

ACTIVITIES REQUESTED for FY 2022 Fellowes Fund Activities (January 2022-June 2022)**Please note:**

- No food or drink is allowed in the library until further notice.
- All children's activities must be held outdoors until further notice.

Children (Preschool and Elementary Grades)

The Children's Room has computers, picture books, cultural history and literature, fun math books, science project guides, encyclopedias, magazines and graphic novels. During the school year, homework assistance is available on Monday and Thursday evenings with a school teacher. The Children's Room also has a central reading area that is great for storytelling.

The Children's Librarian, Phelicia Harris, has suggested the following activities:

- After-school arts, dance or yoga
- Storytelling, music and movement
- Chess instruction
- Technology classes (Including Minecraft, Lego robotics, 3D Printing or coding)
- Crafts classes
- Cooking classes (once allowed)
- Activities for families are welcome

Quiet activities are welcomed in the Children's Space, Nutrition Lab, and Outdoor Space. **Once allowed, performing arts and large-group events for children need to be carried out in the Community Room.**

B. Teens (Middle School and High School students)

Teens and tweens utilize the Roxbury Branch's computers and wireless Internet access during out-of-school time. Programs about youth culture are popular.

The Teen Librarian, Stephen Toropov, has suggested the following activities:

- Music programming – how to make a CD, how to make music on computer
- Open mics/spoken word events or programs
- Digital music programming (how make a beat, how to use Garage Band)
- Ukulele classes
- Chess Instruction
- Using 3D printer (for teens and for younger children)
- Comic book and graphic novel creation
- Cooking classes
- Technology programs (including web design, photo editing, anime, Minecraft, Lego robotics, 3D printing or coding).
- Writing workshops (visits from local artists & 'zine written by participants)
- Other appropriate teen-focused programs (i.e., cooking, fashion, or crafts)

Your proposal must demonstrate strategies for youth engagement and cultural competency with teens. Most youth activities that involve groups, are best carried out in Small Conference Room, Teen Space, Learning Lab, Nutrition Lab, Community Room, or outdoor space.

C. Adults and Families

Educational and cultural programming are invited. We are especially interested in financial literacy programs and programs that work with people who have limited resources or who have been marginalized. Computers, community development, the arts, chess, cultural events, research, creative writing and continuing education are the primary interests of adult library users.

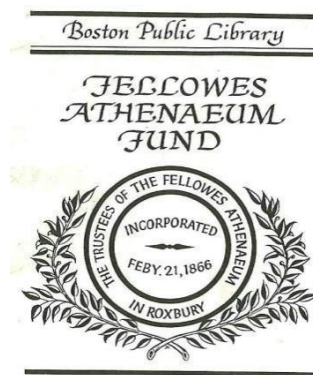
The Branch Librarian, Allen Knight, and Akunna Eneh, Programs and Community Outreach Librarian, have suggested the following activities:

- Adult Literacy (Math, English, reading, and writing)
- Computer and Smart Phone instruction (in English, Spanish, Haitian Kreyol, and/or Arabic)
- Financial Literacy (i.e., establishing or repairing credit, banking, saving, budgeting and investing)
- Cultural arts programming (i.e., visual, performing arts, dance, and film)
- Writing classes (i.e., memoirs, adult and children's fiction, poetry, and essays)
- Music instruction and music programming
- Podcast Instruction Classes
- Multilingual Poetry Event
- Cooking and Nutrition classes (for families, seniors, young adults who are learning to live independently)
- Sewing and craft classes (for families, seniors, and young adults)
- Speakers' series presenting authors and thought-leaders in Greater Roxbury and information on Roxbury History
- Services for formerly incarcerated (i.e., Clearing and sealing incarceration records – CORI)
- Career info (including resume writing, interview, and job search skills)
- Instruction on how to apply for grants and fellowships

Members of Friends of the Roxbury (Dudley) Branch Library suggested the following activities:

- Financial Education (i.e., learning about budgets, baking, saving, investments, and financial paperwork)
- Health and wellness programs (i.e., yoga, meditation, stress reduction, etc.)
- Adult Literacy
- Technology Instruction (i.e., basic and advanced computer use, connecting the Internet, social media, ordering online, etc.)
- Black History programs and events
- Programs and Events which showcase the arts and/or history

These activities are best carried out in Small Conference Room, Learning Lab, Nutrition Lab, Community Room, or outdoor space.



Community Programs Proposal Outline

Funded by Fellowes Athenaeum Trust Fund

Boston Public Library



Fellowes Fund of the Boston Public Library
FY22 Proposal Outline

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Timeline

Fellowes Athenaeum Issue Date:

November 19, 2021

Ad in Bay State Banner Newsletter:

Thursday, November 11 or 19, 2021

Print Copies

Print copies will be available at the Circulation Desk at the Roxbury Branch

Technical Assistance Sessions (Virtual/IP)

- Monday, December 6 (6:00-7:30pm)
In Person
- Saturday, December 11 (2:00-3:30pm)
Virtual

Notice of Intent Due

Friday, December 17, by 5:00pm, electronically

Final Proposal Deadline:

Friday, January 14 by 5:00pm, by email

(Late or incomplete proposals will not be considered for funding.)

Grant Review: January 17-February 7

**Meeting on Proposals
(FATF Advisory Committee):**

Week of February 7th

Grant Notification Date

Friday, February 11-14

Grantee Orientation

Monday, February 21 &/or 26

**Contracts begin
February 20, 2022**

Contracts end
(by) Friday, June 17, 2022

Contact:

Candelaria Silva-Collins, Fund
Administrator fellowestrust@yahoo.com
617-620-5557

NOTES TO PROPOSAL WRITER

Late and incomplete proposals will not be considered for funding.

All budget items are subject to negotiation.

Any equipment purchased with these funds will become the property of the Boston Public Library.

The Fellowes Fund is to be used solely for community library programs and services. Grant funds may not be used to produce materials that will later be sold for profit or individual gain. Community library programs may not be used for fundraising purposes.

All programs must be free and open to the public.

I. PROPOSAL CHECKLIST

Email completed proposal and required attachments to: fellowestrust@yahoo.com

Proposals are only accepted electronically.

Submit proposal and attachments in the following order:

PROPOSAL

☐ **Cover Page** with required signature(s).

Proposals from nonprofits must be signed by the Executive Director and the staff person responsible for carrying out the program. Proposals by an individual (vendor) require only one signature.

☐ **Proposal Outline**

ATTACHMENTS

☐ **Program budget**

Include calculations and explanation of costs

☐ **Resume or Bio**

Add a one-page resume or brief bio for each person working on the program. Include their contact email and phone number.

☐ **Reference Letters**

Include two letters of reference

☐ **Sample Program Flyer**

☐ **Outreach/Marketing Plan**

☐ **Form 990**

Nonprofits must submit the most recent Form 990

THE FELLOWES FUND OF THE BOSTON PUBLIC LIBRARY

II. Cover Page

First and Last Name

Title

Organization:

Address (Street)

City

State

Zip

Contact Telephone #

Email Address

Website

Request: \$

Brief Summary of Program or Event:

I certify that the information in this proposal is true and accurate.

Executive Director

Signature:

Print Name:

Date:

Vendor or Contact Person

Signature:

Print Name:

Date:

III. PROPOSAL OUTLINE

- A. **VISION AND EXPERIENCE:** Describe your experience in and knowledge of the program or event you are proposing. What are the objectives of the program or event you propose? How will your program or event be executed? Have you planned and executed this program before? Please give detailed descriptions of specific activities. Include a resume or bio sketch for each person involved. Note: Hybrid programs are encouraged.

- B. **TARGET GROUP** (Children, Teens, Adults or Families): Please specify the age group that the program is planned to reach. Describe your most successful experiences working with the group(s). Why is this program a good fit for the proposed group? Do you plan to serve non-English speakers in your program? If so, detail the languages and your ability to work with this group. What are the minimum and maximum numbers of people your program or event can serve?

- C. **SCHEDULING AND RESOURCES:** Considering your target group, how did you determine the dates and times for the program? Please give a timeline for when you will begin recruitment/outreach. What materials or equipment will you use? Make sure to include information on where in the library you would hold your program and costs in your budget.

- D. **PLANNING AND OUTREACH:** Please provide details on how you will market your program to the public and recruit participants. Attach your Outreach Plan and Sample Flyer.

- E. **IMPACT:** What are the benefits of your program? How will you measure program effectiveness and success? What alternatives will you explore if your target group does not participate in the way you thought they would? Please provide a sample evaluation/feedback form that you will give to participants.

- F. **BUDGET:** For personnel - describe the work to be done. Calculate hours to be worked and hourly wage or fees quoted. For supplies, calculate the estimated cost of materials and explain why they are needed to carry out the project. Do you plan to provide refreshments to attendees? If so, this must be included in your budget. (While refreshments are recommended for programs serving children and teens, guidance on this will provided per instructions of the Public Health Commission.) (Sample format included in RFP)

IV. BUDGET FORMAT

NOTES TO BUDGET WRITER

Every item must show a separate calculation.

Staff costs are to be calculated according to the number of hours per program, plus a reasonable number of hours to plan activities, perform outreach, and handle invoices and email updates to the Fund Administrator.

Vendors must provide a written quote and description of work. For example: [type of] instruction, to include [a list of specific activities] for \$x per hour for x hours per week for x weeks. This also applies to consultants who work under contract with a non-profit organization to deliver program services.

Use the Explanation of Expenses section to describe how the Expense items will be used in the program.

PROGRAM BUDGET			
Applicant	Hourly Rate	Hours on Program	Total
	Quoted price	Quoted hours	
Expenses	Unit Cost	# of Units	Total
1. Literary Materials (list each expense)			
2. Instructor/Presenter Cost			
3. Assistant Cost			
4. Program Costs (copier, materials, supplies, etc.)			
5. Outreach and Marketing Costs (ads, flyers, social media)			
Other Expenses examples: a) security (if applicable) b) refreshments (if allowed)			

Total Requested \$_____

Explanation of Expenses (Budget Narrative)

Example:

For books not available through BPL collections: __# of copies of each title will be purchased for use by __anticipated # of participants. (Note: Purchased materials will become property of the Dudley Branch library after the grant is completed.)

Thank you for completing the Program Outline Application.

Please review your application and make sure it is complete.

Submit your program application and the required attachments by email to fellowestrust@yahoo.com.

Your email attachments should include the:

1. Program Outline Application
2. Program Budget
3. Resume or Bio (for each instructor/presenter)
4. Reference Letters (two)
5. Sample Program Flyer
6. Outreach/Marketing Plan
7. *Form 990 (nonprofits only)*

You will be informed of the Committee's decision between February 11-14, 2022.

If you have any questions or concerns, please send an email to Candelaria Silva Collins, Project Manager, at fellowestrust@yahoo.com.

Yours truly,

Fellowes Athenaeum Trust Fund Committee