBS of Alaska since 2010 and was with another BBBS agency prior to that.
- Corinne Conlon, Juneau Community Manager: Corinne was hired on 2/26/2021 to be the new Juneau Community Manager. In that position, she will be responsible for interviewing volunteers and children and after careful assessment, matching the screened volunteers with youth in the program. Corinne will also recruit volunteers and youth in the community by doing presentations and growing partnerships in the community. She will also provide a group activity for matches to participate in monthly.

- Taylor Cole, Match Support Specialist: Taylor provides ongoing and engaging support to Juneau matches. Taylor communicates with Bigs, Littles and Parents on a regular basis to ensure the match relationship is developing into a healthy relationship. Taylor ensures that the matches are engaged in safe activities and works with the Bigs on the Youth Outcome Development Plan (YODP) goals set at enrollment to maximize match impact. Taylor will also assist with organizing monthly match activities. Taylor started with BBBS in August 2020.
- Caity Chandler, Statewide Enrollment Specialist: Caity provides enrollment and matching support for all communities where it is needed. She interviews and enrolls volunteers and youth and after careful assessment, matches volunteers with youth in the program. Caity works from Anchorage but is able to interview volunteers and youth virtually. Caity was hired in September 2020 and has a background in customer service as well as child protection services.
- Kealoha Harmon, Senior Customer Relations & Enrollment Matching Specialist: Kealoha ensures completion of all customer relations duties. She implements and manages training for new Customer Relations and Enrollment and Matching staff and verifies that all staff follow BBBS of America's enrollment standards, ensuring child safety is always the number one priority. Kealoha was initially hired as the Sitka Community Director in 2014. Kealoha will provide assistance to the Juneau Community Manager in support of the Juneau program.
- Brighton Coggins, Statewide Customer Relations Specialist: Brighton was hired to fill this newly created position in January 2021. He will be responding to volunteer and youth inquiries, initiating background screening and reference checks for all communities.

Project Outline: Please complete by stating each objective and the activities/tasks, timeline, responsible party, and outputs that will be completed to meet each objective. Projects will typically have more than one objective. Each activity should be chronological under that objective, if the activity is repetitive, indicate that it is weekly, monthly etc. rather than listing it several times. Outline can be in landscape page orientation. Please call Amy Skilbred 523-5450 if you have questions. (Please **delete** example from your application.)

Timeline	Activity	Employee Name & Position of Responsible Party	Measurable Outputs/Outcomes
Objective 1: Make 25 New Matches			
Ongoing	Do 10-15 recruitment presentations	Corrine Conlon, CM	Volunteer sign up sheets
Ongoing	Do intake for 50 inquiries.	Kealoha Harmon, Senior CRS/Brighton Coggins, Statewide CRS	Track inquiries in Matchforce
Ongoing	Conduct 30 volunteer interviews	Corinne Conlon, CM	Track interviews in Matchforce
Ongoing	Complete screening for 30 volunteers	Corinne Conlon, CM	Track in Matchforce
Ongoing	Ready To Be Matched (RBTM) 25 volunteers	Corrine Conlon, CM	Track in Matchforce
Ongoing	Do intake for 30 youth	Kealoha Harmon, Senior CRS/Brighton Coggins, Statewide CRS/Corrine Conlon, CM	Track inquiries in Matchforce
Ongoing	Conduct 30 youth interviews	Corinne Conlon, CM	Track interviews in Matchforce
Ongoing	RBTM 25 youth	Corrine Conlon, CM	Track in Matchforce
Ongoing	Conduct 25 new match meetings	Corrine Conlon, CM	Track in Matchforce
Objective 2: Continue ongoing support for new and existing matches			
Ongoing	Provide quarterly contact to all children, parents, and volunteers in matches over 12 months in length	Taylor Cole, MSS	Track in Matchforce
Ongoing	Provide monthly contact to all children, parents, and volunteers for matches under 12 months	Taylor Cole, MSS	Track in Matchforce
Ongoing	Provide one free activity for matches each month. Currently virtual/Zoom.	Corinne Conlon, CM & Taylor Cole, MSS	Track in spreadsheet
1st of each month	Send match newsletter each month describing BBBS's monthly activity and other reduced cost activities in town	Corinne Conlon, CM & Taylor Cole, MSS	Email

Objective 3: Decrease acceptance of negative behaviors, increase attitude and performance at school, improve relationships.			
Ongoing	Conduct the Strength of Relationship survey with all new matches at the 3- month mark, excludes youth under 9 years old.	Taylor Cole, MSS	Track in Matchforce
Ongoing	Conduct the Strength of Relationship survey with all new matches every year on their anniversary, excludes youth under 9 years old.	Taylor Cole, MSS	Track in Matchforce
Ongoing	Conducts the Child Outcome Survey or Youth Outcome Survey with all matches every year on their anniversary.	Taylor Cole, MSS	Track in Matchforce
Ongoing	Conducts Risk & Protective Inventory Survey at enrollment and annually with Parent/Guardian.	Corinne Conlon, CM & Taylor Cole, MSS	Track in Matchforce

Project Narrative

Describe your project (1 page or less recommended): Explain the current situation, the need and your project plan for addressing this need. If your project involves partnerships with other organizations briefly indicate their roles.

For the period of July 1st, 2021 until June 30th, 2022, we intend to make and support 25 new matches while continuing to support existing matches. We anticipate we will have 35-40 matches at the start of the grant year. Match Support Specialists will work to ensure the match develops into a strong ongoing relationship that will have a long-lasting positive impact on the child as well as monitoring the match for child safety. The intended outcomes include increasing children's positive relationships, increasing children's educational aspirations, confidence, and competency, and decreasing children's risk-taking behavior. Children are referred to us by teachers, counselors, and parents who recognize the child's need for more positive adult attention in their lives. But, in order to make matches, we need committed volunteers. To recruit volunteers, the Juneau Community Manager will conduct presentations at various businesses and organizations around Juneau to help share about the need for volunteers. We have also secured a grant from the Rasmuson Foundation to develop a marketing plan and to promote our program. Increasing our visibility in all our communities will result in more volunteers to make more matches.

While there have always been youth in Juneau who need a mentor, the COVID-19 pandemic has been especially difficult on the at-risk youth in Alaska. More youth are experiencing isolation, increasing the prevalence of depression and anxiety. Youth are struggling with virtual learning and the additional support of a mentor has a measurable impact on the life of a child. Kalila has been matched with Big Sister Kristina Moore-Jager since 2011. Kalila was 7 years old when they were first matched and now 10 years later, she is a junior in high school and Kristina is helping her figure out college and all the arduous steps that go with it: applications, essays, ACTs/SATs, scholarships, visitations, etc. Due to the pandemic, Kalila hasn't had the same level of college counseling support that would be offered to in-person high school students. Kristina has helped to fill that gap during this virtual school year. Every child deserves an additional supportive adult in their life to help them navigate the world. Kalila's mom recently told staff that Kristina has even been helping Kalila with her dance team fundraiser. Youth in Juneau are being paired up with volunteers like Kristina because of the Big Brothers Big Sisters Juneau Mentoring Program.

In the current year, our ability to meet our match goals has been impacted not only by the pandemic but by staff turnover so we are very excited to announce that on 2/26/2021, Corinne Conlon was hired as our new Juneau Community Manager. The position had been vacant since September 2020 while we actively searched for a candidate we felt would be successful in the position. During that time, recognizing that turnover in our small offices is a huge issue, we created two statewide positions in 2020 to alleviate the issue and to help with workflow in all of our offices. The Statewide Enrollment Specialist (EMS) helps where assistance is needed either due to vacancy or just helping to keep the process flowing smoothly. We were able to create the Statewide Enrollment Specialist position due to changes made to our Affiliation standards by BBBS of America that allow us to do video interviews and even video match meetings of volunteers and children. Previously all interviews and match meetings had to be done in person. The Statewide EMS has been interviewing volunteers and youth in Juneau and while she hasn't made any matches yet, the Juneau Community Manager will be able to make matches much more quickly as a result. We also created the Statewide Customer Relations Specialist position who will process inquiries received and will perform reference checks and initiate background screening of potential volunteers in our offices. This will speed up the enrollment process for the Juneau Community Manager and ensure that inquiries are responded to in a timely manner.

We have also made other significant changes in our systems and technology to make inquiry and enrollment processes more streamlined and easier for volunteers, families and staff and while inquiry rates of both children and volunteers were negatively impacted during the pandemic, we are seeing that starting to turn around.

We have many formal and informal partnerships. We have written agreements with both Sealaska Corporation and the Central Council Tlingit and Haida Indian Tribes of Alaska which encourage their employees to get involved in our program. In partnership with the Alaska Native Justice Center, we have funding from a US Department of Education Alaska Native Education Program (ANEP) grant. Funds focus on strengthening our current partnerships and growing new relationships with Alaska Native organizations to increase Alaska Native Volunteers and referrals of Alaska Native youth and to match more Alaska Native children.

BBBSAK adheres to the Standards of Practice mandated by BBBS of America to ensure safety and to make the best matches possible based on the personalities, preferences, interests, strengths and needs of the children, parents, and volunteer mentors and then monitoring and providing the matches after they are made. We charge no fees to the children or families in our program. Volunteers are invited to pay for their screening costs but it is not required. We ask all parties to commit to the match for at least 1 year but most of our matches last much longer. Currently, average match length in Juneau is 29.6 months currently.

Evaluation Information

Describe how you propose to measure outputs and outcomes: What key issues do you want an evaluation to address? What data sources do you have access to and how do you plan to utilize them to measure progress? For multi-year grants: How do you plan to use evaluation information to improve program services? (1 page or less recommended).

In 2009, BBBS agencies began administering the Youth Outcome Survey (YOS) to track program outcomes. The YOS was for children 9 and older and the survey is taken by the child immediately prior to being matched and then the survey is administered annually thereafter. These surveys track youth attitudes and perceptions regarding social and emotional relationships, educational performance and school attachment, educational expectations, and attitudes regarding risky behaviors. In 2019, after 3 years of planning and testing, BBBS of America has launched an updated Youth Outcome Survey (YOS) as well as a new Child Outcome Survey (COS). The YOS has updated questions and is now designed for youth ages 11 and older with the COS being designed for children 10 and younger. It includes several enhancements to better capture the short-term impacts of our mentoring model on youth outcomes as well as the advancements in ways to measure certain outcomes. The constructs in both the YOS and the COS reflect the most current findings from research on youth mentoring, including measures that align with the impact evidenced in our 1995 P/PV study. The results of these surveys are used in the aggregate to monitor program effectiveness, and individually to monitor the success of each match. The Match Support Specialists are alerted to issues to address with volunteers and families based on the results of the survey in addition to the information that they gather during their regular match support contacts. In addition, the Match Support Specialist administers a Strength of Relationship survey to both the child and the volunteer when they have been matched for 3 months and then again at one year to track the relationship between the mentor and the child. Of the Juneau children surveyed in the past grant year, 100% reported positive outcomes in 5 major categories: Educational Expectations, Juvenile Justice, Social Competence & Social Acceptance, Very Important Adult, and Attitudes toward Risky Behavior. While Juneau is a smaller sample, we see similar results on a statewide level, with 89% reporting positive outcomes in Educational Expectations, 69% in Juvenile Justice, 95% in Social Competence and Social Acceptance, 95% in Very Important Adult, and 100% in Attitudes Toward Risky Behavior. In 2019, BBBS of America determined that a Risk & Protective Inventory survey be conducted on parents/guardians at enrollment and again annually. This sensitive and in depth information helps the agency serve each individual child's needs better while tracking measurable outcomes. These combined survey results confirm what we hear when we listen to the stories of our matches.

Michael and Tyler were matched almost 7 months ago during the pandemic and have been virtually connected since they were matched. Tyler is going to be 11 years old later this month and speaks very highly of his Big. When Tyler's MSS asks him what he likes about his Big Brother, Tyler always responds saying "Everything." The match meets every Tuesday evening over Google Meet. Typically, the match will watch a movie together over Netflix or will play a game like Yahtzee. The match is looking forward to going to the park together in person once Covid is no longer an issue. Tyler's mom has shared that Tyler is thrilled about the match and this is one of the first times Tyler has been able to trust another adult, other than herself. Michael says Tyler is a great kid and is excited to watch him grow.

Project Budget

List cost items (e.g., personnel, consultant, travel, supplies, printing, copying, communication) as needed below.	Requested Amount	Other Funds	Total Project Budget
Personnel Costs	18,000	83,056	101,056
Facilities	6,000	6,000	12,000
Communication	1,000	2,000	3,000
Travel (mileage etc)	0	600	600
Office – supplies, printing, postage	0	2,500	2,500
Recruiting (volunteers)	0	5,000	5,000
Agency Activities (for matches)	0	7,500	7,500
Screening/background checks for volunteers	0	2,250	2,250
Avitus HR/PR fees	0	2,508	2,508
Statewide Support: Liability Insurance, Matchforce, Affiliation, Administration, Supervision	0	64,570	64,570
TOTAL	\$25,000	\$175,984	\$200,984

Sources of other funds – name and list each source of revenue	Amount	Indicate whether revenue is pending, committed, secured; whether in-kind or cash.	Anticipated decision date
OJJDP grants through National Office	28,914	Secured/Cash	
US DOE ANEP subaward through ANJC	32,000	Secured/Cash	
Juneau CBJ Youth Activities Grant	7,500	Pending/Cash	April 2021
Individual Giving by Donors	25,000	Pending (estimated)/Cash	All year
United Way	3,000	Pending (estimated)/Cash	All year
Corporate Donors	10,000	Pending (estimated)/Cash	All year
Statewide funds - corp, donors, FTFK	64,570	Pending (estimated)/Cash	All year
Juneau Block Grant/Hope Endowment	30,000	Pending – Cash	April 2021
TOTAL	\$ 200,984		

Budget Narrative

Provide a budget narrative explaining how you arrived at each line item dollar amount of your budget and clearly identify the number of positions included in your request, if any (go on to next page, if needed).

Personnel Costs: Cost of Wages plus payroll taxes, worker's comp insurance, and health insurance benefits for the full time Juneau Community Manager and .5 FTE for the Match Support Specialist, .2FTE for the Statewide CRS and .2 FTE for Statewide EMS.

Facilities: Rent for Juneau office space is \$1,000 a month x 12 months

Communications: cost of phone lines and internet for the Juneau office averages \$250 a month x 12 months

Travel (mileage)- cost to reimburse employees for mileage traveled in their personal vehicles for agency business. 2021 IRS rate – 56 cents a mile.

Office- Estimated cost of office supplies, printing costs and mailing costs for the Juneau office

Recruiting (volunteers): This expense is for recruitment of volunteers to be matched with the children. It includes but is not limited to such items as media exposure and the cost of tables at recruitment events.

Agency Activities: The Juneau office provides monthly activities for their matches to participate in. It is an opportunity for the children to participate in activities they might not normally have access to such as whale watching and ziplining. It also provides the "Little" and the "Big" an opportunity to strengthen their relationship and to interact with other matches. The bulk of these activities are paid for by a Youth Activities grant from the Juneau City and Borough. We submitted an application for funding on 3/1/21 for FY 22.

Screening Costs: Cost of national background checks and driving records averages \$25 per volunteer x 30 volunteers. BBBS also began fingerprinting volunteers due to a federal grant requirement. This increases the screening costs by approximately \$50 per volunteer for a total of approximately \$75 per volunteer. \$75 x 30 volunteers= \$2,250. Volunteers do have the option of paying for their own background checks but it is not required.

Avitus HR/PR fees: BBBS of Alaska contracts with Avitus Group to provide payroll processing and HR and benefits management. The fee is paid each payroll on a per-employee basis. Annually, the fee is \$1,320 per employee. Total budgeted FTE for personnel on the project is 1.9 so budgeted cost is \$2,508.

Statewide Support- includes costs paid on a statewide level prorated to the community. Costs include but not limited to liability and property insurance, Matchforce database fees, Affiliation fees, administrative and program supervision (CEO, Grants/Special Projects, Business Administrator), as well as accounting services and audit costs but does not include fundraising costs. Statewide Support costs are paid from funds raised on statewide level.

Carryover

Per discussions with Amy Skilbred, we have reallocated our funding in the current year to cover other costs since we had a staff vacancy during the grant year; however, we anticipate that we still may not fully spend the current grant by the end of the grant year. We request that we be able to apply \$5,000 of anticipated carryover from the current grant to the requested grant amount to help us recover from the impact the pandemic has had on our funding sources.

Sustainability

Provide an explanation of how your organization plans to sustain this project.

Funding from the Juneau CBJ grant provides much-needed support for the Juneau program. We also have federal grants from OJJDP that are passed through our National office annually and a 3 year U.S. DOE grant in partnership with the Alaska Native Justice Center that currently provide some funding for the Juneau program. But we can't rely solely on funding from grants. Our focus continues to be on developing a stronger base of local donors - individuals, organizations, and businesses to provide the financial support AND the volunteers that we need to not only sustain our program, but to grow in Juneau and statewide.

The Juneau Community Manager works to promote the program in Juneau, increase awareness, and develop partnerships in order to recruit volunteers to be Bigs so we can make more matches in Juneau. The Community Manager will work in tandem with our statewide fund development staff to help grow our donor base to support our program as it grows.

We continue to be very excited about our new modernized rebranding that emphasizes the urgency of our mission as "Defenders of Potential". We have a new website and new donor relationship software that allows us to build stronger relationships with our investors. With funding from Rasmuson, we have been working on strengthening our fundraising capacity statewide. We are developing fundraising tools and a marketing campaign to promote our program. Even with the pandemic, we have already seen our support from individual donors grow statewide.

A search for a new CEO for Big Brothers Big Sisters of Alaska has been narrowed down to two candidates and a final decision is imminent. The Board of Directors worked closely with The Foraker Group to determine our organizational needs and we look forward to a new leader for our organization but during the search period, our Interim CEO is doing an excellent job of guiding us through this exceptional period.

Government Funding Planning

Please provide information on any anticipated reduction in State or Federal funding for the coming year. If you do anticipate a reduction in such funding, what range of reductions do you anticipate (generally)? How do you anticipate your organization absorbing such a reduction (e.g., positions cut, programs reduced, etc.)? How high a priority would your organization place on replacing funds lost through reductions in State or Federal funding? If your situation has not changed since you submitted a Letter of Interest, please cut and past that information here.

Big Brothers Big Sisters of Alaska is striving to ensure the continued sustainability of our mission even with the effects of the global pandemic. We are all struggling during this time of uncertainty and it is even more crucial for children to have additional support that a mentor provides so we continue to work hard to raise funds necessary for our programs. We have maintained strong and stable partnerships in the federal and state grants we receive and we keep focusing on increasing unrestricted funds through individual giving. We place a very high priority on continuing to serve children in need in the Juneau community.

In October 2019, we received a three-year grant from the US Department of Education Alaska Native Education Program through our partnership with the Alaska Native Justice Center to serve Alaska Native youth and increase the number of Alaska Native volunteers in our core communities of Juneau,

Anchorage, Fairbanks and Mat-Su. This grant replaces our prior DOE grant funding and enhances the services provided to our families thanks to the ANJC partnership.

We continue to receive funding from the Office of Juvenile Justice through our National office. We were able to apply for PPP funding during 2020 and as a result did not have to cut any staff positions and in fact we added a new position. We have applied for 100% forgiveness and are just waiting to hear from the SBA that it has been approved.

Funding from the CBJ Block grant/Hope Fund is critical to our ability to serve Juneau children and make a difference in those children's lives. We appreciate our partnership and the opportunity to apply for funding from the Juneau CBJ Block Grant and Hope Fund through the Juneau Community Foundation.